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## GENERAL INFORMATION


Welcome to the Virginia Community College System (VCCS) online admissions application. This online application has been developed to make applying to any of the 23 colleges that make up the VCCS as straightforward as possible.

If you have questions or problems that are not answered by the help resources on the application you should contact the college that you are applying to directly. The college will have the necessary secure access to the Student Information System (VCCS) and your personal student account to help you resolve application issues.

You may want to open the link below in a separate window before you start, or return to, your application in case you have questions while applying or would like to insure you are applying to the closest college.

This link below will take you to a VCCS College Locator site:  
<http://www.vccs.edu/CollegeLocator/tabid/201/Default.aspx>

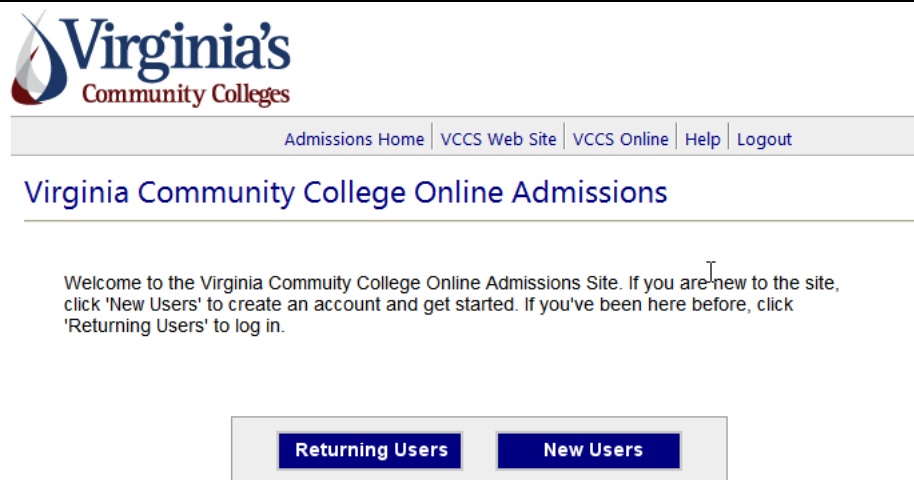
At the VCCS College Locator site you will be able to find contact information such as email addresses, phone numbers, driving directions, and addresses for the 23 colleges and the 40 campuses. You should look for the Admissions Office or the Help Desk to contact for assistance.

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## ONLINE WEB APPLICATION HELP PAGES PROCEDURE

### Need Help Getting Started?

A menu of help topics will be displayed on the Application Home page (see Figure 1). When the applicant clicks one of the links a pop-up will display the help associated with the specific topic (see Figure 2). The recommended contents of the help topics are provided below.




**Figure 1. Application Home page.**

### Why do I need to create a temporary online web application login?

- A temporary online web application login ID must be created to enable reentry into your application until it is submitted, or for a period of 30 days.
- You must create the temporary login ID even if you complete and submit the application in one session.
- The temporary login ID will be used only for the purpose of creating and submitting your application. 30 days from creation or upon submission of the application, the login ID will be deleted.
- If you have applied within those 30 days, you will be assigned a new, permanent login ID to access: Student Information System (SIS) (for registration, grades, transcripts, payments, etc.), Blackboard (our online courseware management system), student email, and VIVA (research & library services, etc.).

### How do I create my temporary online web application login?

- To create a temporary login ID for the VCCS Online Admissions Application (OAA), complete the information requested and click **submit**.
  - Your temporary login ID will be retained until the application is submitted, or for a period 30 days. You may save your application and return at any time within that period.
  - Applicants who do not have an existing email account or those who share email accounts can create a temporary login ID by supplying a login name in the email field. Example: JaneStudent123.
- Note:** Be sure to record the login name and password for future use.

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## ONLINE WEB APPLICATION HELP PAGES PROCEDURE

- An email account must be supplied for the applicant to be able to receive password assistance from the VCCS for reentry into the online application.
- Finalize and submit your application within 30 days from the time you create your login ID, or you will have to start over.



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### Online Admissions Home

Welcome to the Virginia Community College Online Admissions site. Select one of the following options to continue.

#### Apply


Create and submit a new application for admission


#### Review

View and complete existing applications

**Figure 2. Online Admissions.**

### How do I fill out the application? (see Figure 3)

- Before beginning collect all applicable documents, including – social security card, immigration documents, tax returns, military papers, driver's license, and voter registration.
  - Providing the applicant's social security number is highly recommended. If not given, access to many college services will be limited, and tax reporting information will not be available. The social security number is required when applying for financial aid.
  - Carefully read each question, including the directions for filling in text boxes.
  - Complete each section.
  - Use the side-bar menu to view the status of each section. Completed sections are marked with a check.
  - Click **Submit**, **Next** or **Previous** button to save the information in the section.
- Note:** You will not be able to save a section that contains errors. Please correct all errors before attempting to move to a new section.
- Click on a question mark  for context sensitive help.

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## ONLINE WEB APPLICATION HELP PAGES PROCEDURE



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### Apply for Admission

---

To apply for admission, you'll complete a brief online form. You'll need to provide some basic information about yourself including contact information, educational history, and details about your residency.

If you are unable to fully complete the form at this time, you may return to it at a later date. To begin, click 'Apply Now' below.

Notice: In compliance with the Sex Offender and Crimes Against Minors Registry, a portion of this information will be submitted to the Virginia State Police.

Apply Now


**Figure 3. Apply for Admission.**

#### How do I apply to more than one community college?

- A new application must be completed for each college you plan to attend.
- Prior application to or attendance at any Virginia Community College means you already have a student ID. Use the existing student ID when applying to another college.
- If you have more than one student ID and are unsure which one to use, contact the college you plan to attend. Contact information is available at: <http://www.vccs.edu/CollegeLocator/tabid/201/Default.aspx>
- Your current or former name must be entered exactly as it was used on previous applications.
- Providing the applicant's social security number is highly recommended. If not given, access for many college services will be limited, and tax reporting information will not be available. The social security number is required when applying for financial aid.

#### How do I submit the final application?

- Review your application carefully for accuracy before submitting the final document.
- Once the application is submitted, no changes will be permitted and you must contact the college. Contact information is available at : <http://www.vccs.edu/CollegeLocator/tabid/201/Default.aspx>
- Submit the application within 30 days from the date you created your login ID.
- It is highly recommended that you print or save to a file the confirmation page at the end, as it contains your official student ID and user name as well as any special notices that affect your application.
- Set your permanent password within 24-hours of receiving your official User name and student ID.

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## ONLINE WEB APPLICATION HELP PAGES PROCEDURE

### Question Mark Context Sensitive Help

Context sensitive help will be available for specific fields that are known to be problematic for applicants to understand the appropriate values to enter. See Figure 4 for the Create Temporary Login section.

#### Create New Account

To create your account, please enter the following information and click 'Submit'.

Note the following:

- The login ID and password created below is only valid during the application process. You will be given a username and password for registration after successfully completing the application process.
- Your temporary login ID will be retained until the application is submitted, or for a period 30 days.
- You may save your application and return at any time within that period.
- Finalize and submit your application within 30 days from the time you create your login ID, or you will have to start over.
- Your password must be 7-10 characters long and contain at least one lowercase letter, one uppercase letter, and one number.
- **Be sure to record your login ID and password.** If they are lost, you will need to create a new account and begin another application.

I

\*First Name:

\*Last Name:

Email Address:

\*User Name:

\*Password:


**Figure 4. Create Temporary Login section.**

#### Create New Account

To create your account, please enter the following information and click 'Submit'.

Note the following:

- The login ID and password created below is only valid during the application process. You will be given a username and password for registration after successfully completing the application process.
- Your temporary login ID will be retained until the application is submitted, or for a period 30 days.
- You may save your application and return at any time within that period.
- Finalize and submit your application within 30 days from the time you create your login ID, or you will have to start over.
- Your password must be 7-10 characters long and contain at least one lowercase letter, one uppercase letter, and one number.
- **Be sure to record your login ID and password.** If they are lost, you will need to create a new account and begin another application.

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## ONLINE WEB APPLICATION HELP PAGES PROCEDURE

(see Figure 4).

### Step 1 helps – see Figure 5

#### Name help

Enter your current, complete legal name. Use the same format for your name when applying to multiple colleges.

SSN help  Providing the applicant's social security number is not required but highly recommended. If not given, access to some services will be limited, tax reporting information will not be available, and financial aid will be delayed.

#### Former Name help

Enter your previous name. If you attended a community college prior to 2003, enter only the middle initial.

#### Career help

Select the credit career when planning to enroll in classes for which you will receive college credit. Otherwise select Non-Credit or CEU, whichever is applicable.

#### Find your Student ID –

If you do not know your student ID, click on the VCCS Online link (shown below) and follow the instructions on that page.

If you get a message to contact the college, it is a possibility you have multiple student IDs and will need to contact the college. Use the contact information provided.


If multiple IDs exist, contact the college to find out which ID to use. Use the contact information provided in the message.




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## Virginia Community College Online Admissions

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## ONLINE WEB APPLICATION HELP PAGES PROCEDURE



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### Step 1 - Personal Information

- 1 Personal Information
- 2 Address Information
- 3 More Personal Information
- 4 Educational History
- 5 Educational Goals
- 6 In-State Tuition
- > Submit Application

**Name** ?

Before clicking remaining upper and lower case letters.

Prefix:

First:

Middle (Full):

Last:

Suffix:

**Social Security Number** ?

My SSN is  -

(9-digits)

I do not wish to provide my SSN at this time.

**Former Name (if Applicable)** ?

First:

Middle (Full):

Last:

**Date of Birth**

Date:

**Which college do you plan to attend?**

College:

**In what type of classes will you be enrolling?** ?

**What campus will you attend?**

(Please select a class type)

**What term do you plan to begin classes?**


(Please select a campus)

**Have you previously attended, applied for admission to, or been employed by any Virginia community college?**

Yes - Enter Student ID (EmplID) number if known:


No

**Figure 5. Personal Information section.**

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**Step 2 helps – see Figure 6**

Address Information section

\*Phone Number-  Enter your phone number including the area code. If you are a returning student, go to Self-Service in the Student Information System to update.

Mailing Address help - 

Enter the street number and name on the first line. Enter an apartment number on the second line. Do not add both street address and PO Box information. If you are a returning student, go to Self-Service in the Student Information System to update.

Current Residence help - 

Select the County or City location of your residence from the dropdown list.

Email Address Help - 

Enter a valid email address in the correct format. E.g. [student123@yahoo.com](mailto:student123@yahoo.com)

**Step 3 helps – see figure 7**

Additional Personal Information section

Ethnicity Help - 

Select one of the radio buttons for “Are you Hispanic or Latino”. If Hispanic or Latino, select any of the selections below that most closely describes your family heritage. If not Hispanic or Latino, select the ethnicity/race that most closely describes your family heritage.

**Ethnicity**

Are you Hispanic or Latino?

Yes, I am Hispanic or Latino

No, I am not Hispanic or Latino

What is your race? Select any that apply.

American Indian/Alaska Native

Asian

Black/African American

Native Hawaiian/Other Pacific Islander

White

Gender Help - 

Click the radio button that identifies your gender.

Citizenship Status Help - 

Select your citizenship status from the drop-down list. Note: If you have been a U.S. Citizen since birth, choose Native. If you became a U.S. Citizen after birth, choose Naturalized. If you are Permanent Resident, Refugee or Asylee, choose "Alien Permanent". If you are a visa holder or not living in the U.S., choose Alien Temporary.


Primary language Help - 

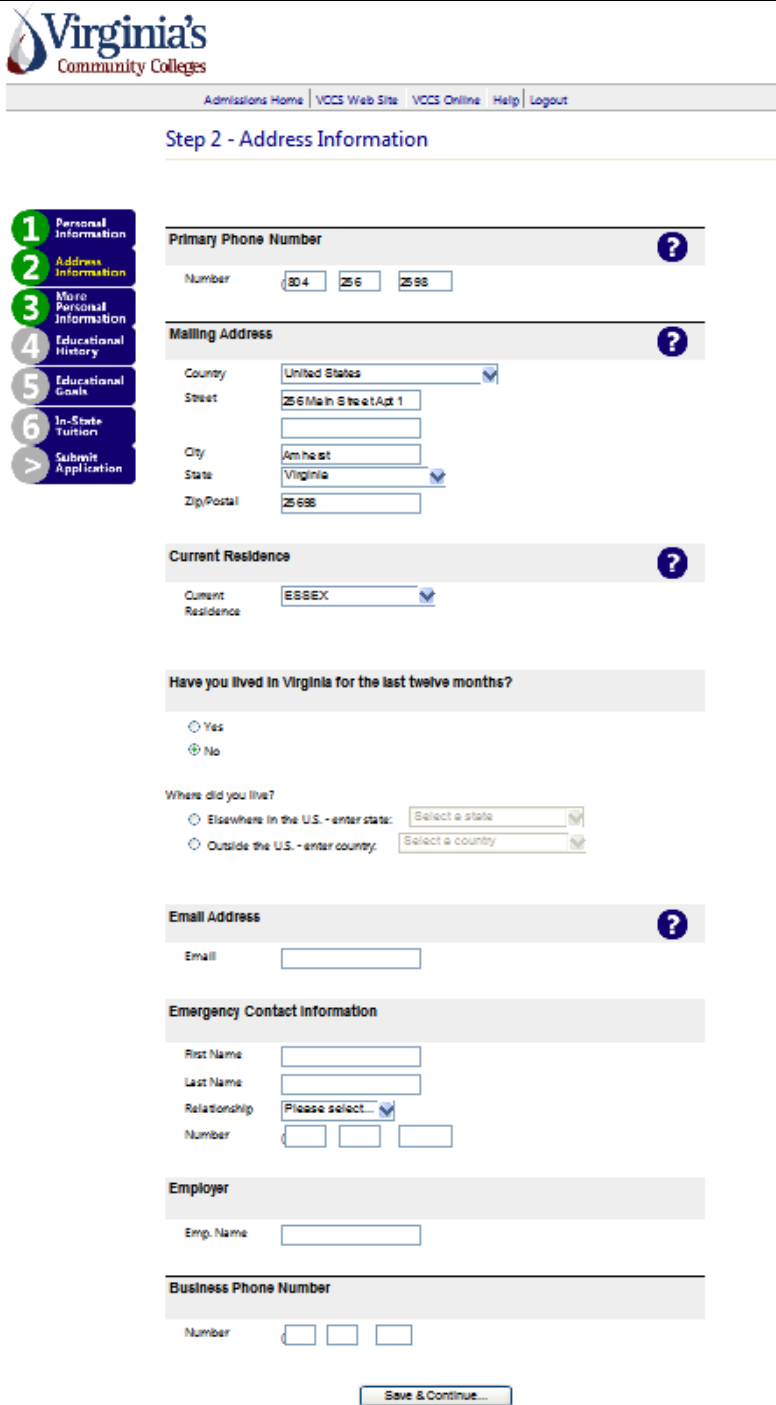
Select your primary language. Choose “Other” if English is not your native language.

Military Status Help - 

Select your current military status. Choose “No Military Service” if you have never served in the military.



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**Step 2 - Address Information**

1 Personal Information  
 2 Address Information  
 3 More Personal Information  
 4 Educational History  
 5 Educational Goals  
 6 In-State Tuition  
 > Submit Application

**Primary Phone Number** ?

Number: (804) 256 2588

**Mailing Address** ?

Country: United States  
 Street: 256 Main Street Apt 1  
 City: Amherst  
 State: Virginia  
 Zip/Postal: 25688

**Current Residence** ?

Current Residence: ESSEX

Have you lived in Virginia for the last twelve months?  
 Yes  
 No

Where did you live?  
 Elsewhere in the U.S. - enter state: Select a state  
 Outside the U.S. - enter country: Select a country

**Email Address** ?

Email: [Text Box]

**Emergency Contact Information**

First Name: [Text Box]  
 Last Name: [Text Box]  
 Relationship: Please select...  
 Number: [Text Box] [Text Box] [Text Box]

**Employer**


Emp. Name: [Text Box]


**Business Phone Number**

Number: [Text Box] [Text Box] [Text Box]

Save & Continue...

**Figure 6. Address Information section.**

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### Step 3 - Additional Personal Information

**1** Personal Information

**2** Address Information

**3** **More Personal Information**

**4** Educational History

**5** Educational Goals

**6** In-State Tuition

**>** Submit Application

#### Ethnicity ?

Are you Hispanic or Latino?

Yes, I am Hispanic or Latino  
 No, I am not Hispanic or Latino

#### Gender ?

Female  
 Male  
 Not Indicated

#### U.S. Citizenship Status ?

What is your citizenship status?

Native (U.S. citizen at birth)  
 Naturalized (became U.S. citizen after birth)  
 Alien permanent  
 Alien temporary  
 Not living in the U.S.  
 Not Indicated

#### Primary Language ?

English  
 Other

#### U.S. Military Status ?


Have you served in the U.S. Military?

I have never served in the U.S. Military  
 My spouse has served in the U.S. Military  
 I am the dependent of someone who has served in the U.S. Military  
 I have served in the U.S. Military

What is your current military status?

What date did you enter the military?

**Figure 7. Additional Personal Information.**

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## Step 4 helps – see Figure 8

### Educational Information section

For college/university help “Enter your college information beginning with the most recent.” See Figure 8.

### High School/College Lookup help (see Figure 8)

Select the level that matches your high school education. Additional information will be requested based on your choice.

High School (graduated or currently enrolled) –

- Click the search button to lookup the high school.
  - Choose the state from the drop-down list
  - Begin typing the name of the high school to narrow the list
  - Click on the high school to select or check the box when the high school is not found
- Enter the month and year of actual or anticipated graduation
- Select the diploma type from the drop-down list

Home School (graduated or currently enrolled)

- Select the state from the drop-down list
- Enter the month and year of actual or anticipated graduation

GED

- Select the state from the drop-down list
- Enter the month and year the GED was awarded

No high school diploma or GED

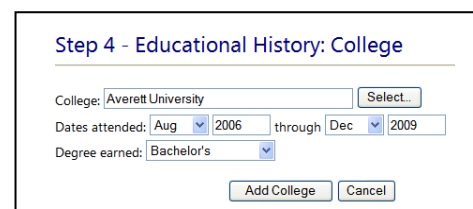
- Enter information for the last high school attended
- Select the state from the drop-down list
- Select the highest grade completed from the drop-down list


Foreign High School – no additional information is required

### College/University Information (see Figure 8)

Enter your college information beginning with the most recent.

- Click the Add a College button to begin
  - Click the search button to lookup the college or university.
    - Choose the state from the drop-down list
    - Begin typing the name of the college/university to narrow the list
    - Click on the college/university to select
  - Enter the dates attended
  - Select the degree earned from the drop-down list
  - Click the Add College button to confirm
- Change the College/University information by clicking the edit link
- Delete College/University information by clicking the delete link

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## Step 4 - Educational History

**High School Information** ?

Level of high school education	High School (graduated or currently enrolled)
School Attended	Blacksburg High School
Actual or Anticipated Graduation Date	Jun 1 2006
Diploma Type	Standard

---

**College/University Information** ?

Averett University	Danville, VA	8/2006 - 12/2009	Bachelor's	<a href="#">Edit</a>	<a href="#">Delete</a>
--------------------	--------------	------------------	------------	----------------------	------------------------

Were you suspended or dismissed from the last college attended?  Yes  No

---

**Family Educational Background** ?


Father's Highest Education:

Mother's Highest Education:

**Figure 8. Education Information section.**

Family Background Information (see Figure 8)

Select father's level of education that most closely matches his background.  
 Select mother's level of education that most closely matches her background.

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## Step 5 - Educational Goals

**Educational Goals:** ?

What is your current goal?

I plan to pursue a degree, certificate or diploma from my community college.  
 I do NOT plan to pursue a degree at this time.


What plan of study do you want to pursue?

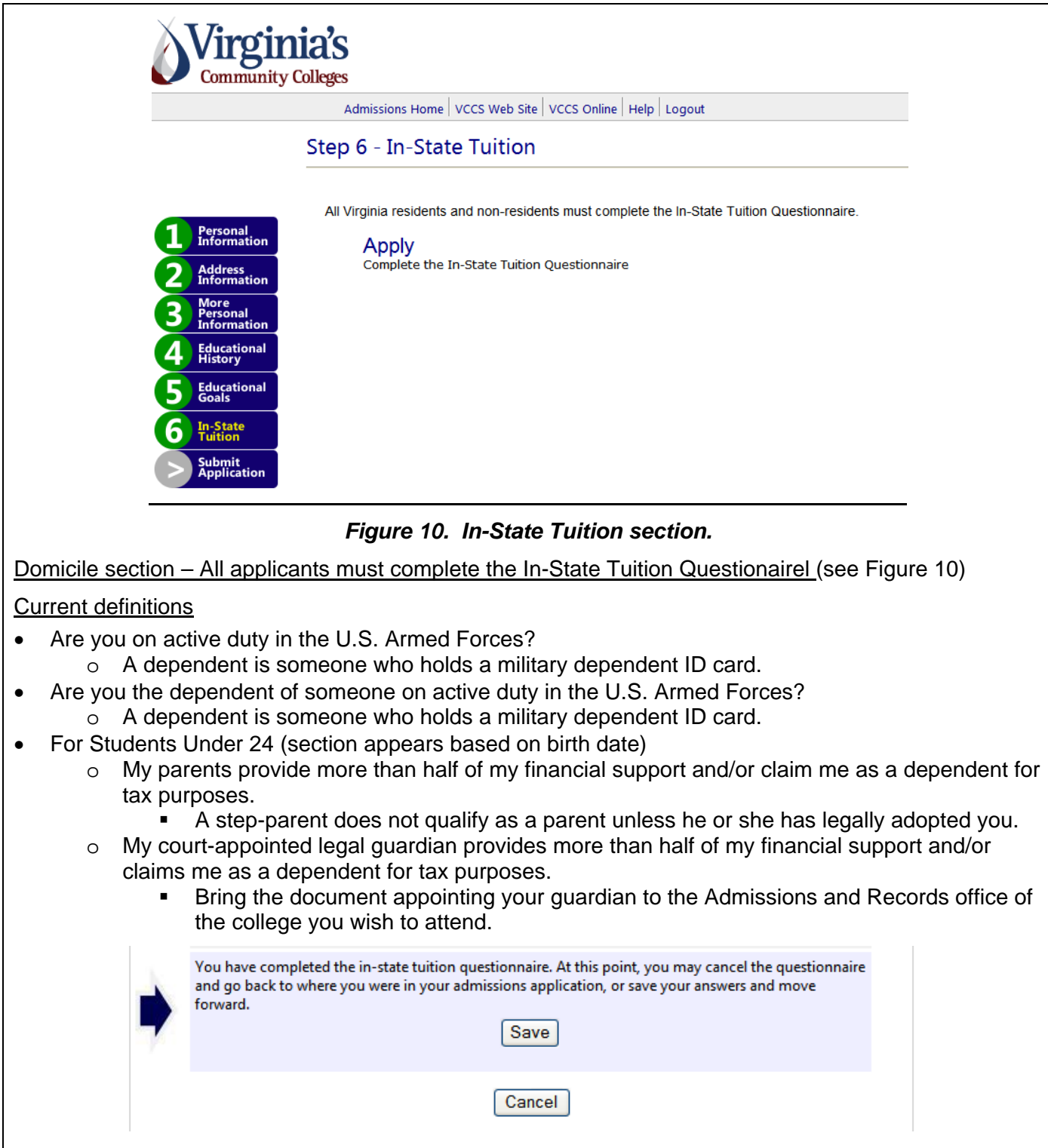
**Figure 9. Education Goals section.**

### Educational Goals section (see Figure 9)

Select the educational goal that describes your plans for attending the community college. To be considered for financial aid students must be in a program of study that leads to a degree, diploma or certificate.

- Choose a plan of study from the drop-down list when pursuing a degree, diploma or certificate. Be sure to pay attention to the type of program you are choosing.
  - Associate of Arts (AA) and Associate of Science (AS) degrees are designed for students who plan to transfer to a four-year college or university to complete a bachelor's degree.
  - Associate of Applied Science (AAS) and Associate of Applied Arts (AAA) degrees may transfer to a four-year college, but are primarily designed for students who plan to enter the workplace in a technical field immediately after graduation.
    - For example: an AS in Business Administration is for students who plan to transfer to a four-year degree in business while an AAS in Business Management is for students who want to go directly into the workplace. Be sure you choose the best degree to meet your goals.
  - Certificates (30-46 credits) prepare students for a particular job or aspect of a job. Some certificates are part of an associate degree program, in which case the credits earned in the certificate may be applied to the degree.
  - Career Studies Certificates (9-29 credits) are designed for enhancement of job/life skills, retraining for a career change, and/or investigating new career possibilities. It may also be possible to apply credits earned in a CSC program to a certificate of associate degree program.
- Choose a reason for taking classes when not planning to pursue a degree, diploma or certificate.

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**Step 6 - In-State Tuition**

All Virginia residents and non-residents must complete the In-State Tuition Questionnaire.

**Apply**  
Complete the In-State Tuition Questionnaire

**Figure 10. In-State Tuition section.**

Domicile section – All applicants must complete the In-State Tuition Questionnaire (see Figure 10)

Current definitions

- Are you on active duty in the U.S. Armed Forces?
  - A dependent is someone who holds a military dependent ID card.
- Are you the dependent of someone on active duty in the U.S. Armed Forces?
  - A dependent is someone who holds a military dependent ID card.
- For Students Under 24 (section appears based on birth date)
  - My parents provide more than half of my financial support and/or claim me as a dependent for tax purposes.
    - A step-parent does not qualify as a parent unless he or she has legally adopted you.
  - My court-appointed legal guardian provides more than half of my financial support and/or claims me as a dependent for tax purposes.
    - Bring the document appointing your guardian to the Admissions and Records office of the college you wish to attend.

You have completed the in-state tuition questionnaire. At this point, you may cancel the questionnaire and go back to where you were in your admissions application, or save your answers and move forward.

Save

Cancel

## Step 6 - In-State Tuition

---

You have completed the In-State Tuition Questionnaire. Your responses are displayed below.

Please select one of the following:

**Continue** - Proceed with your application for admission

**Restart** - Restart the In-State Tuition Questionnaire

---

### Submit application section

See Figures 11 & 12

## Submit Application

---

Your application for admission is complete and ready to submit. If you would like to review it or make changes, use the links provided in the navigation bar on the left side of this screen.

To submit your application, click the button below.

Submit Application

---

## Submit Application

---


Your application for admission is complete and ready to submit. If you would like to review it or make changes, use the links provided in the navigation bar on the left side of this screen.

To submit your application, click the button below.

You have submitted your application for processing - this may take several minutes. **Do not close your browser, use the back button, or navigate to another web page at this time.** When processing is complete, you will be given important information regarding your application.

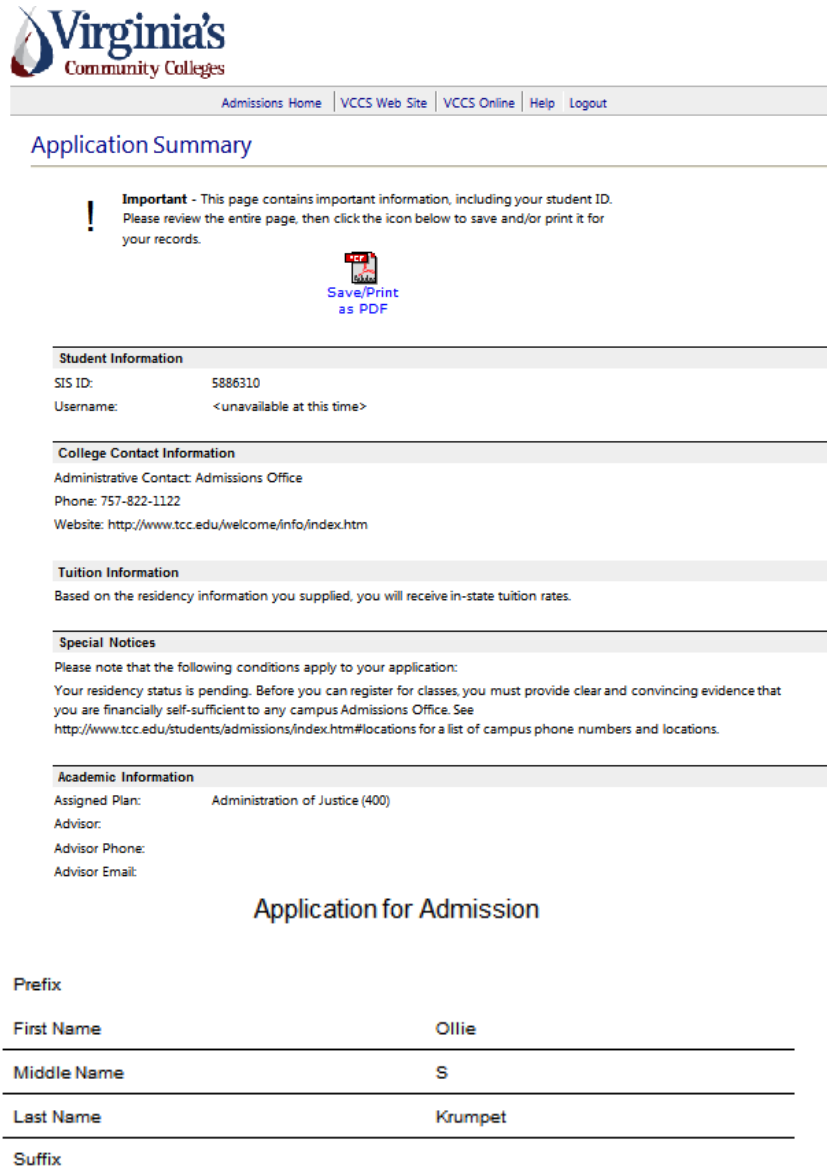
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**Figures 11& 12. Submit Application.**

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Application Summary section


See Figures 13, a,b,c



**Virginia's Community Colleges**  
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### Application Summary

**!** **Important** - This page contains important information, including your student ID. Please review the entire page, then click the icon below to save and/or print it for your records.

 Save/Print as PDF

---

**Student Information**  
 SIS ID: 5886310  
 Username: <unavailable at this time>

---

**College Contact Information**  
 Administrative Contact: Admissions Office  
 Phone: 757-822-1122  
 Website: <http://www.tcc.edu/welcome/info/index.htm>

---

**Tuition Information**  
 Based on the residency information you supplied, you will receive in-state tuition rates.

---

**Special Notices**  
 Please note that the following conditions apply to your application:  
 Your residency status is pending. Before you can register for classes, you must provide clear and convincing evidence that you are financially self-sufficient to any campus Admissions Office. See <http://www.tcc.edu/students/admissions/index.htm#locations> for a list of campus phone numbers and locations.

---


**Academic Information**  
 Assigned Plan: Administration of Justice (400)  
 Advisor:  
 Advisor Phone:  
 Advisor Email:

### Application for Admission

Prefix \_\_\_\_\_  
 First Name \_\_\_\_\_ Ollie  
 Middle Name \_\_\_\_\_ S  
 Last Name \_\_\_\_\_ Krumpet  
 Suffix \_\_\_\_\_

**Figure 13a & 13b. Application Summary.**



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### In-State Tuition Questionnaire

Are you a U.S. citizen?	Yes
What is your military status?	Have never served in the U.S. military
Whose domicile do you want to use to claim eligibility?	My own domicile
Do you have legal dependents other than a spouse?	No

**Figure 13c. Application Summary, cont.**

### Application Summary

**!** **Important** - This page contains important information, including your student ID. Please review the entire page, then click the icon below to save and/or print it for your records.



**Figure 13a, b, c. Application pdf.**

Midwater Community College  
Application For Admission

Prefix	
First Name	Ollie
Middle Name	S
Last Name	Krumpet

**Figure 13a Application pdf.**



VCCS AS&R Online Web Application Help Pages Guidelines

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Application Confirmation


Date Submitted	09/09/2009
Empid	5886310
Username	<unavailable at this time>
Tuition Information	Based on the residency information you supplied, you will receive in-state tuition rates.
Assigned Plan	Administration of Justice (400)
Administrative Contact	Admissions Office
Phone	757-822-1122
Admissions Website	<a href="http://www.tcc.edu/welcome/info/index.htm">http://www.tcc.edu/welcome/info/index.htm</a>
Notice	Your residency status is pending. Before you can register for classes, you must provide clear and convincing evidence that you are financially self-sufficient to any campus Admissions Office. See <a href="http://www.tcc.edu/students/admissions/index.htm#locations">http://www.tcc.edu/students/admissions/index.htm#locations</a> for a list of campus phone numbers and locations.

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The signature of a parent or guardian is required for applicants under the age of 18.

Parent/guardian signature: \_\_\_\_\_

Figure 13b & 13c. Application pdf.

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## CUSTOMER SATISFACTION

Customers will be surveyed on a randomized basis.

## ACRONYMS

Acronym	Definition
ASC	Application Support Center
AS&R	Academic Services & Research
CEU	Continuing Educational Units
ESE	Enterprise System Engineering
ITS	Information Technology Services
OAA	Online Admissions Application
SIS	Student Information System
VCCS	Virginia Community College System