

VCCS Application Tutorial 2024

How to Complete the VCCS Online Application

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Completing Your Application

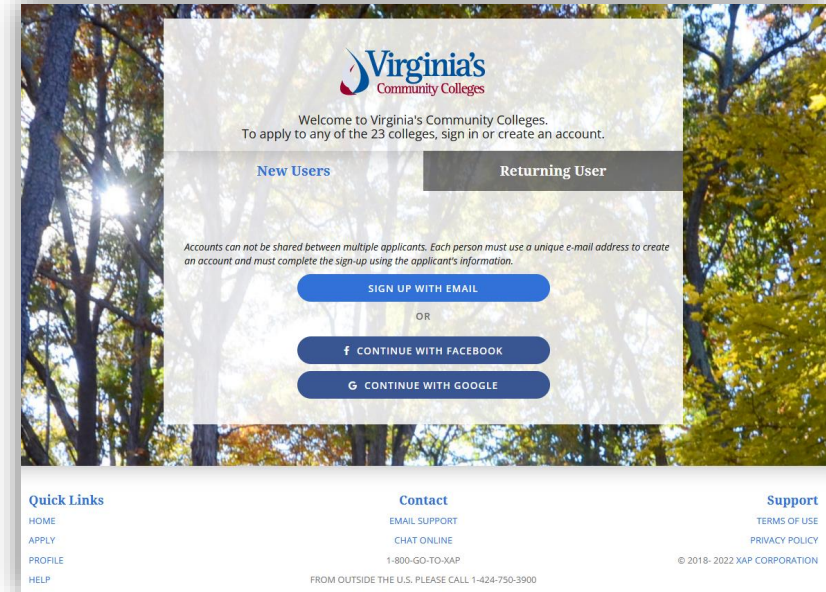
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Create a VCCS Application Manager Account

Before applying to any VCCS college, go to www.apply.vccs.edu and sign up for an Application Manager account with:

- Email
- Your Facebook account
- Your Google Account

This will allow you to apply at any of the 23 VCCS Colleges.

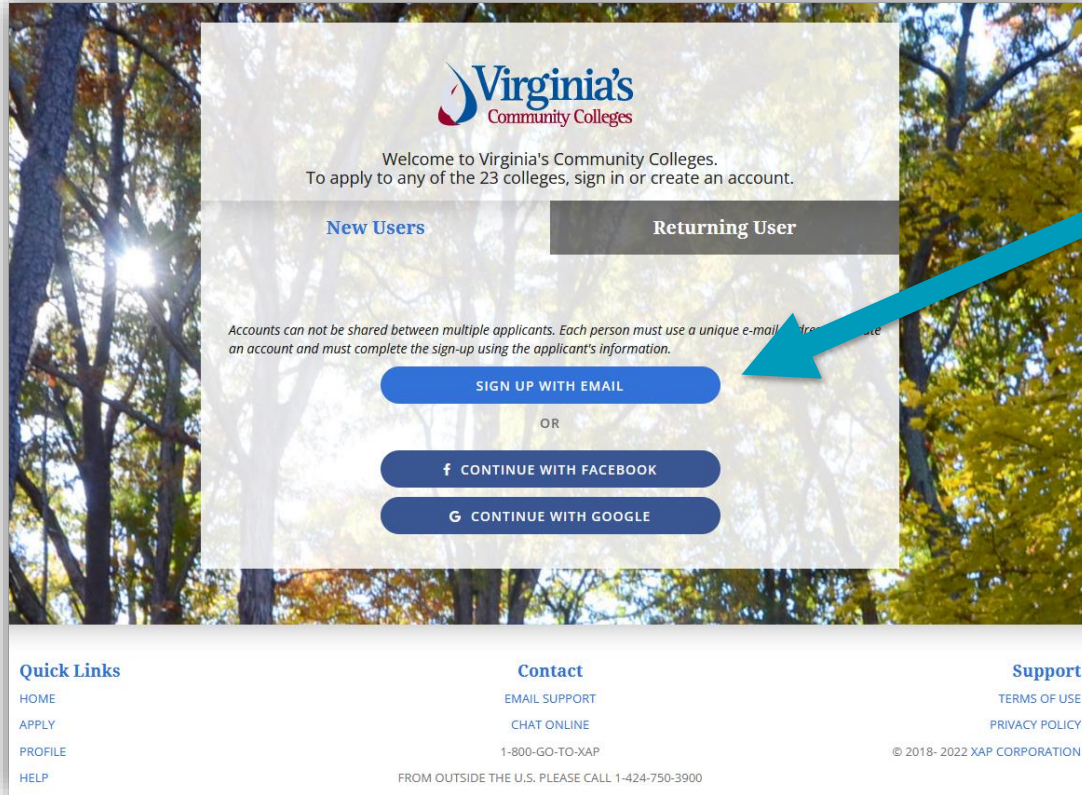


Remember! Signing up for an Application Manager Account is not an application to a VCCS college.

You apply to a college after signing into the Application Manager.

Remember! MyVCCS (for current students) is a separate website with different sign in credentials.

Sign up with Email



The screenshot shows the login and sign-up interface for Virginia's Community Colleges. At the top is the logo and a welcome message. Below are tabs for 'New Users' and 'Returning User'. A blue arrow points to the 'SIGN UP WITH EMAIL' button. Below this are buttons for 'CONTINUE WITH FACEBOOK' and 'CONTINUE WITH GOOGLE'. The footer contains 'Quick Links', 'Contact', and 'Support' sections.

Virginia's
Community Colleges

Welcome to Virginia's Community Colleges.
To apply to any of the 23 colleges, sign in or create an account.

New Users Returning User

Accounts can not be shared between multiple applicants. Each person must use a unique e-mail address to create an account and must complete the sign-up using the applicant's information.

SIGN UP WITH EMAIL

OR

f CONTINUE WITH FACEBOOK

G CONTINUE WITH GOOGLE

Quick Links
HOME
APPLY
PROFILE
HELP

Contact
EMAIL SUPPORT
CHAT ONLINE
1-800-GO-TO-XAP
FROM OUTSIDE THE U.S. PLEASE CALL 1-424-750-3900

Support
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To sign up for an account with email, click **Sign Up With Email**.

Note: Email accounts cannot be shared. Each applicant must use a unique email address.

Sign Up with Email

Fill out Your Information:

- Name
- Enter your date of birth using this format:
03/07/2005 for March 7, 2005.

Virginia's Community Colleges

Welcome to Virginia's Community Colleges.
To apply to any of the 23 colleges, sign in or create an account.

[New Users](#) [Returning User](#)

New applicants will not receive a functional VCCS.edu email account until making a financial commitment to a VCCS institution.

Your Information

First name	Middle name (optional)
<input type="text" value="Jack"/>	<input type="text" value="Luis"/>
Last name	Date of birth
<input type="text" value="Ulmer"/>	<input type="text" value="08/04/2000"/>

Cell phone (optional)

Mobile opt in
Turn on text messaging to receive text messages from your school. Standard message rates could apply.

☒ [Validate Cell Phone Number](#)

Email address [Validate Email Address](#)

Username and Password

Username	<input type="text" value="jackulmer"/>
Password	<input type="password" value="*****"/>
Confirm password	<input type="password" value="*****"/>

Sign Up with Email

You can optionally add your **cell phone number** as a way for VCCS to contact you:

Mobile Opt In

If you opt to provide your cell phone number, you can choose whether to receive text messages from VCCS.

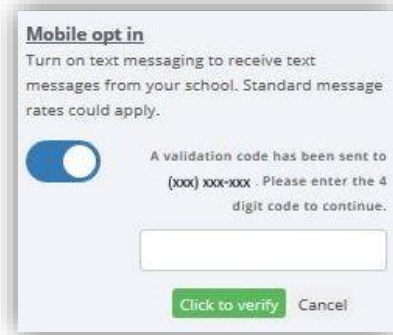
1. Toggle Mobile Opt in to receive text messages from VCCS.
2. Then click **Validate Cell Phone Number**. A validation code will be sent to your cell phone.

The screenshot shows a web form for signing up with email. At the top, a note states: "New applicants will not receive a functional VCCS.edu email account until making a financial commitment to a VCCS institution." The form is divided into sections: "Your Information" (First name: Jack, Middle name (optional): Luis, Last name, Date of birth), "Contact Information" (Cell phone (optional): (111) 111-1111, Mobile opt in: Turn on text messaging to receive text messages from your school. Standard message rates could apply. A toggle switch is turned on, and a red button "Validate Cell Phone Number" is visible), "Email Address" (jackulmer@gmail.com, red button "Validate Email Address"), and "Username and Password" (Username: jackulmer, Password: masked, Confirm password: masked). A blue rectangular box highlights the "Contact Information" section.

Sign Up with Email

Mobile Opt-in continued

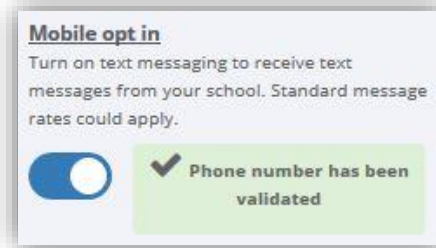
- Enter the validation number sent to your cell phone in the field provided.
- Next, **Click to verify**.
- If you have entered the correct validation number, the validation confirmation will appear.



Mobile opt in
Turn on text messaging to receive text messages from your school. Standard message rates could apply.

☒ A validation code has been sent to (xxx) xxx-xxxx. Please enter the 4 digit code to continue.

[Click to verify](#) [Cancel](#)



Mobile opt in
Turn on text messaging to receive text messages from your school. Standard message rates could apply.

☒ **Phone number has been validated**

Sign Up With Email

- Enter your email.
- Click **Validate Email Address**.

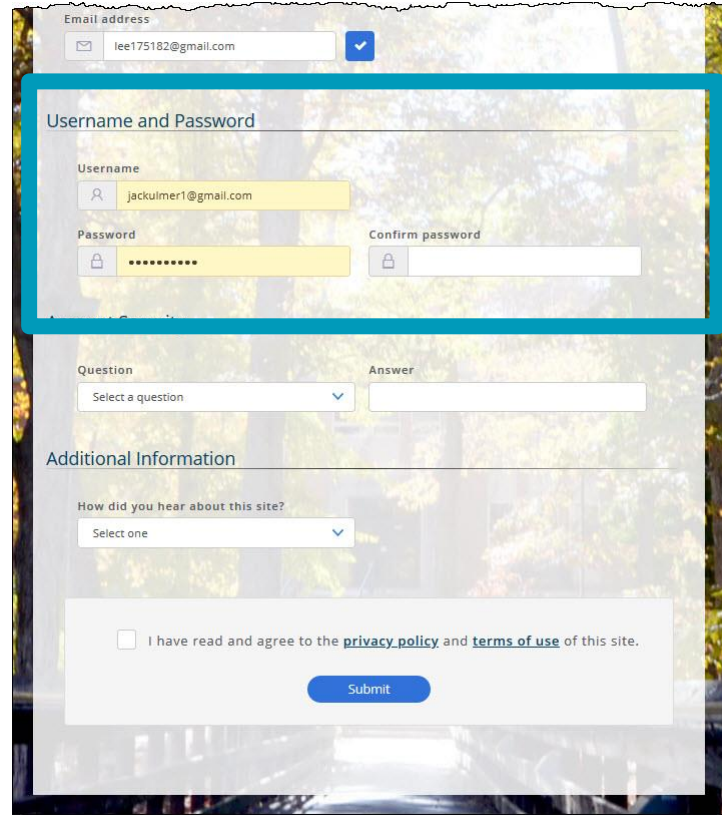
- Check *I'm not a robot* in the pop up that appears.
- Enter the 4-digit validation code that was sent to your email address in the Validation Code field. Click **OK**.

Sample Email Announcement containing the validation code.

Sign Up With Email

- Choose a Username
- Enter a password.
- Re-enter your password in the Confirm password field.

Note: Make a record of your username and password. You will need your username and password to access your Application Manager account each visit.



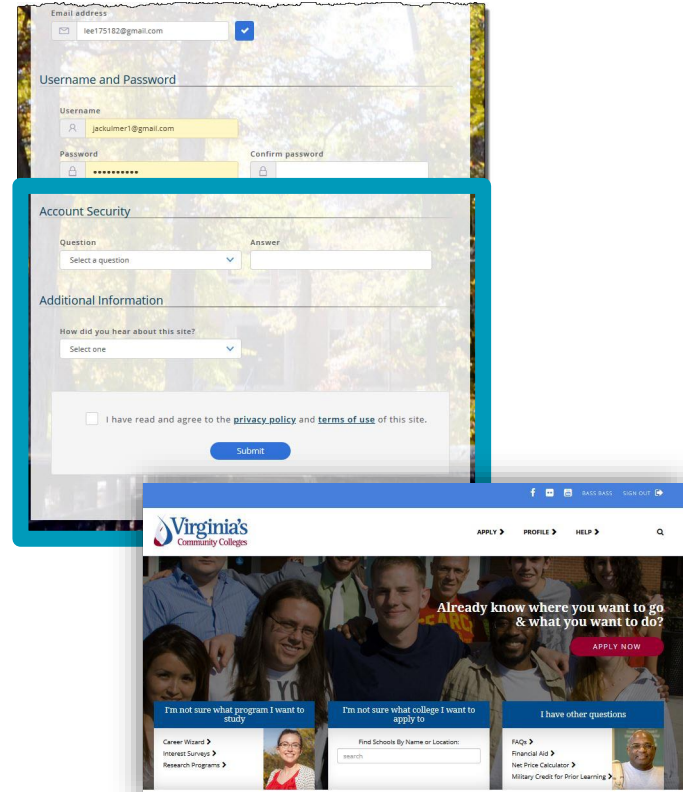
The screenshot shows a web registration form with the following sections:

- Email address:** A text input field containing "lee175182@gmail.com" with a blue checkmark icon to its right.
- Username and Password:** A section highlighted with a blue border containing:
 - Username:** A text input field with a person icon and the value "jackulmer1@gmail.com".
 - Password:** A text input field with a lock icon and masked characters "*****".
 - Confirm password:** A text input field with a lock icon.
- Question:** A dropdown menu with the text "Select a question" and a downward arrow.
- Answer:** A text input field.
- Additional Information:** A section containing:
 - How did you hear about this site?:** A dropdown menu with the text "Select one" and a downward arrow.
 - Agreement:** A checkbox followed by the text "I have read and agree to the [privacy policy](#) and [terms of use](#) of this site."
 - Submit:** A blue button with the text "Submit".

Sign Up With Email

- In the Account Security section, use the dropdown to select a question.
- Type an answer in the Answer field.
- Click the dropdown in the **How did you hear about this site?** field and select your response.
- Check the box when you have read and agreed to the privacy policy and terms of use.
- Click **Submit** to create your account.

The **Application Manager** will open allowing you to apply to any VCCS College.



The image shows a two-part screenshot of a web form for creating an account at Virginia's Community Colleges. The top part of the form is titled "Email address" and "Username and Password". It includes a text field for the email address (lee175182@gmail.com), a dropdown for selecting a question, and text fields for the username (jacuimer1@gmail.com), password, and confirm password. The bottom part of the form is titled "Account Security" and "Additional Information". It includes a dropdown for selecting a question, a text field for the answer, a dropdown for selecting a response to "How did you hear about this site?", and a checkbox for agreeing to the privacy policy and terms of use. A "Submit" button is located at the bottom of the form. The bottom part of the image shows the Virginia's Community Colleges homepage, which features a large banner with the text "Already know where you want to go & what you want to do?" and a "APPLY NOW" button. Below the banner are three sections: "I'm not sure what program I want to study", "I'm not sure what college I want to apply to", and "I have other questions". Each section has a list of links and a small image of a student.

Sign Up with Facebook

Virginia's
Community Colleges

Welcome to Virginia's Community Colleges.
To apply to any of the 23 colleges, sign in or create an account.

[New Users](#) [Returning User](#)

[SIGN UP WITH EMAIL](#)

OR

[f CONTINUE WITH FACEBOOK](#)

[G CONTINUE WITH GOOGLE](#)

Quick Links
[HOME](#)
[APPLY](#)
[PROFILE](#)
[HELP](#)

Contact
[EMAIL SUPPORT](#)
[CHAT ONLINE](#)
1-800-GO-TO-XAP
FROM OUTSIDE THE U.S. PLEASE CALL 1-424-750-3900

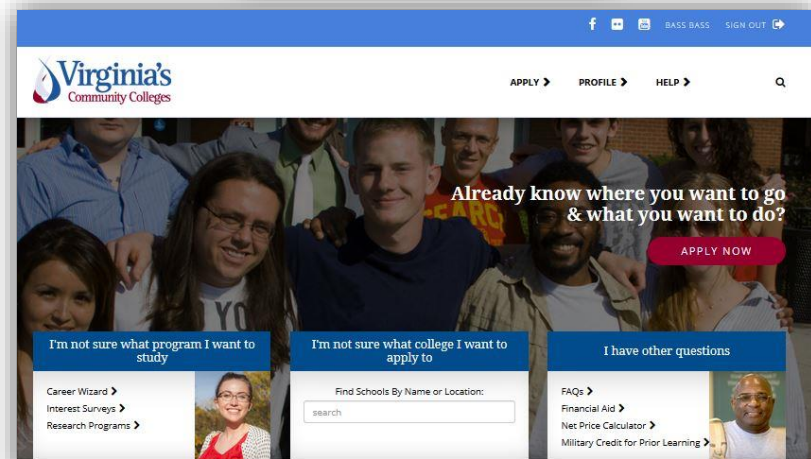
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[PRIVACY POLICY](#)
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To sign up with Facebook, click **Continue With Facebook.**

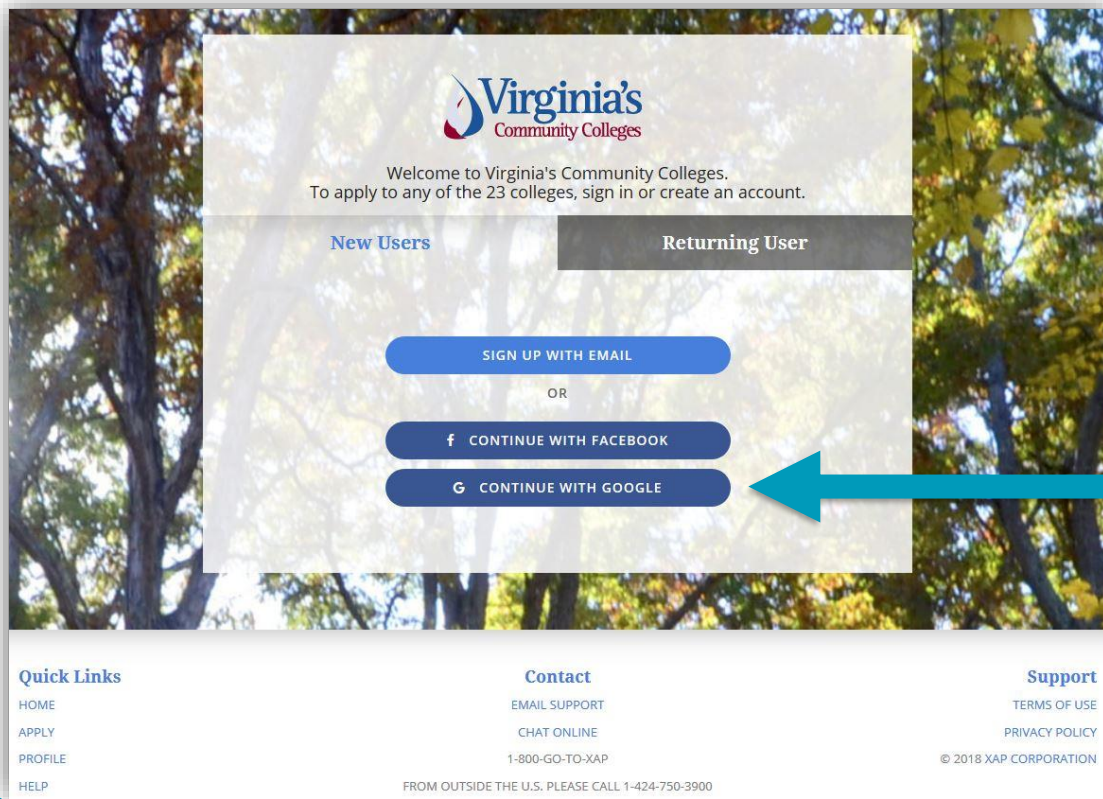
Sign Up With Facebook

- If you are already signed in to Facebook, you will go directly to the **Application Manager**.
- If you are not currently signed into Facebook, you will be asked to log in.
- Enter your Email or Phone, and Password, and click **Log In**.

The **Application Manager** will open allowing you to apply to any VCCS College.



Sign Up with Google



The screenshot shows the login page for Virginia's Community Colleges. At the top is the logo and a welcome message. Below this are two tabs: 'New Users' and 'Returning User'. Under 'New Users', there are three buttons: 'SIGN UP WITH EMAIL', 'OR', and 'CONTINUE WITH GOOGLE'. A large blue arrow points from the right towards the 'CONTINUE WITH GOOGLE' button. The footer contains 'Quick Links', 'Contact', and 'Support' sections.

Virginia's
Community Colleges

Welcome to Virginia's Community Colleges.
To apply to any of the 23 colleges, sign in or create an account.

New Users Returning User

SIGN UP WITH EMAIL

OR

f CONTINUE WITH FACEBOOK

G CONTINUE WITH GOOGLE

Quick Links
HOME
APPLY
PROFILE
HELP

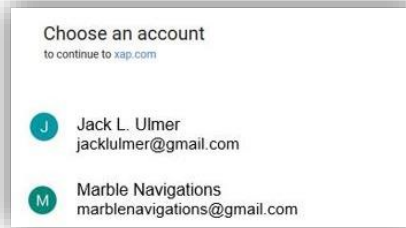
Contact
EMAIL SUPPORT
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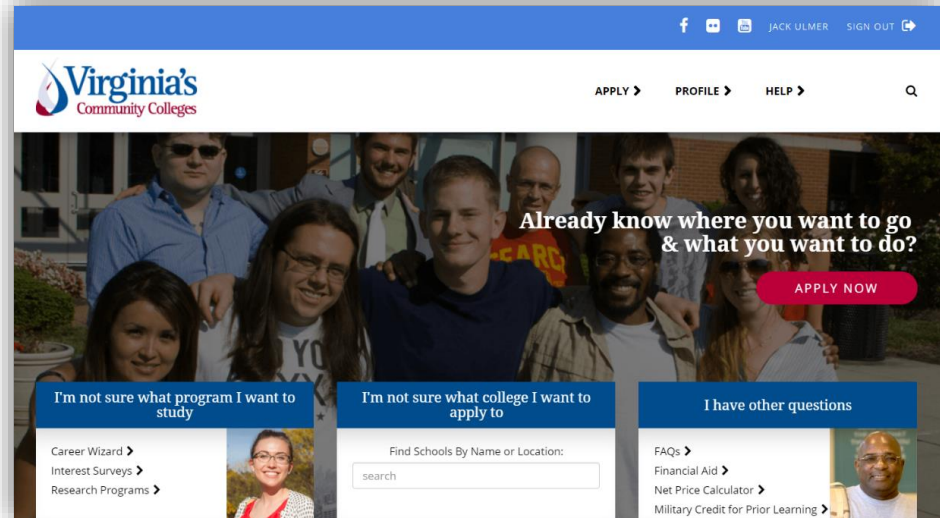
To sign up with Google, click **Continue With Google.**

Sign Up With Google

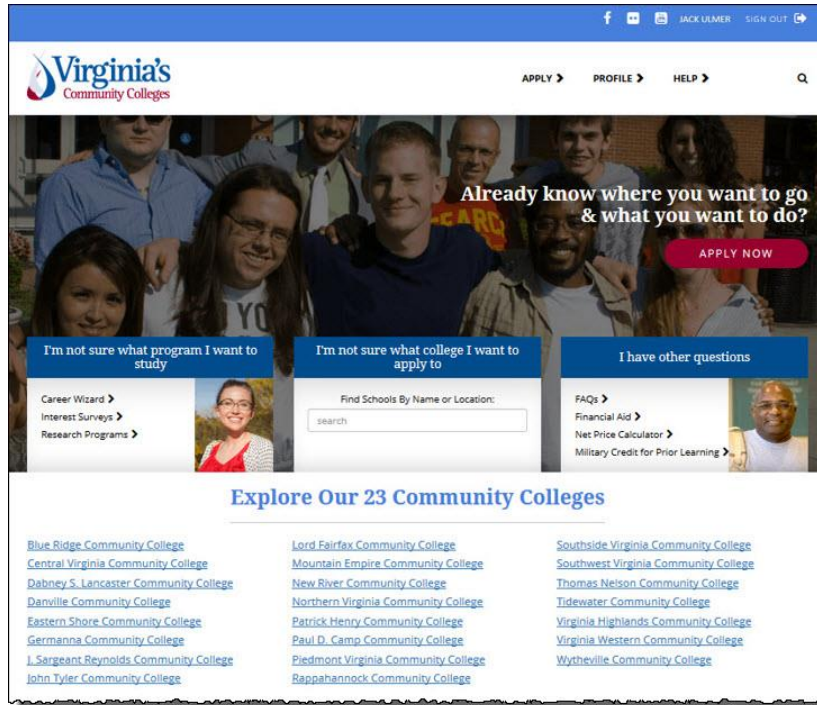
Choose your account. If you have more than one Gmail account, you click the one you want to use.



The **Application Manager** will open allowing you to apply to any VCCS College.



Your Account on the VCCS Application Manager

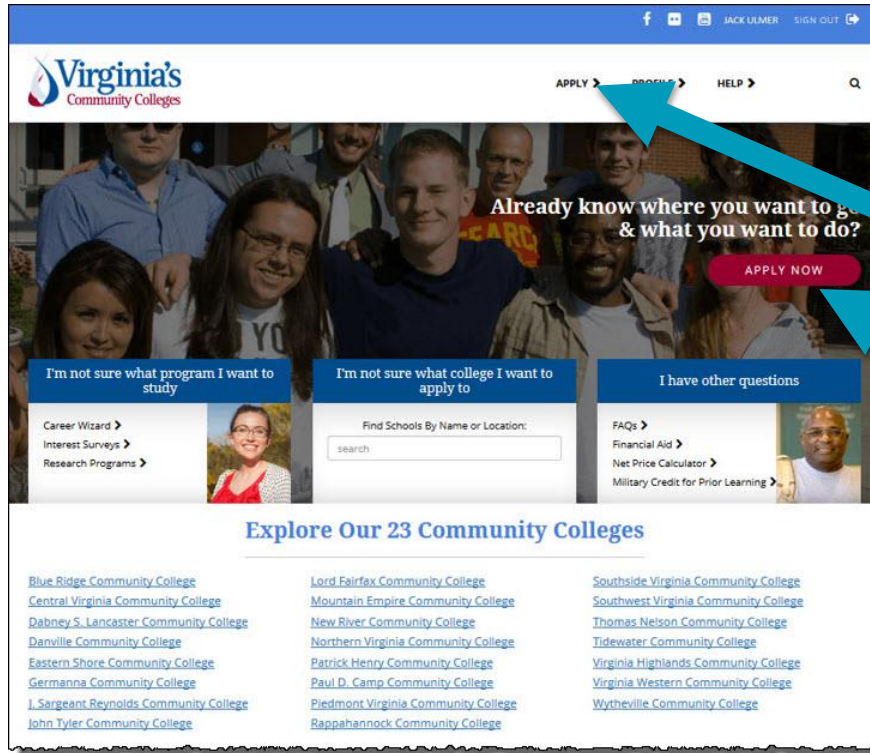


The VCCS Application Manager allows you to:

- Start an application
- Explore programs
- Explore VCCS colleges
- Find the answer to other application related questions.

You can sign into the Application Manager at any time to start or resume an application. www.apply.vccs.edu

Applying on VCCS' Application Manager



To start, resume, or remove a VCCS admissions application click one of the following:

The **Apply** link in the header

The **Apply Now** button

The **Apply** link in the footer

Managing Your Applications

The screenshot displays the Virginia's Community Colleges application portal. The top navigation bar includes links for 'APPLY', 'PROFILE', and 'HELP'. A prominent banner features a group of diverse students and the text 'Already know where you want to go & what you want to do?' with an 'APPLY NOW' button. Below the banner, a sidebar on the left offers links for 'Career Wizard', 'Interest Surveys', and 'Research Programs'. The main content area is titled 'Apply to VCCS and Track Your Applications' and contains a table of applications in progress.

Apply to VCCS and Track Your Applications

Applications in Progress: in-progress applications not submitted within 1 year from start date will automatically be deleted.

Application	% Complete	Current Page	Date Started	Date Last Modified	Actions
Blue Ridge Community College	83	6	March 20, 2024	March 20, 2024	Resume Remove
Northern Virginia Community College	88	6	March 20, 2024	March 20, 2024	Resume Remove
Germanna Community College	0	1	March 20, 2024	March 20, 2024	Resume Remove

Start a New Application

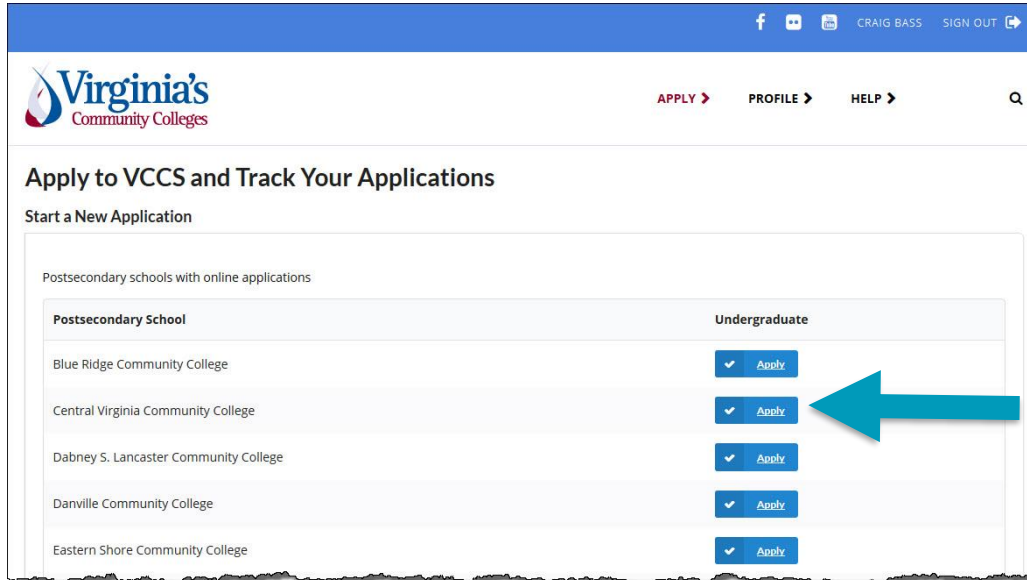
Postsecondary schools with online applications

Postsecondary School	Undergraduate
Blue Ridge Community College	✓ Apply
Brightpoint Community College	✓ Apply

From here you can:

- **Apply** to a VCCS College.
- **Resume** an application you already started.
- **Remove** your application.

Start a New Application



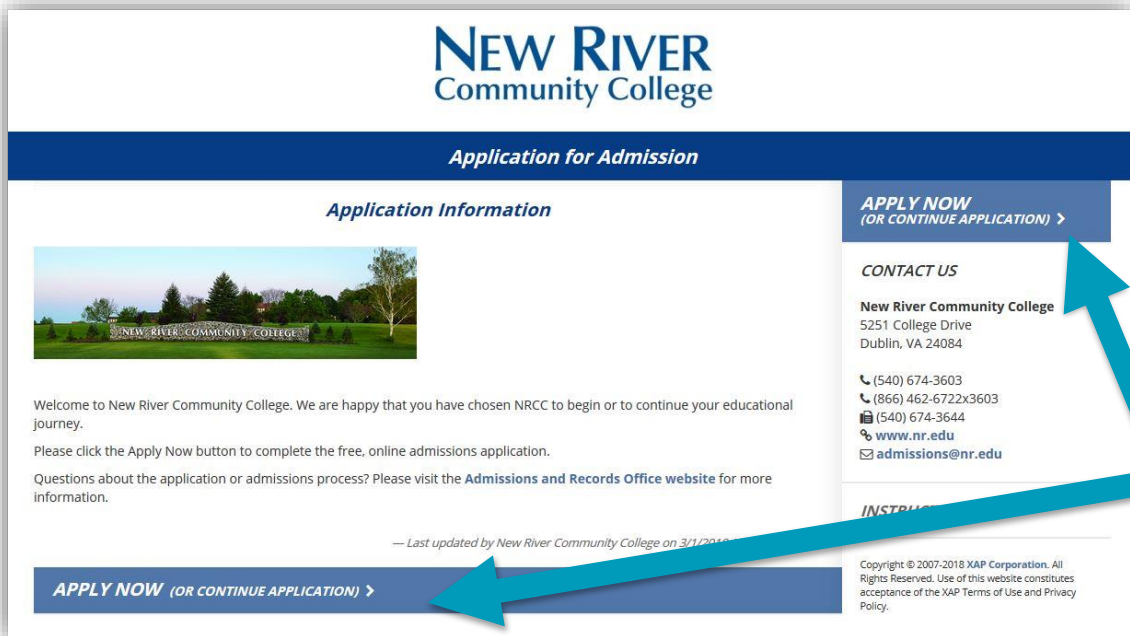
The screenshot shows the Virginia's Community Colleges website. At the top, there's a blue header with social media icons, the user name 'CRAIG BASS', and a 'SIGN OUT' link. Below the header, the Virginia's Community Colleges logo is on the left, and navigation links for 'APPLY', 'PROFILE', and 'HELP' are on the right. The main heading is 'Apply to VCCS and Track Your Applications', followed by 'Start a New Application'. A section titled 'Postsecondary schools with online applications' contains a table with two columns: 'Postsecondary School' and 'Undergraduate'. The table lists five colleges, each with a blue 'Apply' button. A large blue arrow points to the 'Apply' button for Central Virginia Community College.

Postsecondary School	Undergraduate
Blue Ridge Community College	<input checked="" type="checkbox"/> Apply
Central Virginia Community College	<input checked="" type="checkbox"/> Apply
Dabney S. Lancaster Community College	<input checked="" type="checkbox"/> Apply
Danville Community College	<input checked="" type="checkbox"/> Apply
Eastern Shore Community College	<input checked="" type="checkbox"/> Apply

To start a new VCCS admissions application, click **Apply** to the right of the name of the VCCS college you would like to apply to.

Please disable VPN or proxy server while browsing this website.


Start a New Application – Apply Now



NEW RIVER
Community College

Application for Admission

Application Information



Welcome to New River Community College. We are happy that you have chosen NRCC to begin or to continue your educational journey.

Please click the Apply Now button to complete the free, online admissions application.

Questions about the application or admissions process? Please visit the [Admissions and Records Office website](#) for more information.

— Last updated by New River Community College on 3/1/2018

APPLY NOW (OR CONTINUE APPLICATION) >

CONTACT US

New River Community College
5251 College Drive
Dublin, VA 24084

☎ (540) 674-3603
☎ (866) 462-6722x3603
☎ (540) 674-3644
🌐 www.nr.edu
✉ admissions@nr.edu

INSTRUCTIONS

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Read the Application Information section for:

- application requirements
- procedures
- potential deadlines

Click **Apply Now**.

Filling out the Application

NEW RIVER
Community College

Application for Admission

1 THE BASICS ✓

2 COMMUNICATING WITH YOU ✓

3 YOUR EDUCATION ●

4 YOUR MILITARY SERVICE ○

5 YOUR BACKGROUND ○

Save This Screen

SUBMIT YOUR APPLICATION

3 YOUR EDUCATION

High School Information

You may be required to submit your high school transcript to verify this information. Please answer as accurately as possible.

Which of the following describes your current high school education?

☐ I am currently attending a public/private high school in a U.S. state, territory, or military installation

☐ I am currently a home schooled student in the U.S.

This option allows you to jump to Screen 6 without first saving the data for the current screen.
Do you wish to continue?

OK **Cancel**

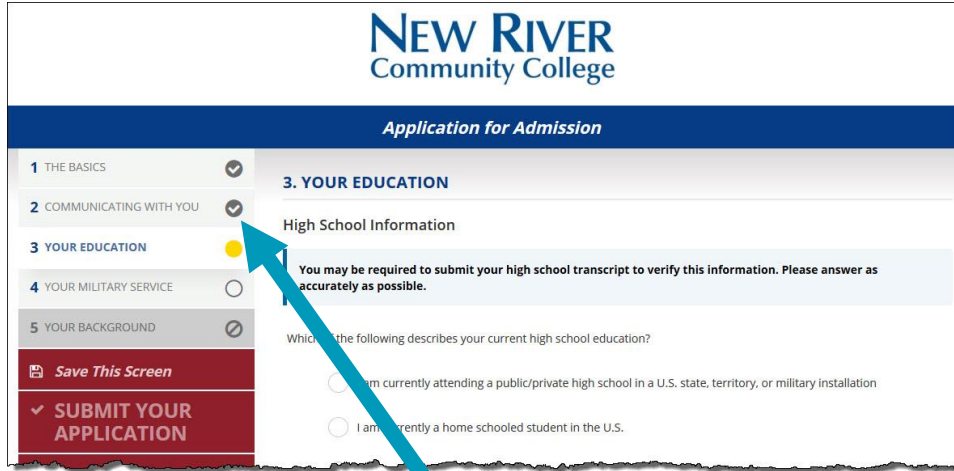
You will be able to submit your application once all pages are completed and have a checkmark.

- Complete and save each screen in chronological order (Best Practice).

Checkmarks indicate screens that have been completed.

- The system will validate that all required fields are filled out after you click **Save and Continue**.
- To skip to another screen *without* saving the current screen's data, click the new screen. A box will appear that will ask you if you wish to proceed. Click **OK** to proceed.
- **Save This Screen** saves the information already populated in the screen you are working on.

Filling out the Application: The Basics



NEW RIVER
Community College

Application for Admission

1 THE BASICS ✓
2 COMMUNICATING WITH YOU ✓
3 YOUR EDUCATION ●
4 YOUR MILITARY SERVICE ○
5 YOUR BACKGROUND ○

Save This Screen
✓ **SUBMIT YOUR APPLICATION**

3. YOUR EDUCATION

High School Information

You may be required to submit your high school transcript to verify this information. Please answer as accurately as possible.

Which of the following describes your current high school education?

☐ I am currently attending a public/private high school in a U.S. state, territory, or military installation

☐ I am currently a home schooled student in the U.S.

The first screen is called **The Basics**. Some information is prepopulated. This information comes either from your email account, Facebook account, or Google account.

You will be able to submit your application once all pages are completed and have a checkmark.

Filling Out the Application: The Basics

The screenshot shows the 'Application for Admission' page for New River Community College. The top navigation bar includes 'Application Manager', 'Introduction', 'Help', and user information for 'Craig Bass' with a 'Log Off' link. The main header displays the college's name and logo. Below this is a dark blue banner with the text 'Application for Admission'. A left sidebar contains a progress list with five steps: '1 THE BASICS' (highlighted with a yellow dot), '2 COMMUNICATING WITH YOU', '3 YOUR EDUCATION', '4 YOUR MILITARY SERVICE', and '5 YOUR BACKGROUND'. The sidebar also features a 'Save This Screen' button and a large red 'SUBMIT YOUR APPLICATION' button. The main content area is titled '1. THE BASICS' and 'Legal Name'. It includes a text box for 'Legal Name' with the instruction 'As it appears on your current legal documents such as driver's license, social security card, or passport'. Below this are input fields for 'Enter your last name:' (filled with 'Bass'), 'Enter your first name:' (filled with 'Craig'), and 'Enter your middle name:' (optional). A 'Suffix' dropdown menu is set to 'Select a suffix' (optional). A 'Do you have another name you prefer to be called?' dropdown is set to 'Select Yes or No'. A section titled 'Former Name (if applicable)' contains a text box with instructions: 'If you have ever had a different first and/or last name, provide the former first and/or last name as it appeared on legal documents (driver's license, social security card, passport, etc.). If you changed only your last name, enter your former last name and your current legal first name. If you changed only your first name, enter your former first name and your current legal last name. Both first name and last name fields must be filled.' Below this are input fields for 'Enter your former last name:' and 'Enter your former first name:'.

- Enter your legal name.
- Use the dropdown to indicate whether you have another name you prefer to be called.
- If you have a former name that is different than your current name, enter it in the spaces provided.

Filling Out the Application: The Basics

The screenshot shows a section titled "Other Important Information" with several input fields and checkboxes. The birthdate field is filled with "04/11/2000". The Social Security number (SSN) or Taxpayer Identification number (TIN) field is filled with "###-##-####". The confirm your SSN or TIN field is also filled with "###-##-####". There are two checkboxes: one for "I do not have a SSN or TIN (International, non- residents of the U.S., etc.)" which is unchecked, and another for "I would rather not enter my SSN or TIN at this time. I understand this may incur significant delays to any financial assistance and could result in IRS fines as detailed [here](#)." which is checked. A light blue box contains a disclaimer: "Your answers to the below questions help us meet our federal and state reporting requirements. These questions are voluntary and will not impact your application for admission. If you wish to not participate, please select 'Prefer not to answer.'" At the bottom, there is a dropdown menu for "What is your gender identity?" with "Male" selected.

Other Important Information

Birthdate: 04/11/2000

Social Security number (SSN) or Taxpayer Identification number (TIN): ###-##-####

Confirm your SSN or TIN: ###-##-####

☐ I do not have a SSN or TIN (International, non- residents of the U.S., etc.)

☒ I would rather not enter my SSN or TIN at this time. I understand this may incur significant delays to any financial assistance and could result in IRS fines as detailed [here](#).

Your answers to the below questions help us meet our federal and state reporting requirements. These questions are voluntary and will not impact your application for admission. If you wish to not participate, please select "Prefer not to answer."

What is your gender identity? Male

- Enter your birthdate using this format: 03/07/2005 for March 7, 2005.
- Enter your Social Security Number (SSN) or Taxpayer Identification Number (TIN).
- If you do not have an SSN or TIN, check the box indicated.
- If you would rather not enter your SSN or TIN, check the appropriate box. *Note that this option may cause delays to financial assistance and could result in IRS fines as detailed at the link provided.*
- Use the dropdown to select a response to the gender identity question.

Filling Out the Application: The Basics

Are you Hispanic or Latino/a? Select one ?

What is your racial or ethnic identification? (Check all that apply)

- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Prefer not to answer

This question will help us connect your previous college records with your current application.

Have you ever applied, attended, or worked at any community college in Virginia? This includes taking dual enrollment courses in high school. Yes

Enter your Student ID (EMPLID) number: #####

☐ I don't remember it

SAVE AND CONTINUE »

- Answer “Are you Hispanic or Latino/a?”.
- Check the box for the racial or ethnic identification you choose.
- Answer “Have you ever applied, attended, or worked at any community college in Virginia?”:
 - If you select no, and have answered all of the required questions above, you will be able to click **Save and Continue**.
 - If you select yes, you will be asked to enter your 7-digit Student ID (EMPLID) number. Click **Save and Continue**.
 - If you don't remember it, check the box indicated. Click **Save and Continue**.

Note! If you receive an error, follow the instructions on the screen.

Filling Out the Application: If You Get an Error

The screenshot shows a web application interface. On the left is a vertical menu with eight items: '1 THE BASICS' (highlighted with a yellow circle), '2 COMMUNICATING WITH YOU', '3 YOUR EDUCATION', '4 YOUR MILITARY SERVICE', '5 YOUR BACKGROUND', '6 YOUR ID VERIFICATION', '7 SUPPLEMENTAL INFORMATION 1', and '8 SUPPLEMENTAL INFORMATION 2'. Below the menu are three yellow buttons: 'Save This Screen', 'SUBMIT YOUR APPLICATION' (with a checkmark icon), and an empty button. The main content area is titled '1. THE BASICS' and contains an error message: 'Your submission for this screen was not accepted and cannot be saved until you correct the following errors or omissions:'. A bulleted list follows: 'You indicated that you previously attended but did not provide a student ID or social security number (SSN). This information helps us connect your new application with your student record.' Below this, instructions state: 'To continue with the application, please enter either a student ID or SSN. If you previously applied and did not provide an SSN, please remove the SSN from your application and provide your student ID number to proceed. If you are unable to resolve this problem yourself, you will need to contact the college directly:'. Contact information for Northern Virginia Community College is provided: '4001 Wakefield Chapel Road, Annandale, VA 22003-3796', phone numbers '(703) 323-3000' and '(877) 408-2028', email 'AcademicAdvising@nvcc.edu', and website 'www.nvcc.edu'. A final note at the bottom says: 'If you cannot correct the errors on this screen and would like to come back to it later, you can skip to another screen by clicking on the screens listed in the menu. Data on this screen will not be saved and will have to be reentered when you return to it.'

Sample error screen

If you receive an error notification after completing **The Basics**, it may be because:

- You have applied to VCCS in the past 2 years.
- You have attended VCCS in the past 3 years.

Follow the instructions on the screen to correct the error. It may be that you do NOT need to apply again.

Filling Out the Application: Communicating With You

Application Manager Introduction ? Help Craig Bass Log Off

Rappahannock Community College

Application for Admission

1 THE BASICS ☒
2 COMMUNICATING WITH YOU ☒
3 YOUR EDUCATION ☐
4 YOUR MILITARY SERVICE ☐
5 YOUR BACKGROUND ☒

Save This Screen
SUBMIT YOUR APPLICATION

2. COMMUNICATING WITH YOU

Mailing Address

Where you receive your mail

Country:

Street/PO Box:

Street 2:

City:

Is this also your permanent/home address?

- Under Mailing Address, enter the address where you receive mail.
- Answer the permanent/home address question.
 - If you answer no, you will be asked for your Permanent Address.
 - If you answer yes, and Virginia is your home state, you will be asked , “Has Virginia been your home for the past 12 months or more?”
 - If you answer yes, you will be asked, “In which county or city do you currently live?”
 - If you answer no, you will proceed to the next question.

Permanent Address

Where you call "home"

Country:

Street/PO Box:

Street 2:

City:

Additional Contact Information

Has Virginia been your home for the past 12 months or more? ☐ Yes ☐ No

Filling Out the Application: Communicating With You

Additional Contact Information

Personal e-mail address:

If the college needs to contact you, what number would you like us to call?

Telephone:

Type:

If you plan to apply for financial assistance, Federal Financial Aid guidelines require that we obtain your voluntary consent to use electronic means, such as email, to provide you with information. Please review our guidelines [here](#) and indicate below that you agree.

☐ I agree and have reviewed the guidelines [here](#)

☐ I do not agree

☐ I do not plan to apply for financial aid at New River Community College

If you disagree and do not consent to electronic communication, your financial aid award may be delayed. This delay may cause you to be dropped from your courses if other payment arrangements are not made. Additionally, payment of your student account with financial aid or reimbursement of your out-of-pocket costs may also be delayed.

< **SAVE AND GO BACK** **SAVE AND CONTINUE** >

- Your email address is pre-populated from information you provided when you created your VCCA Application Manager account.
- Enter your telephone number.
- Select whether it is a cell, work, or home phone.
- Read the statement about financial assistance and choose an option. You can review the financial aid guidelines in the link in the first option.
- Click **Save and Continue**.

Filling Out the Application: Your Education

The screenshot shows the 'Application for Admission' form for Central Virginia Community College. The left sidebar contains a progress indicator with five steps: 1. THE BASICS (checked), 2. COMMUNICATING WITH YOU (radio button), 3. YOUR EDUCATION (highlighted with a yellow circle), 4. YOUR MILITARY SERVICE (radio button), and 5. YOUR BACKGROUND (radio button). Below the sidebar are two yellow buttons: 'Save This Screen' and 'SUBMIT YOUR APPLICATION'. The main content area is titled '3. YOUR EDUCATION' and 'High School Information'. It includes a note: 'You may be required to submit your high school transcript to verify this information. Please answer as accurately as possible.' Below this is the question 'Which of the following describes your current high school education?' followed by seven radio button options.

Central Virginia Community College
Where your future begins

Application for Admission

1 THE BASICS ☒

2 COMMUNICATING WITH YOU ☐

3 YOUR EDUCATION ☒

4 YOUR MILITARY SERVICE ☐

5 YOUR BACKGROUND ☐

Save This Screen

SUBMIT YOUR APPLICATION

3. YOUR EDUCATION

High School Information

You may be required to submit your high school transcript to verify this information. Please answer as accurately as possible.

Which of the following describes your current high school education?

- ☐ I am currently attending a public/private high school in a U.S. state, territory, or military installation
- ☐ I am currently a home schooled student in the U.S.
- ☐ I have already graduated from a public/private high school in a U.S. state, territory, or military installation
- ☐ I have already graduated from home school in the U.S.
- ☐ I am currently attending or have graduated from a high school outside of the U.S.
- ☐ I have earned my GED or other high school equivalency test
- ☐ I do not have a GED/High School equivalency test, or High School Diploma and I am not currently attending high school

Select an answer to the current high school education question. If you:

- Are currently in high school or have graduated from high school, click **Find School** to locate your high school.
- Are currently being home schooled or have graduated from a home school, enter the city, state, and completion date.
- Are attending or have already graduated from a high school outside the U.S., indicate the high school, country and completion date.
- Have earned your GED, indicate from which state and the award date.
- Do not have a GED or a high school diploma, and are not currently in high school, indicate the last date you attended high school, and the highest grade completed.

Filling Out the Application: Your Education

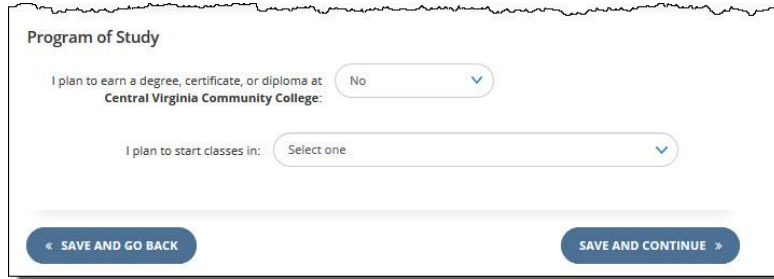
The screenshot shows a web form titled "College/University Information". At the top, it asks "Have you attended any other college(s)?" with a dropdown menu currently set to "No". Below this is a section for "College/University 1". It includes a text input for "College/University:" with a hint to click the "Find School" button. There are "FIND SCHOOL" and "CLEAR" buttons. Below are fields for "City:", "U.S. state/territory:" (with a dropdown), "Country:" (with a dropdown), "Date attended from:" (with "mm/yyyy" format and a help icon), "to:" (with "mm/yyyy" format), and "Degree earned:" (with a dropdown). There is an option to "UPLOAD A FILE" for an unofficial transcript. At the bottom of this section is a yellow button labeled "ADD ANOTHER COLLEGE/UNIVERSITY +". The final question is "Were you suspended or dismissed from the last college attended?" with a "Select Yes or No" dropdown.

Select an answer to the college/university question.

- If you select **No**, move on to the Program of Study question on the next slide.
- If you select **Yes**, click **Find School** to locate your college/university.
 - Enter the dates you attended.
 - Indicate whether you earned a degree or not.
 - Answer the suspended/dismissed question.
- If you attended a second college/university, click **Add Another College/University** and follow the same steps as above. Repeat this for any additional colleges or universities.

Note: *You may see prior school(s) if you entered that information in a prior VCCS application.*

Filling Out the Application: Your Education



Program of Study

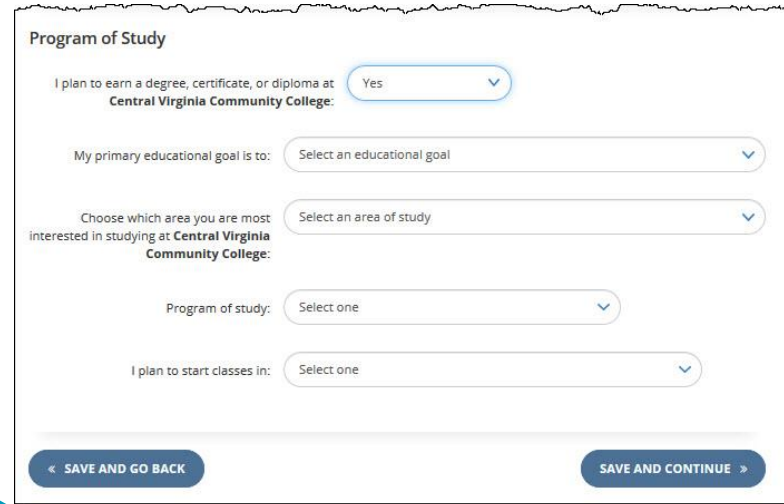
I plan to earn a degree, certificate, or diploma at Central Virginia Community College: No

I plan to start classes in: Select one

« SAVE AND GO BACK SAVE AND CONTINUE »

Answer whether you plan to earn a degree, certificate or diploma.

- If you select no, indicate when you plan to start classes.
- Click **Save and Continue**.



Program of Study

I plan to earn a degree, certificate, or diploma at Central Virginia Community College: Yes

My primary educational goal is to: Select an educational goal

Choose which area you are most interested in studying at Central Virginia Community College: Select an area of study

Program of study: Select one

I plan to start classes in: Select one

« SAVE AND GO BACK SAVE AND CONTINUE »

- If you select yes, answer the following questions:
 - Your primary educational goal
 - Which area you are interested in studying
 - Program of Study
 - When you plan to start classes
- Click **Save and Continue**.

Filling Out the Application: Your Military Service

The image shows two overlapping screenshots of the ESCC (Eastern Shore Community College) 'Application for Admission' form. The top screenshot shows the '4. YOUR MILITARY SERVICE' section with the following questions and answers:

- Have you served or are you currently serving in the U.S. military?
- Are you a dependent or spouse of someone who is currently serving or has served in the U.S. military?

The bottom screenshot shows the same section but with more questions and answers:

- Have you served or are you currently serving in the U.S. military?
- Current military status:
- Branch of military:
- Date entered (reporting date):
- Are you a dependent or spouse of someone who is currently serving or has served in the U.S. military?
- Are you a dependent or a spouse of that person?

Both screenshots show a sidebar on the left with navigation links: 1 THE BASICS, 2 COMMUNICATING WITH YOU, 3 YOUR EDUCATION, 4 YOUR MILITARY SERVICE (highlighted), and 5 YOUR BACKGROUND. The bottom screenshot also shows a 'SUBMIT YOUR APPLICATION' button at the bottom right.

- Answer whether you have served or are currently serving in the U.S. military.
 - If you answer no, move to the next question.
 - If you answer yes, select your current military status, branch of the military and the date you entered service.
- Select an answer to the question about whether you're a military dependent or a spouse.
 - If you answer no, click **Save and Continue**.
 - If you answer yes, answer the question about whether you're a dependent or spouse.
 - Click **Save and Continue**.

Filling Out the Application: Your Background

The screenshot shows the Thomas Nelson Application for Admission interface. At the top is the Thomas Nelson logo. Below it is a purple header bar with the text "Application for Admission". On the left is a sidebar with five steps: 1 THE BASICS (checked), 2 COMMUNICATING WITH YOU (checked), 3 YOUR EDUCATION (radio button), 4 YOUR MILITARY SERVICE (checked), and 5 YOUR BACKGROUND (radio button). Below the sidebar are two green buttons: "Save This Screen" and "SUBMIT YOUR APPLICATION". The main content area is titled "5. YOUR BACKGROUND" and contains the section "Parent(s) Education Level". A light blue box contains a note: "Your answers to these questions help us meet our reporting requirements and may provide you with additional services and/or financial assistance. Answering these questions is voluntary and will not impact your application for admission. *These questions only apply to natural or adoptive parents.*". Below this is the question "What best describes your parent(s) highest level of education?". There are two dropdown menus labeled "Parent 1:" and "Parent 2:", both showing "Select one" and a downward arrow.

- Select an answer to the question about your parents' education level.

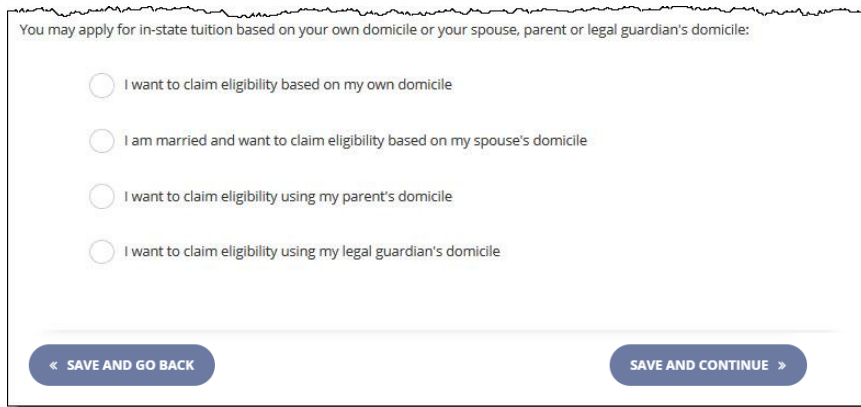
Filling Out the Application: Your Background

The image shows two screenshots of a web application form titled "Residency". The top screenshot shows the "What is your current status?" dropdown menu selected with "Permanent Resident of the U.S.". Below this are fields for "Permanent resident number:", "Permanent status:" (dropdown), and "Country of citizenship:" (dropdown). The bottom screenshot shows the "What is your current status?" dropdown menu selected with "Currently in the U.S. as a Non-Immigrant". Below this are fields for "Visa type:" (dropdown) and "Country of citizenship:" (dropdown). A blue banner at the top of the form states: "This information is used to determine your tuition rate and next steps for enrolling at the college."

- Answer the residency question that asks about your current status. If you answer that:
 - You are a native or naturalized citizen or are currently living outside of the U.S. and not a citizen or resident, or other category, **move to the next question.**
 - You are a permanent resident, **enter your permanent resident number, status and country of citizenship.**
 - You are a non-immigrant, **indicate visa type and country of citizenship.**
- Select an answer for your primary spoken language.

Filling Out the Application: Your Background

Select an answer for the in-state tuition rate question. If you answer:



The screenshot shows a web form with a title "You may apply for in-state tuition based on your own domicile or your spouse, parent or legal guardian's domicile:". Below the title are four radio button options. At the bottom of the form are two buttons: "« SAVE AND GO BACK" on the left and "SAVE AND CONTINUE »" on the right.

You may apply for in-state tuition based on your own domicile or your spouse, parent or legal guardian's domicile:

- ☐ I want to claim eligibility based on my own domicile
- ☐ I am married and want to claim eligibility based on my spouse's domicile
- ☐ I want to claim eligibility using my parent's domicile
- ☐ I want to claim eligibility using my legal guardian's domicile

« SAVE AND GO BACK

SAVE AND CONTINUE »

- **I want to claim eligibility based on my own domicile**, check the appropriate boxes in the "Your Domicile Information" section.
- **I am married and want to claim eligibility based on my spouse's domicile**, complete the "Your Spouse's Domicile Information" section.
- **I want to claim eligibility based on my parent's domicile**, complete the "Your Parent's Domicile Information" section.
- **I want to claim eligibility based on my legal guardian's domicile**, complete the "Your Legal Guardian's Domicile Information" section.

- Click **Save and Continue**

Filling Out the Application: Identity Verification

To provide a safe and secure learning environment, admission to VCCS colleges requires that all new applicants verify their identity.

You will need access to a computer or mobile device that has a camera in order to:

- Provide a real-time photo of yourself (Liveness Check)
- Upload a photo ID (Driver's License, Passport, ID Card, etc.)

To start the verification process, click **Verify Identity**.

The screenshot shows a web page titled "6. YOUR ID VERIFICATION" with a sub-header "Identity Verification". The main text explains that as part of the admissions application to Brightpoint Community College, applicants are required to verify their identity. It states that users will need access to a computer or mobile device with a camera to provide a real-time photo (Liveness Check) and a photo ID (Driver's License, Passport, ID Card, etc.). A button labeled "VERIFY IDENTITY" with an external link icon is prominently displayed. Below this, a note says: "Once your identity is verified, you may click 'Save and Continue' below. If you have any questions about the Identity Verification Process, please contact your college admissions office:". Contact information for Brightpoint Community College is listed, including two phone numbers, a website URL, and an email address. At the bottom of the page, there are two buttons: "← SAVE AND GO BACK" and "SAVE AND CONTINUE →".

6. YOUR ID VERIFICATION

Identity Verification

As part of your admissions application to **Brightpoint Community College**, you are required to verify your identity. You will need access to a computer or mobile device that has a camera in order to provide a real-time photo of yourself (Liveness Check) and a photo ID (Driver's License, Passport, ID Card, etc.). When ready, please click 'Verify Identity' to start the verification process in a new tab.

VERIFY IDENTITY ↗

Once your identity is verified, you may click 'Save and Continue' below. If you have any questions about the Identity Verification Process, please contact your college admissions office:

Brightpoint Community College

☎ (804) 796-4000
☎ (800) 552-3490
🌐 www.brightpoint.edu
✉ admissionsandrecords@brightpoint.edu

← SAVE AND GO BACK

SAVE AND CONTINUE →

Filling Out the Application: Identity Verification

After the liveness and photo ID verification are completed, return to the application.

If the application is complete:

- Click **Go to Application Submission**.

If the application requires supplemental information:

- Click **Save and Continue**.
- Complete any supplemental pages.
- Click **Go to Application Submission**.

The screenshot displays the 'Application for Admission' interface for Brightpoint Community College. The progress bar on the left indicates the following steps: 1 THE BASICS (checked), 2 COMMUNICATING WITH YOU (checked), 3 YOUR EDUCATION (checked), 5 YOUR BACKGROUND (checked), 6 YOUR ID VERIFICATION (active), 7 SUPPLEMENTAL INFORMATION 1 (checked), and 8 SUPPLEMENTAL INFORMATION 2 (unchecked). The main content area for '6. YOUR ID VERIFICATION' shows a confirmation message: 'Brightpoint Community College has verified your identity. Please click the 'Go to Application Submission' button to complete your application.' Below this, contact information for Brightpoint Community College is provided: (804) 796-4000, (800) 552-3490, www.brightpoint.edu, and admissionsandrecords@brightpoint.edu. At the bottom, there are two buttons: 'SAVE AND GO BACK' and 'GO TO APPLICATION SUBMISSION'. A blue arrow points from the 'GO TO APPLICATION SUBMISSION' button to the 'Go to Application Submission' step in the progress bar.

Brightpoint COMMUNITY COLLEGE

Application for Admission

1 THE BASICS ✓
2 COMMUNICATING WITH YOU ✓
3 YOUR EDUCATION ✓
5 YOUR BACKGROUND ✓
6 YOUR ID VERIFICATION ●
7 SUPPLEMENTAL INFORMATION 1 ✓
8 SUPPLEMENTAL INFORMATION 2 ○

6. YOUR ID VERIFICATION

Identity Verification

Brightpoint Community College has verified your identity. Please click the 'Go to Application Submission' button to complete your application.

If you have any questions about the Identity Verification Process, please contact your college admissions office:

Brightpoint Community College
(804) 796-4000
(800) 552-3490
www.brightpoint.edu
admissionsandrecords@brightpoint.edu

Save This Screen
✓ SUBMIT YOUR APPLICATION

← SAVE AND GO BACK GO TO APPLICATION SUBMISSION →

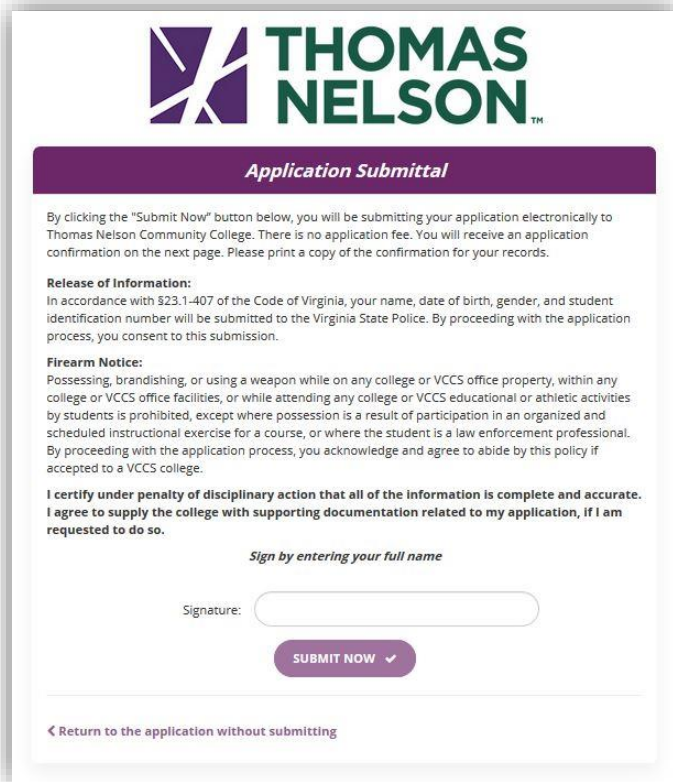
VERIFY IDENTITY

Once your identity is verified, you may click 'Save and Continue' below. If you have any questions about the Identity Verification Process, please contact your college admissions office:

Northern Virginia Community College
(703) 323-3000
(877) 408-2028
admissions@nvcc.edu

← SAVE AND GO BACK SAVE AND CONTINUE →

Filling Out the Application: Application Submittal



The screenshot shows the 'Application Submittal' screen for Thomas Nelson. At the top is the Thomas Nelson logo, which consists of a purple square with a white stylized 'X' and the text 'THOMAS NELSON' in green. Below the logo is a purple header bar with the text 'Application Submittal' in white. The main content area is white and contains the following text: 'By clicking the "Submit Now" button below, you will be submitting your application electronically to Thomas Nelson Community College. There is no application fee. You will receive an application confirmation on the next page. Please print a copy of the confirmation for your records.' This is followed by a 'Release of Information' section, a 'Firearm Notice' section, and a certification statement. At the bottom, there is a 'Sign by entering your full name' section with a 'Signature:' label and an empty text input field. Below the input field is a purple 'SUBMIT NOW' button with a white checkmark icon. At the very bottom, there is a link that says 'Return to the application without submitting'.

THOMAS NELSON

Application Submittal

By clicking the "Submit Now" button below, you will be submitting your application electronically to Thomas Nelson Community College. There is no application fee. You will receive an application confirmation on the next page. Please print a copy of the confirmation for your records.

Release of Information:
In accordance with §23.1-407 of the Code of Virginia, your name, date of birth, gender, and student identification number will be submitted to the Virginia State Police. By proceeding with the application process, you consent to this submission.

Firearm Notice:
Possessing, brandishing, or using a weapon while on any college or VCCS office property, within any college or VCCS office facilities, or while attending any college or VCCS educational or athletic activities by students is prohibited, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional. By proceeding with the application process, you acknowledge and agree to abide by this policy if accepted to a VCCS college.

I certify under penalty of disciplinary action that all of the information is complete and accurate.
I agree to supply the college with supporting documentation related to my application, if I am requested to do so.

Sign by entering your full name

Signature:

SUBMIT NOW ✓

[Return to the application without submitting](#)

The Application Submittal screen will open.

- Read the information the college has provided.
- Type your *full name* in the Signature field.
- Click **SUBMIT NOW**.

Application Confirmation



Application Confirmation

Your application to Germanna Community College was already submitted on 10/30/2020 5:26:38 PM for 2020 Fall (08/24/20 - 12/13/20).

STEP 1: Print or Save

Please print or save a copy of this page for your records. You may also **print a copy of your submitted application.**

Applicant name: **Bradley Cooper**

Application: **Germanna Community College**

Student ID/EMPLID: **7794785**

Social Security number:

Application term: **2020 Fall (08/24/20 - 12/13/20)**

E-mail address: **bradleyc@yahoo.com**

Confirmation number: **4084-002204-5-10302020-00000162-00233185**

Date submitted: **10/30/2020 5:26:38 PM**

Your Application Confirmation will include an EMPLID.
WRITE IT DOWN!



If you haven't already written down your username and password, write those down too!

Note: The password will not be displayed again for security reasons.

STEP 2: Submit required admission information

Remember to complete the admissions requirements as specified in the **Introduction**.

If you are under 18, please print an additional copy, sign it, have your parent/guardian sign it, and submit it to the Welcome Center of your nearest Germanna location. At this time, you will want to check your personal email for your admissions letter, which will outline your next steps for enrollment at Germanna.

You may qualify for the in-state tuition rate with supporting documentation. Please contact your college for more details.

Required information should be sent to:

Germanna Community College
10000 Germanna Point Drive
Fredericksburg, VA 22408-9543

(540) 891-3000
✉ admissions@germanna.edu
🌐 www.germanna.edu

STEP 3: Go to My Student Account and Enroll

Next you will need to register for classes via My Student Account Portal. This portal will give you access to the class registration system, advising tools, and other services. Your login credentials are listed below in the box titled "My Student Account Portal."

My Student Account Portal

Your Student ID/EMPLID is **7794785**.
Your username is **cu2450**.

Please write this down.

GO TO MY STUDENT ACCOUNT >

STEP 4: Take Application Survey

What did you think about this online application?

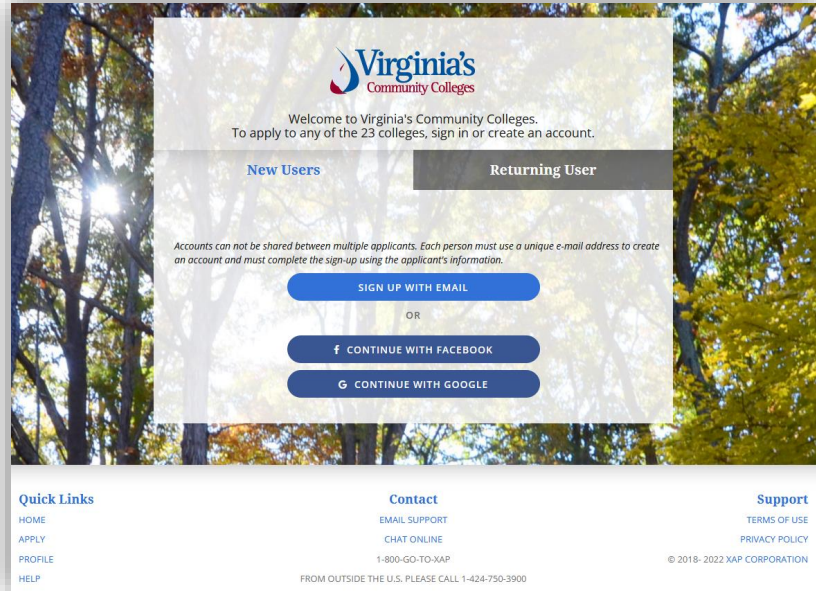
As a public, comprehensive community college, Germanna provides accessible, high quality educational and training opportunities that address our communities' diverse and changing learning needs.

Frequently Asked Questions

Remember! The Application Manager is NOT the same site as the MyVCCS Student Account Portal. The login credentials are not the same.

If you have any of the following questions or issues, please contact the college you are applying to:

- Student Portal (MyVCCS) login issues
- Don't remember your EMPLID
- Student email access inquiries
- Identity verification
- Submitted application with incorrect information
- Course/program availability



Remember! Signing up for an Application Manager Account is not an application to a VCCS college. You apply to a college after signing in to the Application Manager.

Still Need Help, or Have Questions?

**Call: 1-800-GO-TO-XAP
(800-468-6927)**

or

**Go to: VCCS-XAP Application
Help**