

OpenCCC - Mission College Instructions

This is a multi-step process where you will:

1. Obtain an OpenCCC Student ID number
 2. Obtain a Mission Student ID number
 3. Submit **both** Student ID numbers using the South Bay Registration Form or the link provided by the class assistant
1. Please [click here](#) to begin the online registration process, then click on Apply:

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ADMISSIONS & RECORDS - APPLY FOR ADMISSION

Complete the following steps before you register for classes if you are here to do one of the following:

- Obtain an Associate Degree or Certificate
- Transfer to a university to complete a Bachelor's Degree
- Improve your Math, English or Reading skills
- Discover career interests or prepare for a new career
- Explore and select a major

STEP 1: Apply for Admission

- Submit the [application for admission online](#).
- Students are encouraged to submit the application for Financial Aid. Visit the [Financial Aid](#) page for more information.

1 **Apply for Admissions**

Click on Create an Account.

If you already have an OpenCCC account
Click on **Sign In**.

Create an Account or **Sign In**

Follow the prompts to either create your new account or update an existing one. After creating a new account, you will receive an email from support@openccc.net that will include your new OpenCCC Student ID number. Save your OpenCCC logon and password. Should you apply for any other CA community colleges, you will be able to use them in this system.

2. The system will direct you to fill out the Application for Admission to Mission. If you are asked to choose a semester, enter the one as instructed or the current semester. If you are asked for a topic of study, choose one closest to the class in which you are enrolling; i.e., Admin of Justice or Law Enforcement. Review the application and submit. You will receive a confirmation page with the following information:

Your application for admission has been submitted to Mission. Thank you.

The email will also include your name, OpenCCC Student ID number, Term Applied, your email, submission date and confirmation number. Save a pdf version of the confirmation page for your records. The confirmation number is NOT your Student ID number.

Within 72 hours, you will receive an email from Admissions which will contain your new college Student ID number. If you do not receive the email, check your Spam folder.

3. Submit **both Student ID numbers** (Open CCC Student ID & Mission College Student ID) using the South Bay Registration Form or in the link provided by the class assistant. If no contact is found, email to sbrpstc@theacademy.ca.gov.