

VCCS Application Tutorial 2024

How to Complete the VCCS Online Application

Topics

Creating an Account Slides 3 - 13

- **By Email – slides 4 - 9**
- **Through Facebook – slides 10 - 11**
- **Through Google – slides 12 - 13**

Managing Your Application Slides 14 - 15

- **The Application Manager**

Your Admissions Application to VCCS Slides 16 - 36

- **Starting a New Application**
- **Completing the Application**
- **Submitting a Completed Application**

The VCCS Application Portal

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

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To begin, go to:
apply.vccs.edu

Creating an Account with Email

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

To create an account with email, click **Sign Up With Email**

Sign Up With Email

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If you choose to create your account by using your email address, an example of the screen you will see is shown on the right. The next slide contains directions for completing the form.

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 Jack Middle name (optional) Luis

Last name Ulmer Date of birth 08/04/2000

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.

Validate Call Phone Number

Email address jackulmer@gmail.com Validate Email Address

Username and Password

Username jackulmer

Password ***** Confirm password *****

Account Security

Question Answer
What is your favorite animal? dog

Additional Information

How did you hear about this site?
Other

I have read and agree to the [privacy policy](#) and [terms of use](#) of this site.

Submit

Sign Up With Email

Instructions for completing this form:

- Enter your first name
- If you have a middle name, and would like to use it, enter it in the middle name field.
- Enter your last name
- Enter your date of birth using this format: For March 7, 2000 – 03/07/2000
- Enter your cell phone number (optional)
- If you would like to opt in for mobile phone text message alerts from VCCS, click the **Mobile opt in** button. Next, click the **Validate Cell Phone Number** button. A validation code will be sent to your mobile phone.

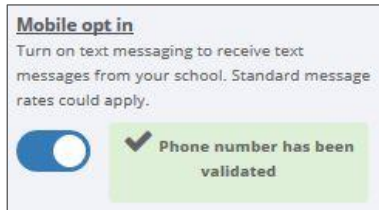
See the next slide for continued instructions.

The screenshot shows the sign-up page for Virginia's Community Colleges. At the top, the logo and a welcome message are displayed. Below this, there are two tabs: "New Users" (selected) and "Returning User". 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 several sections: "Your Information" with fields for First name (Jack), Middle name (optional) (Luis), Last name (Ulmer), and Date of birth (08/04/2000); "Contact Information" with a Cell phone (optional) field (111) 111-1111 and a "Mobile opt in" section with a toggle switch and a "Validate Cell Phone Number" button; an "Email address" field (jackulmer@gmail.com) with a "Validate Email Address" button; and a "Username and Password" section with fields for Username (jackulmer), Password (masked with asterisks), and Confirm password (masked with asterisks). To the right, an "Account Security" section includes a "Question" (What is your favorite animal?) with a dropdown menu showing "dog", and an "Additional Information" section with a dropdown menu showing "Other". At the bottom, there is a checkbox for "I have read and agree to the [privacy policy](#) and [terms of use](#) of this site." and a "Submit" button.

Sign Up With Email

Continued instructions for completing this form:

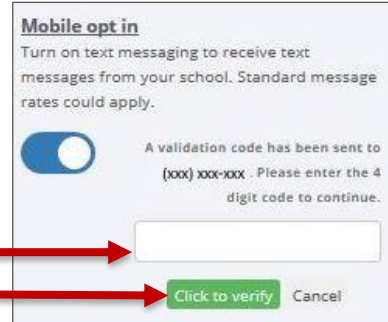
- Enter the validation number sent to your mobile phone in the field provided.
- Next, click the **Click to verify** button.
- If you have entered the correct validation number, you will see this confirmation panel.



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

☒ Phone number has been validated

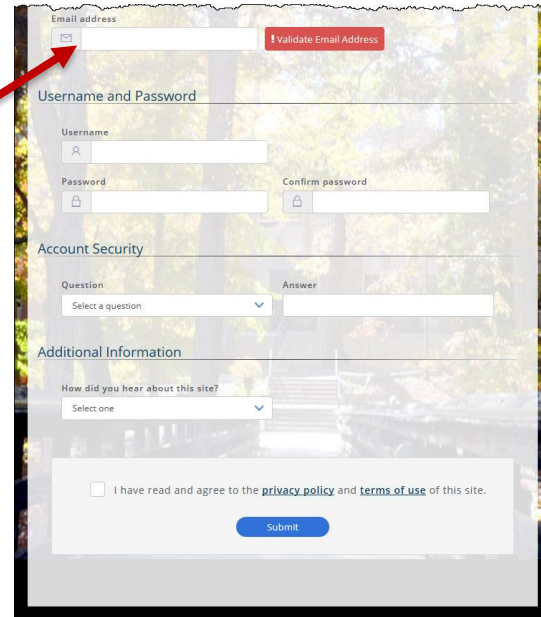
- Enter your email
- Click the **Validate Email Address** button to validate your email address.



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



Email address **Validate Email Address**

Username and Password

Username

Password Confirm password

Account Security

Question Answer

Select a question

Additional Information

How did you hear about this site?
Select one

☐ I have read and agree to the [privacy policy](#) and [terms of use](#) of this site.

Submit

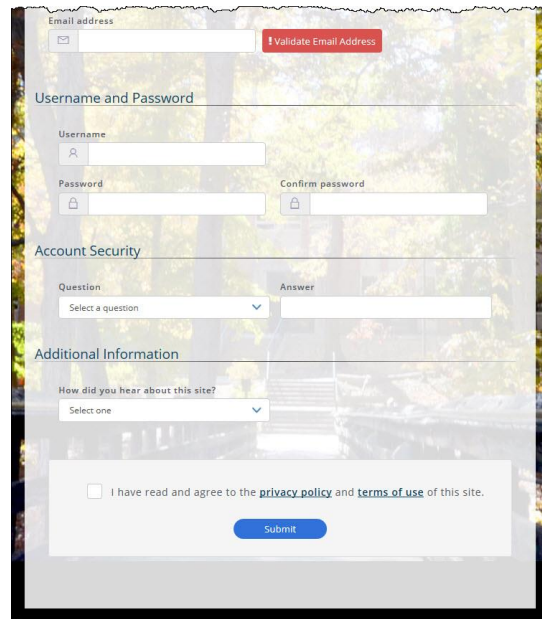
See the next slide for continued instructions.

Sign Up With Email

Continued instructions for completing this form:

- A popup will appear with a box for you to check to prove you are not a robot. See the image in the lower left.
- Once you check the box, the popup will change to an Email Validation – Account Creation popup. Enter the 4-digit validation code that was sent to your email address in the Validation Code field. Click the **OK** button.
- A sample Email Announcement containing the validation code appears in the lower right.
- If you don't receive the email validation code after several attempts, contact support@xap.com

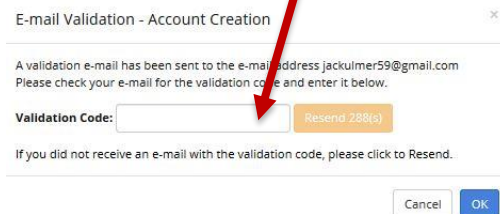
See the next slide for continued instructions.



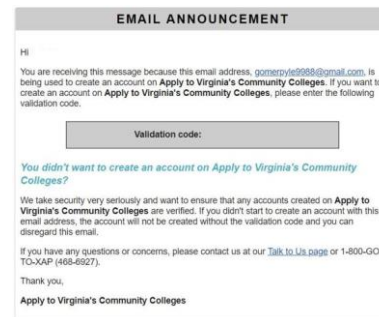
The screenshot shows a web form for account creation. It includes fields for 'Email address' with a 'Validate Email Address' button, 'Username and Password' (with 'Username' and 'Confirm password' sub-fields), 'Account Security' (with a 'Question' dropdown and 'Answer' field), and 'Additional Information' (with a 'How did you hear about this site?' dropdown). At the bottom, there is a checkbox for 'I have read and agree to the privacy policy and terms of use of this site.' and a 'Submit' button.



This is a small popup window titled 'E-mail Validation - Account Creation'. It contains the text 'Check the box to prove you're not a robot.' and a checkbox labeled 'I'm not a robot'. To the right of the checkbox is a reCAPTCHA logo and a link to 'Privacy - Terms'. A 'Cancel' button is at the bottom right.



This is a popup window titled 'E-mail Validation - Account Creation'. It contains the text 'A validation e-mail has been sent to the e-mail address jackulmer59@gmail.com. Please check your e-mail for the validation code and enter it below.' Below this is a 'Validation Code:' label followed by a text input field and a 'Resend 288(s)' button. At the bottom, it says 'If you did not receive an e-mail with the validation code, please click to Resend.' and has 'Cancel' and 'OK' buttons. A red arrow points from the 'OK' button in the previous slide to the 'Resend 288(s)' button in this popup.



The screenshot shows an email titled 'EMAIL ANNOUNCEMENT'. It starts with 'Hi' and explains that the user is receiving the message because their email address, gomerpyler6988@gmail.com, is being used to create an account on 'Apply to Virginia's Community Colleges'. It asks the user to enter a validation code. Below this is a 'Validation code:' label and a text input field. The email also includes a link to 'Apply to Virginia's Community Colleges' and a note about security. At the bottom, it says 'Thank you, Apply to Virginia's Community Colleges'.

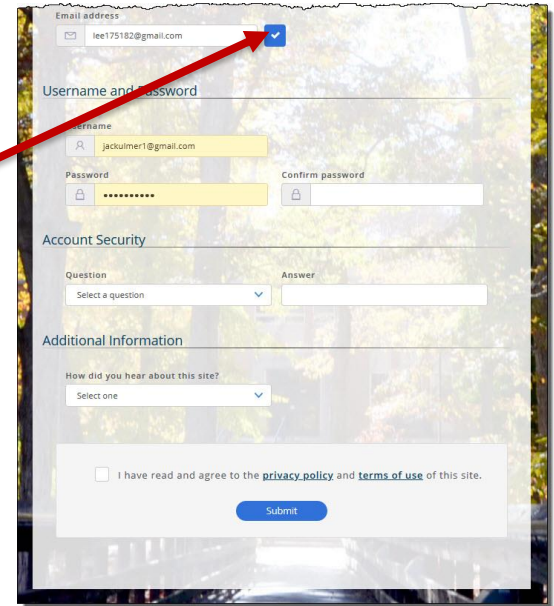
Sign Up With Email

Continued instructions for completing this form:

- The Validate button changes to a check mark.
- Enter a username in the Username field.
- Enter a password in the Password field. Re-enter your password in the Confirm password field.

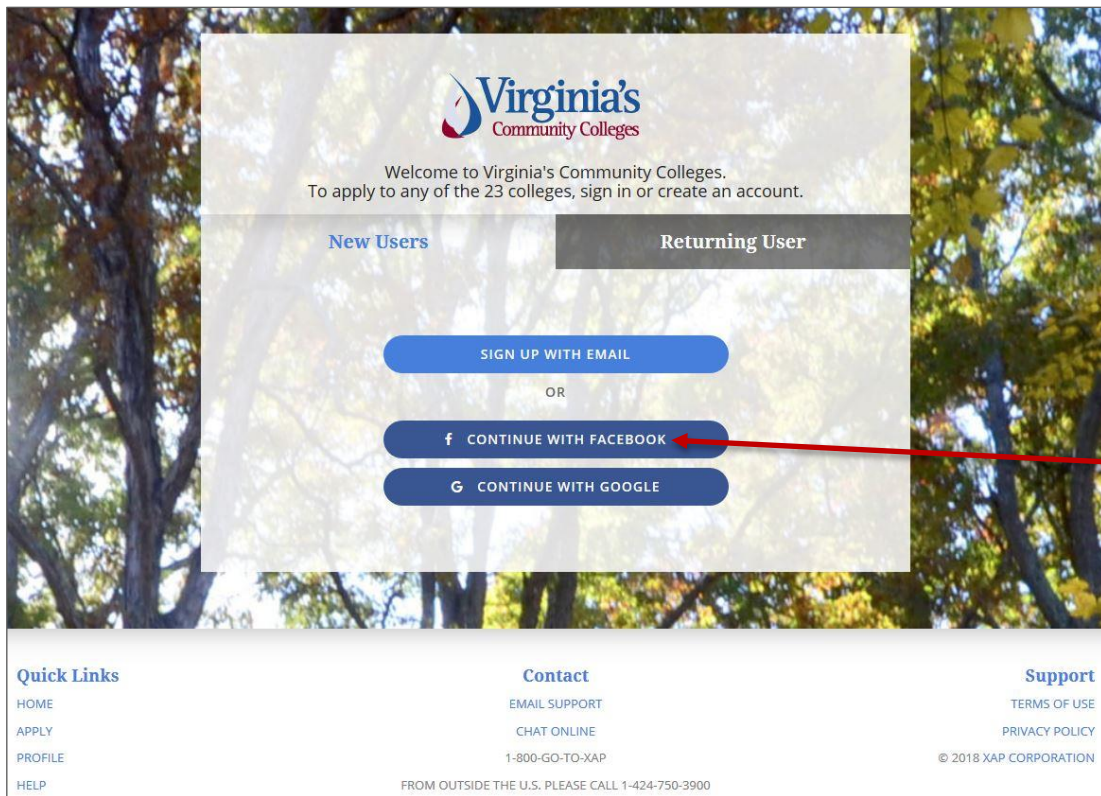
Note: Make a record of your username and password. You will need your username and password to access your account each visit.

- 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 the **Submit** button to create your account.



The screenshot shows a web form for signing up with an email. At the top, the 'Email address' field contains 'lee175182@gmail.com' and a blue button with a white checkmark. A red arrow points from the text 'The Validate button changes to a check mark.' in the instructions to this button. Below this is the 'Username and Password' section, which includes a 'Username' field with 'jackulmer1@gmail.com', a 'Password' field with masked characters, and a 'Confirm password' field. The 'Account Security' section follows, with a 'Question' dropdown menu, an 'Answer' text field, and a 'How did you hear about this site?' dropdown menu. At the bottom, there is a checkbox for 'I have read and agree to the [privacy policy](#) and [terms of use](#) of this site.' and a blue 'Submit' button.

Creating an Account with Facebook



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

Virginia's
Community Colleges

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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

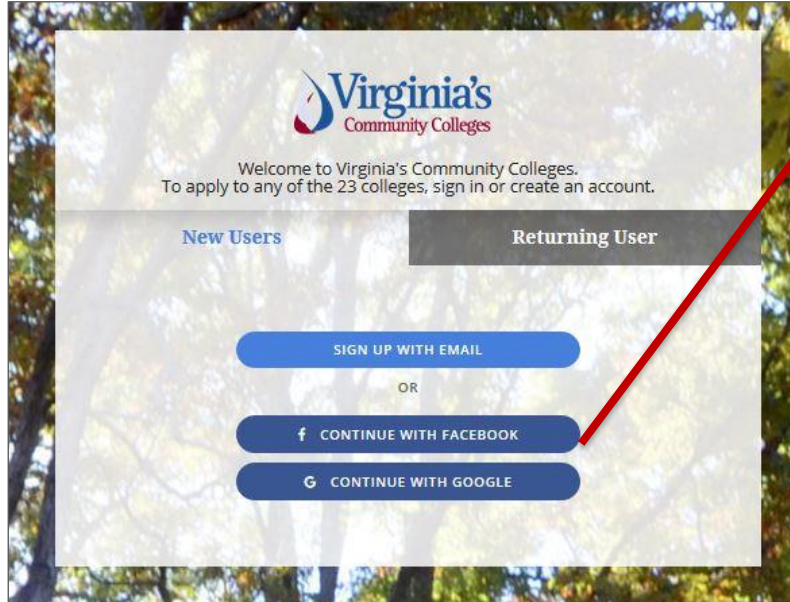
Quick Links
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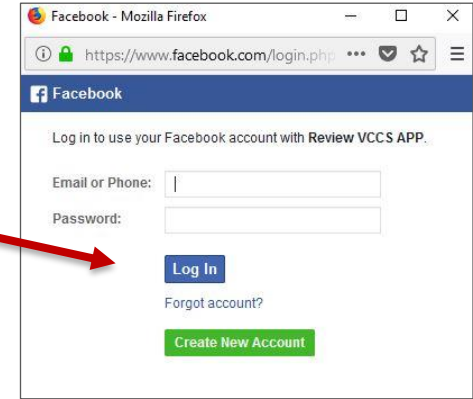
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To create an account with Facebook, click **Continue With Facebook**

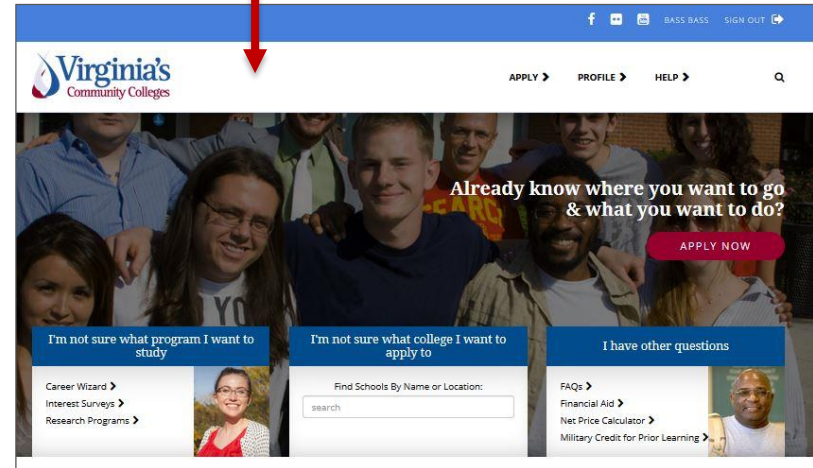
Continue With Facebook



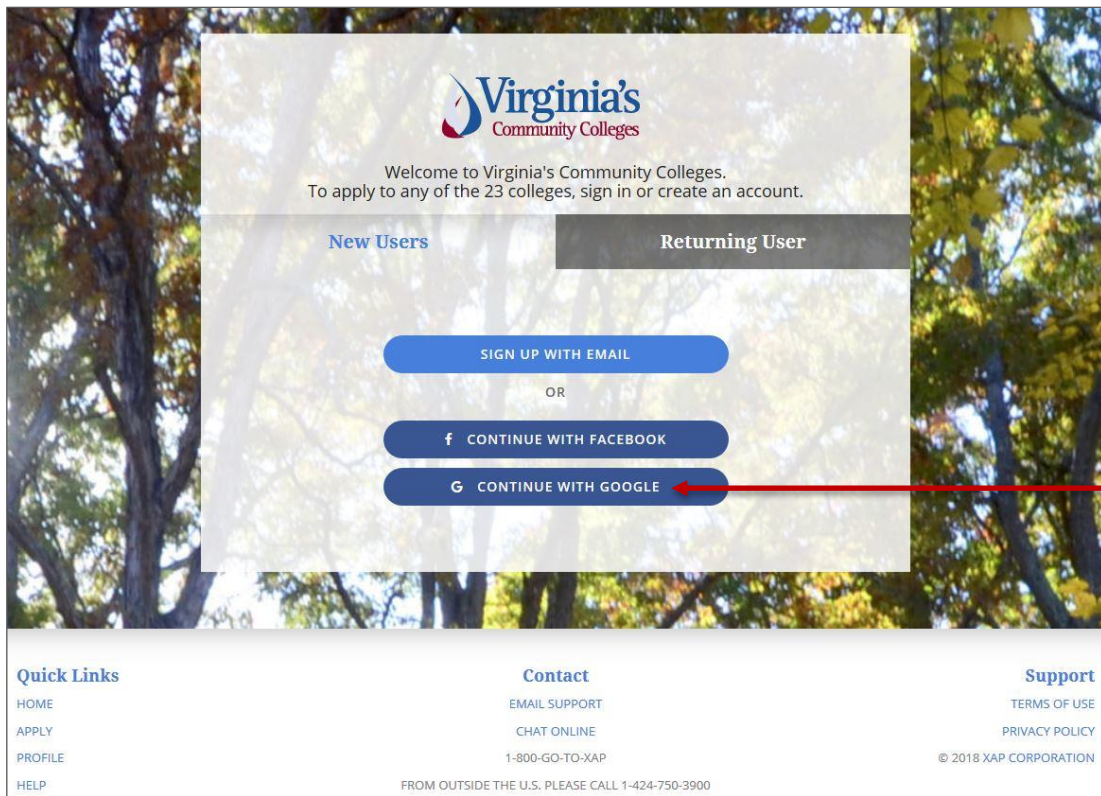
If you are not currently signed into Facebook, you be asked to sign in. Enter your Email or Phone, and Password, and click **Log In**.



If you are signed in, you will be signed right into the Application Manager, and see this.



Creating an Account 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 FACEBOOK'. Below these is a button labeled 'G CONTINUE WITH GOOGLE'. A red arrow points from the text on the right to this button. The footer contains 'Quick Links', 'Contact', and 'Support' sections.

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To apply to any of the 23 colleges, sign in or create an account.

New Users Returning User

SIGN UP WITH EMAIL

OR

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G CONTINUE WITH GOOGLE

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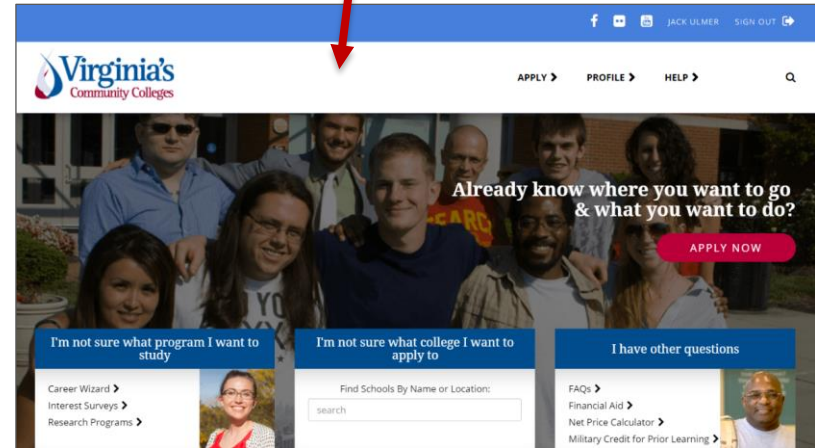
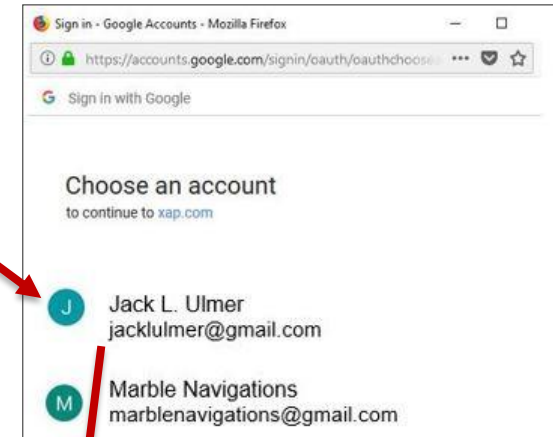
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To create an account with Google, click **Continue With Google**

Continue With Google



If you have more than one Gmail account, click the one you want to use, and you will be signed right into the Application Manager.



Your Account on VCCS' Application Manager

The screenshot shows the homepage of the Virginia's Community Colleges Application Manager. At the top, there's a blue header with social media icons, a user name 'JACK UEMER', and a 'SIGN OUT' link. Below the header is the Virginia's Community Colleges logo. A large banner image features a group of diverse students with the text 'Already know where you want to go & what you want to do?' and a red 'APPLY NOW' button. Below the banner are three blue boxes with white text: '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 box contains links to various resources like 'Career Wizard', 'Interest Surveys', 'Research Programs', 'Find Schools By Name or Location', 'FAQs', 'Financial Aid', 'Net Price Calculator', and 'Military Credit for Prior Learning'. At the bottom, there's a section titled 'Explore Our 23 Community Colleges' with a grid of links to various colleges across Virginia.

Virginia's Community Colleges

APPLY > PROFILE > HELP >

Already know where you want to go & what you want to do?

APPLY NOW

I'm not sure what program I want to study

Career Wizard >
Interest Surveys >
Research Programs >

I'm not sure what college I want to apply to

Find Schools By Name or Location:
search

I have other questions

FAQs >
Financial Aid >
Net Price Calculator >
Military Credit for Prior Learning >

Explore Our 23 Community Colleges

[Blue Ridge Community College](#)
[Central Virginia Community College](#)
[Dabney S. Lancaster Community College](#)
[Danville Community College](#)
[Eastern Shore Community College](#)
[Germanna Community College](#)
[J. Sargeant Reynolds Community College](#)
[John Tyler Community College](#)

[Lord Fairfax Community College](#)
[Mountain Empire Community College](#)
[New River Community College](#)
[Northern Virginia Community College](#)
[Patrick Henry Community College](#)
[Paul D. Camp Community College](#)
[Piedmont Virginia Community College](#)
[Rappahannock Community College](#)

[Southside Virginia Community College](#)
[Southwest Virginia Community College](#)
[Thomas Nelson Community College](#)
[Tidewater Community College](#)
[Virginia Highlands Community College](#)
[Virginia Western Community College](#)
[Wytheville Community College](#)

The screenshot shows a map of Virginia with numerous red location pins indicating the locations of community colleges across the state. Below the map is a section titled 'FAQs' with several questions and answers. To the right of the FAQs is a photo of three students smiling. At the bottom, there are sections for 'Quick Links', 'Contact', and 'Support'.

FAQs

If I just want to take one class, do I still have to apply to a college through this website? >

Yes, you still have to apply no matter how many classes you want to take.

I'm trying to take some classes to transfer back to my home college. How do I find out what will transfer? >

What if I applied or attended a Virginia Community College and now want to enroll at a different one? >

Can I apply to more than one college at a time? >

Do I have to pick a specific degree to apply to a college? >

How many community colleges are there in Virginia and where are they located? >

What are the Virginia residency requirements to qualify for in-state tuition? >

What are the tuition and fees for attending a community college in Virginia? >

Quick Links

HOME
APPLY
PROFILE
HELP

Contact

EMAIL SUPPORT
CHAT ONLINE
1-800-GO-TO-XAP

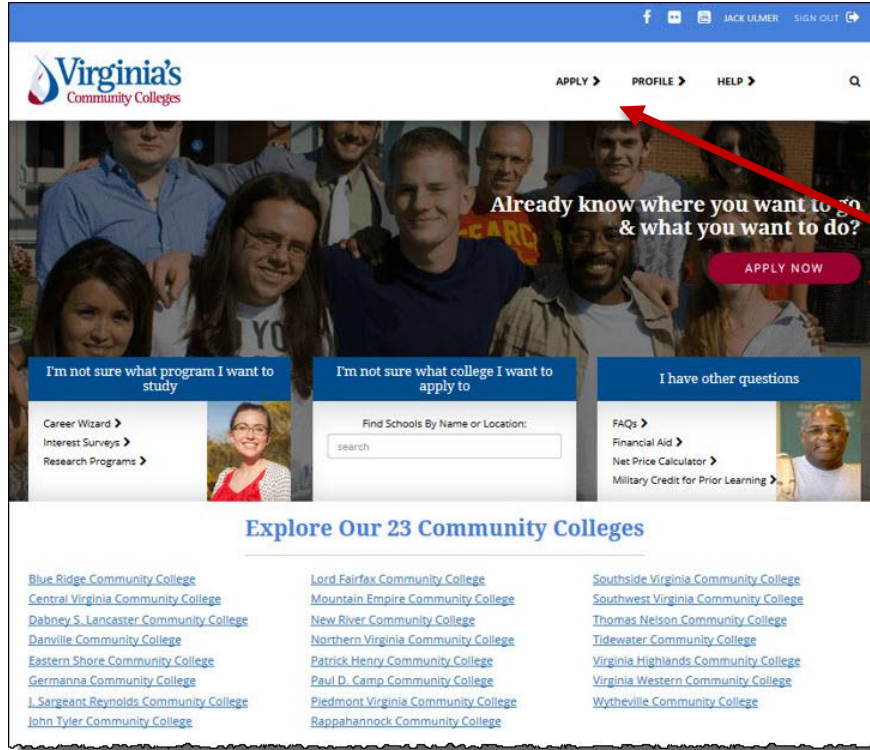
Support

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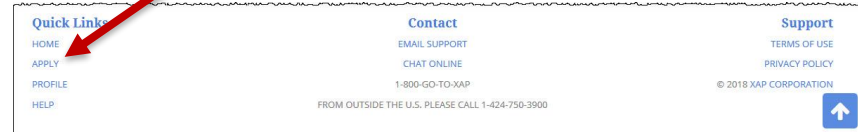
FROM OUTSIDE THE U.S. PLEASE CALL 1-424-759-3900

Your Account on VCCS' Application Manager

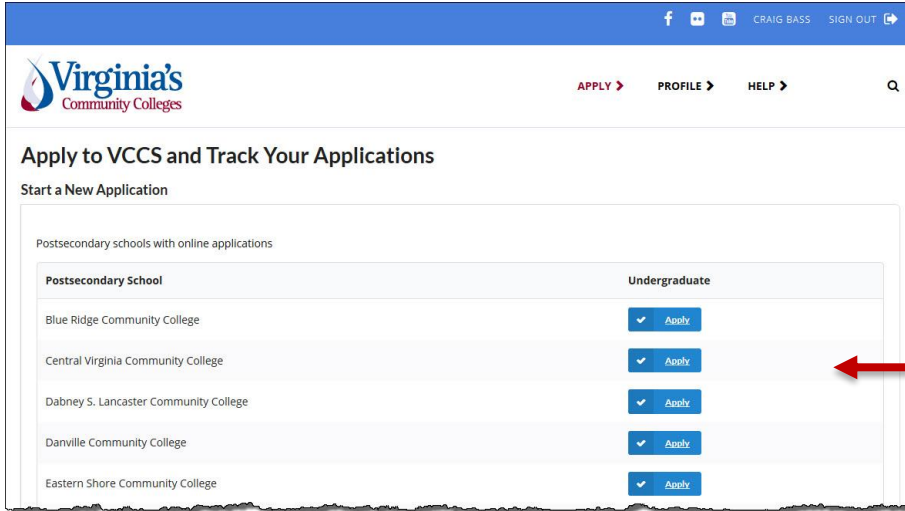


To start a new VCCS admissions application, or to resume or remove a VCCS admissions application that you have already started, click one of the following:

- The **Apply** link in the header, or
- The **Apply Now** button, or
- The **Apply** link in the footer



Start a New Application



The screenshot shows the Virginia's Community Colleges website. At the top, there is a blue navigation bar with social media icons, the user name 'CRAIG BASS', and a 'SIGN OUT' link. Below this is a white header with the Virginia's Community Colleges logo on the left and navigation links for 'APPLY', 'PROFILE', and 'HELP' on the right. The main content area is titled 'Apply to VCCS and Track Your Applications' and 'Start a New Application'. It features a table of postsecondary schools with online applications. The table has two columns: 'Postsecondary School' and 'Undergraduate'. Five colleges are listed, each with a blue 'Apply' button next to it. A red 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 the **Apply** button to the right of the name of the VCCS college you would like to apply to.

Start a New Application – Apply Now

NEW RIVER
Community College

Application for Admission

APPLY NOW
(OR CONTINUE APPLICATION) >

CONTACT US

New River Community College
5251 College Drive
Ocala, FL 34464

☎ (352) 618-2800
☎ (866) 462-6122
🌐 www.nr.edu/admissions

INSTRUCTIONS ▾

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Application Information

Admissions & Records

New River Community College welcomes applications from any person who has a high school diploma, a GED certificate, or who is 18 years old and in any case can benefit from a program. High school students may enroll with approval of their high school principal. New students and those who have not enrolled within the past three years must submit an application. Applications are available on campus in Ocala, at the Christiansburg site, in class schedules, or by download. Students planning to work toward a degree, diploma, or certificate should submit transcripts from other colleges/universities attended. Students who are over 18 years old but do not have a high school diploma or GED, must indicate "ability to benefit" from college placement tests if pursuing a curriculum. For more information visit our [How to Become a Student](#) section.

Application Instructions

1. Please fill out the online application as thoroughly as possible.
2. When you are finished, click the "Submit Your Application" on any application screen.
3. Print the application agreement statement that appears after you submit the application.
4. There is no application fee.

[Click here to learn about the application and enrollment process.](#)

— Last updated by New River Community College on 10/20/2022 9:19 AM UTC

APPLY NOW (OR CONTINUE APPLICATION) >

Applicants should read all of the information in the Application Information section for application requirements, procedures and potential deadlines before starting an admissions application.

Click the **Apply Now** button located on the upper right side or at the bottom of the Application Information section on the left.

Start a New Application – The Screens

The screenshot shows the 'Application for Admission' interface for New River Community College. On the left is a sidebar with a progress indicator for five screens: 1 THE BASICS (checked), 2 COMMUNICATING WITH YOU (checked), 3 YOUR EDUCATION (highlighted with a yellow dot), 4 YOUR MILITARY SERVICE (unchecked), and 5 YOUR BACKGROUND (unchecked). Below the sidebar are two buttons: 'Save This Screen' and 'SUBMIT YOUR APPLICATION'. The main content area is titled '3. YOUR EDUCATION' and contains a section for '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.' and a question: 'Which of the following describes your current high school education?'. Two radio button options are visible: 'I am currently attending a public/private high school in a U.S. state, territory, or military installation' and 'I am currently a home schooled student in the U.S.'. A red arrow points from the 'SUBMIT YOUR APPLICATION' button in the sidebar to the 'Save This Screen' button. Another red arrow points from the 'Save This Screen' button to the 'OK' button in a dialog box below.

How to complete the screens of the VCCS Admissions Application:

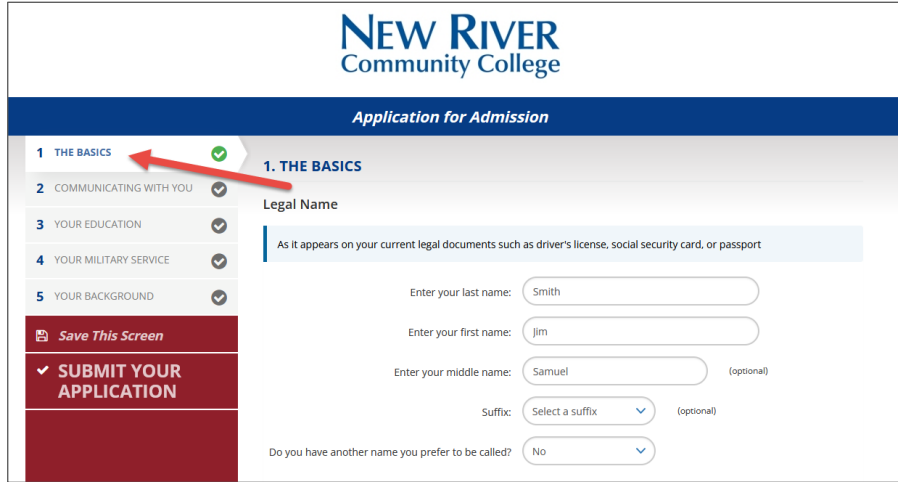
- Complete and save each screen in chronological order (Best Practice)
- Checkmarks indicate screens that have been completed
- The system will validate that all required fields are filled out after you click the **Save and Continue** button at the bottom.
- To skip to another screen without saving the 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 (side button) – Saves the information already populated in the screen you are working on.

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

Note: Some VCCS colleges have a 6th screen with supplemental questions.

Start a New Application – The Basics



The screenshot shows the 'Application for Admission' interface for New River Community College. On the left is a sidebar with a progress list: 1 THE BASICS (checked), 2 COMMUNICATING WITH YOU (checked), 3 YOUR EDUCATION (checked), 4 YOUR MILITARY SERVICE (checked), and 5 YOUR BACKGROUND (checked). Below the list are buttons for 'Save This Screen' and 'SUBMIT YOUR APPLICATION'. The main content area is titled '1. THE BASICS' and contains a 'Legal Name' section with a note: 'As it appears on your current legal documents such as driver's license, social security card, or passport'. It includes input fields for 'Enter your last name:' (Smith), 'Enter your first name:' (Jim), 'Enter your middle name:' (Samuel), and a 'Suffix:' dropdown menu (Select a suffix). There is also a checkbox for 'Do you have another name you prefer to be called?' (No).

You will be taken to the first screen, named “The Basics”. You will notice that some information is already prepopulated. This information comes either from your email account, Facebook account, or Google account.



The screenshot shows a button for the 6th screen, labeled '6 COLLEGE SUPPLEMENTAL INFORMATION'. The button has a circular icon on the right side. A red arrow points to the button.

Some VCCS colleges have 5 screens in their admissions application, and some have 6 screens. If there is a 6th screen, it has supplemental questions. Answer all required questions on either all 5 screens, or all 6 screens, in order to submit your application.

Start a New Application – The Basics

The screenshot shows the 'Application for Admission' form for New River Community College. The top navigation bar includes 'Application Manager', 'Introduction', 'Help', and a user profile for 'Craig Bass' with a 'Log Off' link. The main header displays the college's name and logo. A sidebar on the left lists five steps: 1. THE BASICS (active), 2. COMMUNICATING WITH YOU, 3. YOUR EDUCATION, 4. YOUR MILITARY SERVICE, and 5. YOUR BACKGROUND. Below the sidebar are buttons for 'Save This Screen' and 'SUBMIT YOUR APPLICATION'. The main content area is titled '1. THE BASICS' and contains the 'Legal Name' section. It includes a text box for the legal name, a dropdown for 'Suffix', and a dropdown for 'Do you have another name you prefer to be called?'. Below this is the 'Former Name (if applicable)' section, which includes a text box for the former last name and a text box for the former first name.

Application Manager Introduction ? Help Craig Bass Log Off

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

1. THE BASICS

Legal Name

As it appears on your current legal documents such as driver's license, social security card, or passport

Enter your last name: Bass

Enter your first name: Craig

Enter your middle name: (optional)

Suffix: Select a suffix (optional)

Do you have another name you prefer to be called? Select Yes or No

Former Name (if applicable)

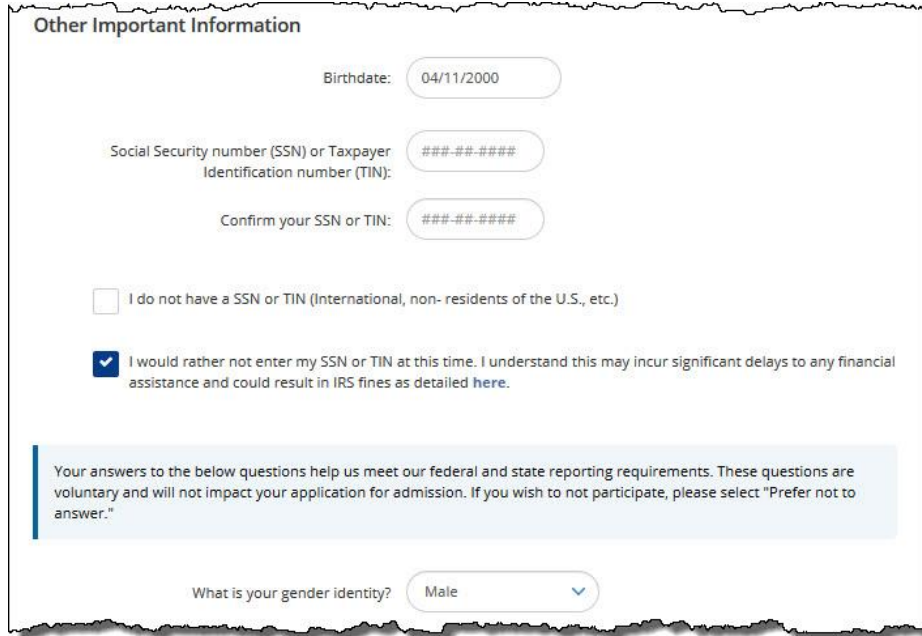
If you have ever had a different first and/or last name, provide the former first and/or last name as it appeared on legal documents (driver's license, social security card, passport, etc.). If you changed only your last name, enter your former last name and your current legal first name. If you changed 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.

Enter your former last name:

Enter your former first name:

- Enter your legal name
- Use the dropdown to indicate whether or not 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. (Optional)

Start a New Application – The Basics



The screenshot shows a web form titled "Other Important Information". It contains the following fields and options:

- Birthdate:** A text input field containing "04/11/2000".
- Social Security number (SSN) or Taxpayer Identification number (TIN):** A masked text input field showing "###-##-####".
- Confirm your SSN or TIN:** A masked text input field showing "###-##-####".
- ☐ 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](#).

Below these fields is a light blue informational box with the text: "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 question "What is your gender identity?" with a dropdown menu currently set to "Male".

- If your birthdate does not appear in the birthdate field, enter it using this format: For March 7, 2004 – 03/07/2004
- Enter your Social Security number or Taxpayer Identification number in the spaces requested.
- If you do not have an SSN or TIN (*Taxpayer Identification Number*) 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.

Start a New Application – The Basics

The screenshot shows a web form with the following elements:

- A question: "Are you Hispanic or Latino/a?" with a dropdown menu set to "Select one" and a help icon.
- A section titled "What is your racial or ethnic identification? (Check all that apply)" with a list of checkboxes:
 - ☐ American Indian/Alaskan Native
 - ☐ Asian
 - ☐ Black or African American
 - ☐ Native Hawaiian or Other Pacific Islander
 - ☐ White
 - ☐ Prefer not to answer
- A light blue informational box: "This question will help us connect your previous college records with your current application."
- A question: "Have you ever applied, attended, or worked at any community college in Virginia? This includes taking dual enrollment courses in high school." with a dropdown menu set to "Yes".
- A field for "Enter your Student ID (EMPLID) number:" with a placeholder "#####".
- A checkbox labeled "I don't remember it".
- A blue button at the bottom right labeled "SAVE AND CONTINUE >".

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

Start a New Application – Search Match

- After you save Screen 1, The Basics, the VCCS' Student Information System checks to see if you have applied to VCCS before; if you're already a student or have been a student.
- If you have never applied to a VCCS college before and have never attended a VCCS college before, you will not notice anything as you continue to complete the application.
- If you have applied to a VCCS college before, are currently attending, or have attended one, you will see a message from VCCS, see the next page for a sample message.

Start a New Application – Search Match

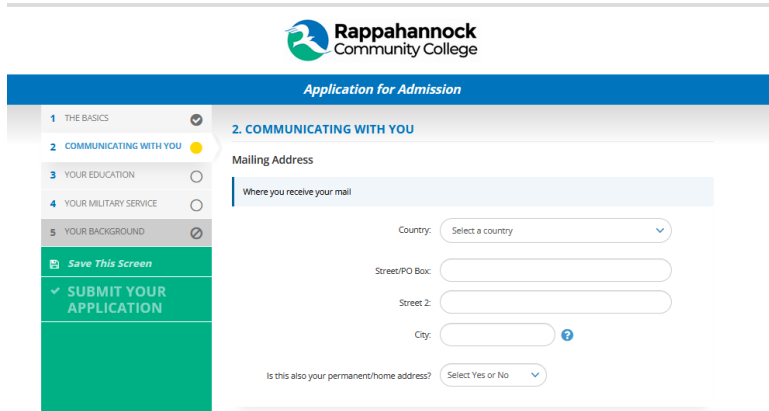
- If you have applied to a VCCS college before, are currently attending, or have attended one, you will see a message from VCCS.
- Here is one sample message you might see when VCCS conducts its Search Match on their system with the information you have entered on screen.

1. The Basics:

“It looks like your name or date of birth doesn't match our previous records. It is possible you incorrectly entered your name or date of birth. Please, verify the information you entered is correct. If you applied previously under a different name, enter that name instead.”

Note: This is one sample message.

Start a New Application – Communicating With You



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

Mailing Address

Where you receive your mail

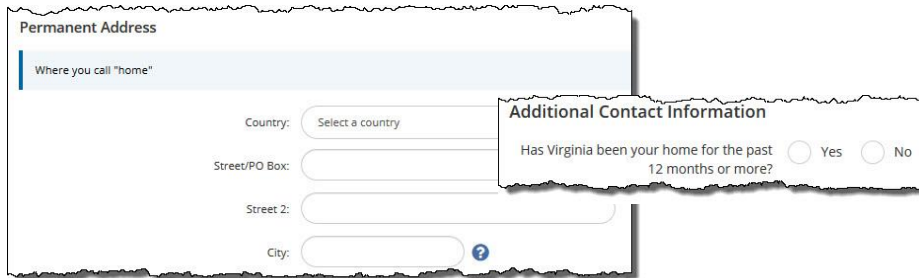
Country:

Street/PO Box:

Street 2:

City:

Is this also your permanent/home address?



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

- In the Mailing Address section, enter the address where you receive your mail.
- Provide an answer to the permanent/home address question.
 - If you answer no, you will be asked to indicate where you call your Permanent Address.
 - If you answer yes, and Virginia is your home state, you will be asked the following question, "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.

Start a New 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.

- Your email address should appear in the Personal email address field. This is pre-populated from information you provided when you created your account on the VCCS application website.
- Enter your telephone number
- Indicate 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 the **Save and Continue** button to continue.

Start a New Application – Your Education



Application for Admission

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

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

[Save This Screen](#)

[SUBMIT YOUR APPLICATION](#)

- Select an answer to the current high school education question.
 - If you're currently in high school or have graduated from high school, click the Find School button to locate your high school.
 - If you're currently being home schooled or have graduated from a home school, enter the city, state and completion date.
 - If you're attending or have already graduated from a high school outside the U.S., indicate the high school, country and completion date.
 - If you have earned your GED, indicate from which state and the award date.
 - If you 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.

Start a New 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 titled "College/University 1". It contains several input fields: "College/University:" with a placeholder text "Click the 'Find School' button to select the school" and a "FIND SCHOOL" button next to a "CLEAR" button; "City:"; "U.S. state/territory:" with a dropdown menu; "Country:" with a dropdown menu; "Date attended from:" and "to:" with date pickers (mm/yyyy) and a help icon; "Degree earned:" with a dropdown menu; and an optional upload section for a transcript with an "UPLOAD A FILE" button. At the bottom of this section is an "ADD ANOTHER COLLEGE/UNIVERSITY +" button. The final question is "Were you suspended or dismissed from the last college attended?" with a dropdown menu set to "Select Yes or No".

- Select an answer to the college/university question

Note: *You may see a prior school(s) if you entered that information in a prior VCCS application.*
- If you select No, move on to the Program of Study question on the next slide.
- If you select Yes, click the **Find School** button 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 the Add Another College/University button and follow the same steps as above. Do this for any additional colleges or universities.

Start a New 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 »

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 »

- Select an answer to the Program of Study question
- If you select no, then indicate when you plan to start classes.
- If you select yes, then answer the following questions:
 - Your primary educational goal
 - Which area you are interested in studying
 - A Program of Study
 - When you plan to start classes
- When you are finished, click the Save and Continue button.

Start a New Application – Your Military Service

The image displays two overlapping screenshots of the ESCC (Eastern Shore Community College) 'Application for Admission' form, specifically the '4. YOUR MILITARY SERVICE' section. The top screenshot shows the initial state of the form with dropdown menus set to 'No'. The bottom screenshot shows the form after some input, with dropdown menus set to 'Yes', 'Select a serve status', 'Select a military branch', and 'Yes'. The form includes a sidebar with progress indicators for five sections: 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 and a 'SAVE AND GO BACK' button.

ESC
Eastern Shore 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 APPLICATION

4. YOUR MILITARY SERVICE

Military Information

Have you served or are you currently serving in the U.S. military? No

Are you a dependent or spouse of someone who is currently serving or has served in the U.S. military? No

4. YOUR MILITARY SERVICE

Military Information

Have you served or are you currently serving in the U.S. military? Yes

Current military status: Select a serve status

Branch of military: Select a military branch

Date entered (reporting date): mm/dd/yyyy

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

Are you a dependent or a spouse of that person? Select one

← SAVE AND GO BACK SAVE AND CONTINUE →

- Select an answer to the currently serving in the U. S. military question.
 - 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 the **Save and Continue** button.
 - If you answer yes, answer the question about whether you're a dependent or spouse.
 - Click the **Save and Continue** button.

Start a New Application – Your Background

The screenshot shows the 'New River Community College' logo at the top. Below it is a dark blue header bar with the text 'Application for Admission'. On the left is a sidebar with five steps: 1 THE BASICS, 2 COMMUNICATING WITH YOU, 3 YOUR EDUCATION, 4 YOUR MILITARY SERVICE, and 5 YOUR BACKGROUND. Step 5 is highlighted with a green checkmark. Below the sidebar are two 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 disclaimer: '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?' followed by two dropdown menus labeled 'Parent 1:' and 'Parent 2:', both with 'Select one' as the placeholder text.

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

5. YOUR BACKGROUND

Parent(s) Education Level

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.*

What best describes your parent(s) highest level of education?

Parent 1: Select one ▼

Parent 2: Select one ▼

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

Start a New Application – Your Background

Residency

This information is used to determine your tuition rate and next steps for enrolling at the college.

What is your current status? Permanent Resident of the U.S.

Permanent resident number:

Permanent status: Select a status

Country of citizenship: Select a country

What is your primary spoken language? Select a language

What is your current status? Currently in the U.S. as a Non-Immigrant

Visa type: Select a type

Country of citizenship: Select a country

- Select an answer to 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.
 - If you answer that you are a permanent resident, enter your permanent resident number, status and country of citizenship.
 - If you answer that you are a non-immigrant, indicate visa type and country of citizenship.
- Select an answer for your primary spoken language.

Start a New Application – Your Background

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 GO TO APPLICATION SUBMISSION »

- If the college you're applying to only has 5 screens, you can click the **GO TO APPLICATION SUBMISSION** button to advance to the screen where you will sign and submit your application.
- If the college has a 6th screen, answer all of the questions on the 6th screen.
- When you have answered all required questions, click the **GO TO APPLICATION SUBMISSION** button to advance to the screen where you will sign and submit your application.

- Select an answer for the in-state tuition rate question.
 - If you answer, "I want to claim eligibility based on my own domicile", check the appropriate boxes in the "Your Domicile Information" section.
 - If you answer, "I am married and want to claim eligibility based on my spouse's domicile", complete the information requested in the "Your Spouse's Domicile Information" section.
 - If you answer, "I want to claim eligibility based on my parent's domicile", complete the information requested in the "Your Parent's Domicile Information" section.
 - If you answer, "I want to claim eligibility based on my legal guardian's domicile", complete the information requested in the "Your Legal Guardian's Domicile Information" section.

Start a New Application – Your Background

NEW RIVER
Community College

Application Submittal

You are about to submit your application electronically to New River Community College. There is no application fee.

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](#)

After you click the **Submit Your Completed Application** button, you will be brought to the Application Submittal screen.

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

Application Confirmation

GERMANNA
COMMUNITY COLLEGE

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-S-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 due to 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.

Saving Screen 5

- When screen 5 is saved, domicile determination is calculated and saved as part of the application data.
- The result is shown on the confirmation page.

You qualify for the in-state tuition rate.

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

**You have been classified as an out-of-state student for tuition purposes. If
you believe this determination is incorrect, see your college's [appeal policy](#).**

Still Need Help, or Have Questions?

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

or

Go to: [VCCS-XAP Application Help](#)