How to Apply to Golden West College

Step 1. Create an OpenCCC Account

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You must have a valid email address to create an OpenCCC Account. If you do not have an email address, you will need to set one up. There are many free options available, which will be listed on the OpenCCC Account page. Follow the instructions to create a new email address if needed.

2a. If you have a Social Security Number, list it here. Otherwise, check the box below.

You do not need to provide a SSN to complete the application. If you don’t know yours or don’t have one, check this box and continue with the application.
2b. Enter your email address and telephone number

List the email address that **you** (not your parents) check regularly. We will send all Dual Enrollment information to the email address listed here.

2c. Finish creating your OpenCCC Account by setting up your username and password

Important! Write down your username and password in a safe place.
3. After creating your Open CCC Account, click “Continue” and complete the GWC Application
(Students need to create their Open CCC Account AND submit the GWC Application!)

Be sure to click “Continue” after creating your account to go to the GWC Application!

If you are not automatically directed to the Golden West College application, you may need to enter https://bit.ly/gwcapply again in the navigation bar and sign in to your OpenCCC Apply account. The following page should appear:

Click “Start a New Application”
Step 2. Complete GWC Online Application

1. Complete each of the tabs on the left side of the screen for the GWC Online Application.

2a. Select the correct term you wish to begin taking classes at Golden West College on the "Enrollment Information" tab.

Note that Winter Intersession/Spring terms are grouped together, and Summer/Fall terms are grouped together. If you submit your initial application for the wrong term, you will need to re-submit an application for the correct term you wish to begin taking classes in.
2b. Select your Educational Goal and Intended Major or Program of Study

Please note that the educational goal and major/program of study you select are not final. You are able to change these later. There is not an “Undecided” major option. Select the educational goal and major that most closely match what you think you’d like to pursue right now.

Select your educational goal (it can be changed later if you’re unsure)

Select your intended college major or program of study (Note: there is no “Undecided” option, so select the one that is closest to what you think you’d like to study – you can change it later).
3. Verify your OpenCCC Account information and mailing address

On the “Account Information” tab, verify your OpenCCC Account information and current mailing address.

You can edit your account details by clicking on the “Edit Account” button.

You may also be asked to enter the name of your Parent/Guardian:

If prompted, answer the question about your Parent/Guardian and list name and relationship of your Parent/Guardian.
4. Select the correct option for “College Enrollment Status” and “High School Education”

For “College Enrollment Status” and “High School Education” select “Enrolling in high school (or a lower grade) and college at the same time” if you will still be taking high school classes when enrolling at Golden West College.

Enrollment fees at Golden West College are automatically waived for currently enrolled high school students taking GWC classes. If you do not select the “Enrolling in high school (or a lower grade) and college at the same time” option, your enrollment fees will not be waived!

For both “College Enrollment Status” and “High School Education” select the “Enrolling in high school (or a lower grade) and college at the same time” option if you will be taking GWC classes while still in high school.
5. Enter the name of the high school you are enrolled in.

Select whether you are home-schooled or not and then enter the name of your high school.

Also complete the high school transcript questions and whether you have ever earned a college degree or previously attended a college or university.
6. **Indicate your citizenship and military status**

On the “Citizenship/Military” page, select your citizenship status and whether you are a member of the U.S. military or a dependent of a military member.

Verification of citizenship or residency status is not required to complete the GWC application and participate in the Dual or Concurrent Enrollment program. Students whose citizenship/residency type is not listed in the dropdown menu should select “Other”. When asked for their Visa issue and expiration date, students who do not have a Visa or can’t find it can select the “No documents” option and continue with the application.

Select your citizenship status from the dropdown menu.

**Note:** Students who are not U.S. Citizens can participate in the Dual and Concurrent Enrollment program at GWC!

Students whose citizenship status is not listed in the menu should select “Other”. If you do not have a Visa or don’t know what your Visa issue and expiration date is, you can select the “No documents” option and continue with the application.
7. Complete the remaining sections of the GWC application

There are several additional tabs with questions students need to complete: Residency, Needs & Interests, Demographic Information, and Supplemental Questions. Students need to complete each of these tabs before they can submit their application to Golden West College.

Each of the remaining tabs needs to be completed before students can submit their application. Tabs that have not been completed will show a yellow circle that is half full.
Step 3. Submit the Application

1. Once you have entered in all your information, you will see this final page where you must Submit your Application.

Be sure to click the boxes verifying your application is correct and click “Submit My Application” when you are finished!
2. You will know you have completed the application when you see the Confirmation page:

You can continue with the GWC onboarding process at CCC MyPath if you’d like. However, your GWC application has been successfully submitted if you see this screen.

You will receive an acceptance email from the Admissions and Records office within 48 hours. This email will include your GWC ID Number which begins with the letter C.

Students who want to take college classes while in high school should continue with the application process by completing their Dual Enrollment Release Form or Special Part-Time High School Release Form (for Concurrent Enrollment)

Note: the CCCID listed here is for your OpenCCC Account. It is not your GWC student ID number!
Questions or Concerns?

If you any questions about completing the process, please contact the following GWC employees:

<table>
<thead>
<tr>
<th>For general dual enrollment application and registration questions:</th>
<th>For assistance with accessing your MyGWC account or with addressing registration errors:</th>
</tr>
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| **Matthew Valerius**  
Director of Guided Pathways & Dual Enrollment  
**Phone:** (714) 895-8726  
**Email:** mvalerius@gwc.cccd.edu | **Jessica Sanchez**  
Admissions & Records Technician, Senior  
**Phone:** (714) 895-8207  
**Email:** jvillalobos@gwc.cccd.edu |
| **Anisha Khatri**  
Assistant Manager, Guided Pathways & Dual Enrollment  
**Phone:** (714) 895-8110  
**Email:** akhatri@gwc.cccd.edu | GWC Admissions & Records Office  
**Phone:** (714) 895-8306 |
| **Jessica Bravo**  
Project Coordinator, Guided Pathways & Dual Enrollment  
Golden West College  
**Phone:** (714) 892-7711 ext.55009  
**Email:** jbravo4@gwc.cccd.edu |  |