For first time students, the enrollment and registration process begins with creating an openccc.net account.

Please note, in order to complete the application, you will need your social security number (if available). Although it is possible to complete the process without this number, the fees assessed each student are different. Moreover, in order to clear any holds that come from not entering a social security number (or entering an incorrect number) you are required to present a physical card to the Admissions office on the SBVC campus within two weeks.

**Step 1:**
Open the SBVC's main website in an internet browser. ([https://www.valleycollege.edu/](https://www.valleycollege.edu/))

**Step 2:**
Click the “**Click Here to Apply**” icon. This will take you to the OpenCCC portal.

**Step 3:**
Click the link “**APPLY**” located in the top right hand corner.

**Step 4:**
Click on “**Create an Account.**”

Click on “**Begin Creating My Account.**”
Step 5: Fill in the required information.

Step 6: Be sure that the SSN field is filled in. It is possible to skip; however, doing so increases the fees assessed for each student. In order to reverse the fee increase, you must bring your physical social security card to the SBVC admissions office.

Step 7: Make sure to enter an email address that you will check frequently.

Step 8: Make sure you remember the Username and Password for future use.
Step 9:

You have now registered on openccc.net. You should receive an email regarding the account creation.

**NOTE:** THIS CCCID # IS NOT YOUR SBVC ID#

Click “Continue” to proceed to the next step of completing an SBVC application.

Step 10:

This is a sample email generated when the openccc.net account is created.

**NOTE:** THIS CCCID # IS NOT YOUR SBVC ID#
If you have already created an OpenCCC account, follow the steps below to log in.

**Step 1:**
Open the SBVC’s main website in an internet browser. ([https://www.valleycollege.edu/](https://www.valleycollege.edu/))

Click the link “Apply” located in the top right hand corner.

**Step 2:**
Click the “Click Here to Apply” icon. This will take you to the OpenCCC portal.

**Step 3:**
Click on “Sign In.”

**Step 4:**
Enter in your Username and Password.

Click “Sign In.”

You are now logged into your OpenCCC account.
In order to apply to SBVC, you need to be logged into OpenCCC.net. If you are not already logged in (for example, if you are not navigating to this page immediately after creating an account), please go to page 4.

**Step 1:**

From this page, click “Start A New Application.”

**Step 2:**

Use the drop-down menu to select the appropriate information.

Click “Continue” when done.

**Step 3:**

Check to ensure all information is correct. If there are any corrections, select “Edit Account.”

Enter any required information and then click “Continue.”

**Step 4:**

For College Enrollment Status, select “Enrolling in High School (or lower grade) and College at the same time.”

Enter any required information and then click “Continue.”
Step 5: Enter any required information and then click “Continue.”

Step 6: Fill in the appropriate information. Click “Continue” when done.

Step 7: Fill in the appropriate information. Click “Continue” when done.

Step 8: Fill in the appropriate information. Click “Continue” when done.
Step 9:

Fill in the required information. When done, click “Continue.”

Confirm all of the information provided.

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Step 10:

Review the application and submit it. You will receive a “Submission Confirmation” email from San Bernardino Valley College.

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Step 11:

The submission confirmation email will look like the above image. It will have a confirmation number for the submission of the application you have submitted.

**NOTE:** This confirmation number is NOT an SBVC ID#.

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Step 12:

The application will then be processed. This may take up to **three** business days.

After it has been processed, you will receive an email from the admissions department of San Bernardino Valley College.

The subject of this email will be “San Bernardino Valley College High School Student Welcome E-Mail.”

This email will contain your SBVC ID#.
Step 13:

The welcome email will look like this.

**Your SBVC ID# is listed at the top under “Student ID Number.”**

It is seven digits, and typically begins with a "1."