

VCCS Application Tutorial 2018-19

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

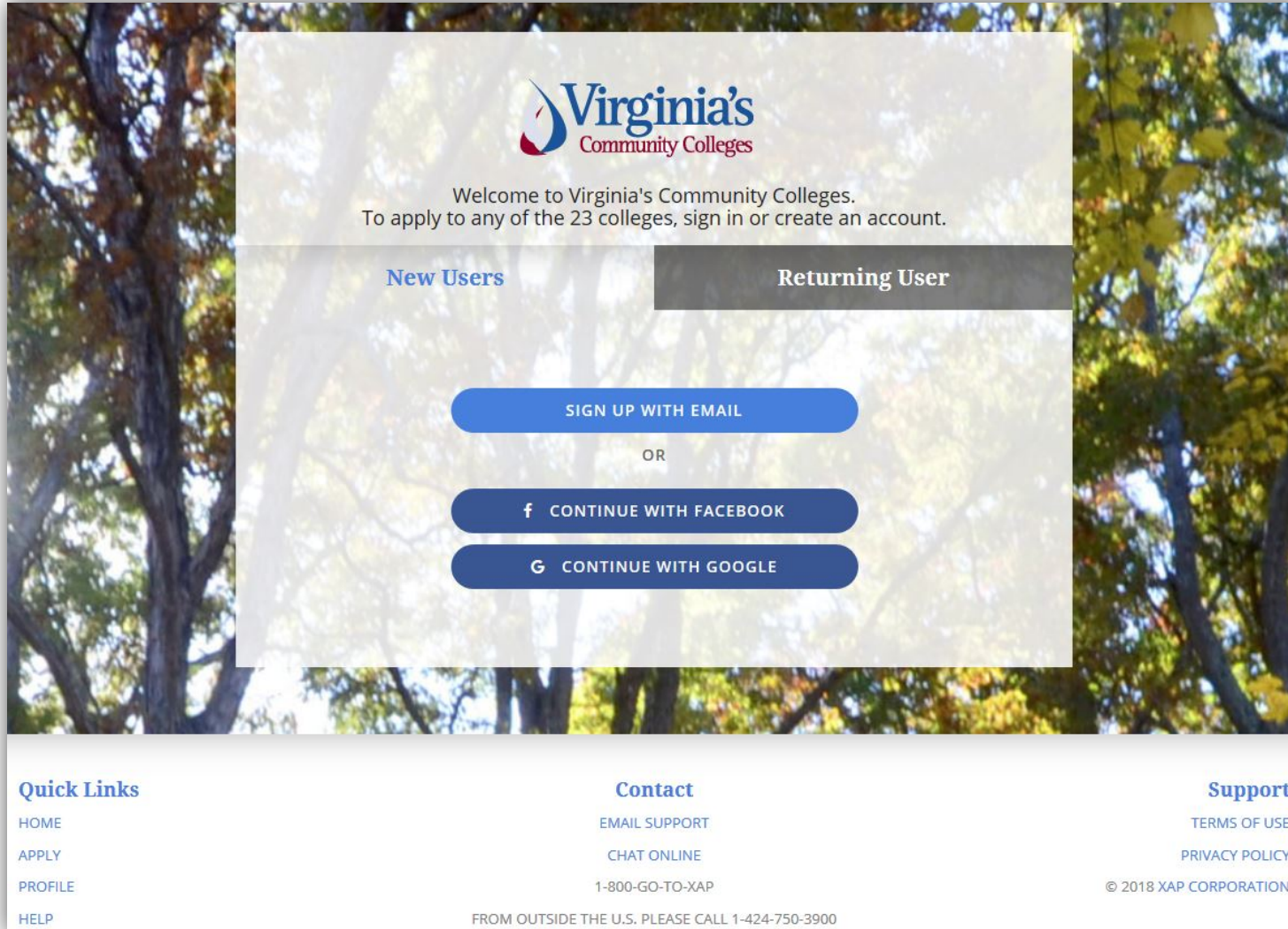
Managing Your Application Slides 14 - 15

- 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



The screenshot shows the login page for Virginia's Community Colleges. The background is a photograph of trees with autumn foliage. A white semi-transparent box in the center contains the logo and login options. The logo features a stylized 'V' with a red and blue flame-like shape. Below the logo, a welcome message and instructions are provided. Two tabs, 'New Users' and 'Returning User', are visible. Under 'New Users', there are three buttons: 'SIGN UP WITH EMAIL', 'OR', and two social media buttons for Facebook and Google. The footer contains three columns of links: 'Quick Links' (Home, Apply, Profile, Help), 'Contact' (Email Support, Chat Online, 1-800-GO-TO-XAP), and 'Support' (Terms of Use, Privacy Policy, Copyright notice).

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

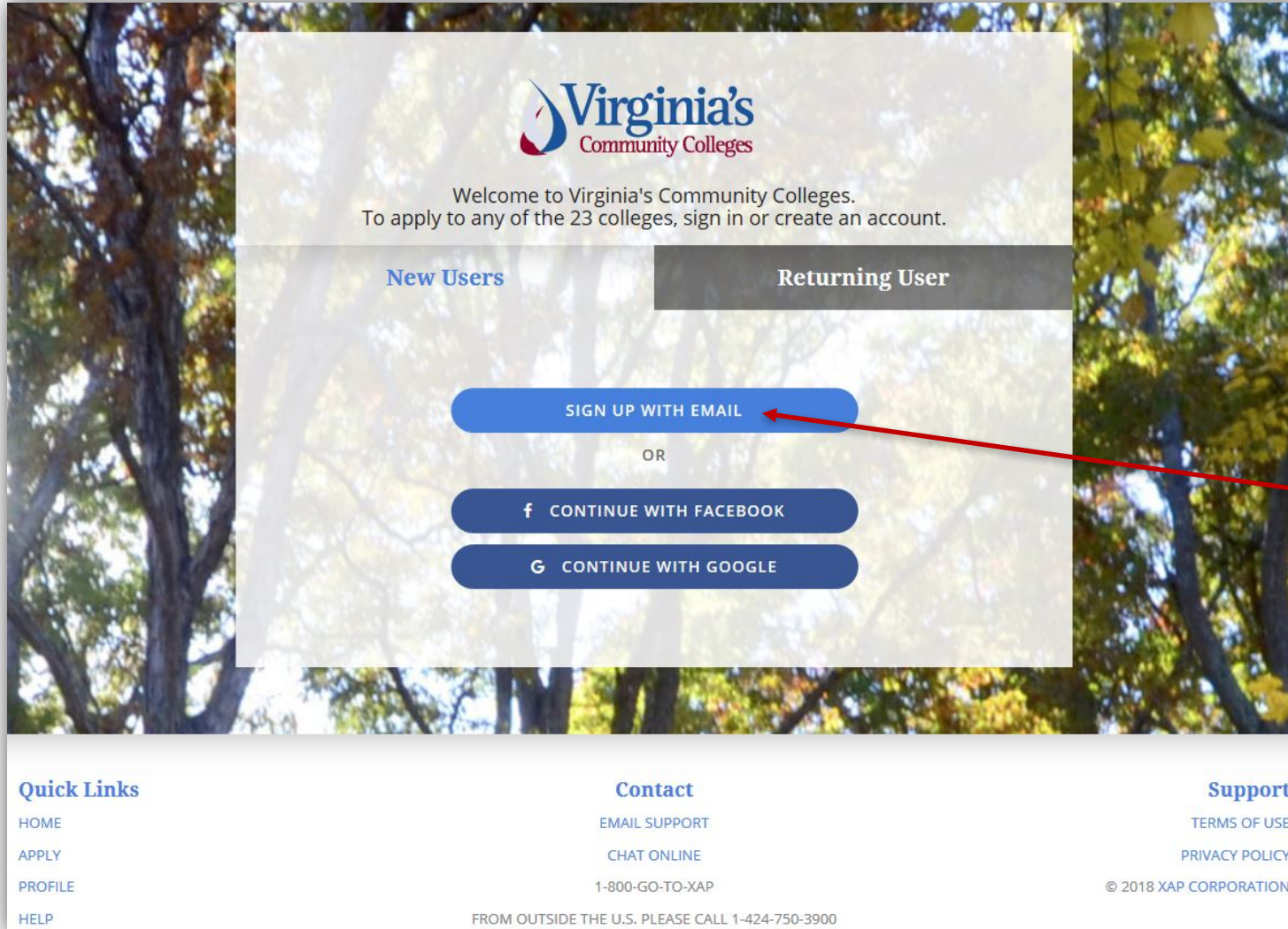
Quick Links
HOME
APPLY
PROFILE
HELP

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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To begin, go to:
www.apply.vccs.edu

Creating an Account with Email



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'. The 'New Users' tab is active, showing three options: 'SIGN UP WITH EMAIL', 'CONTINUE WITH FACEBOOK', and 'CONTINUE WITH GOOGLE'. A red arrow points from the text 'Sign Up With Email' on the right to the 'SIGN UP WITH EMAIL' 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

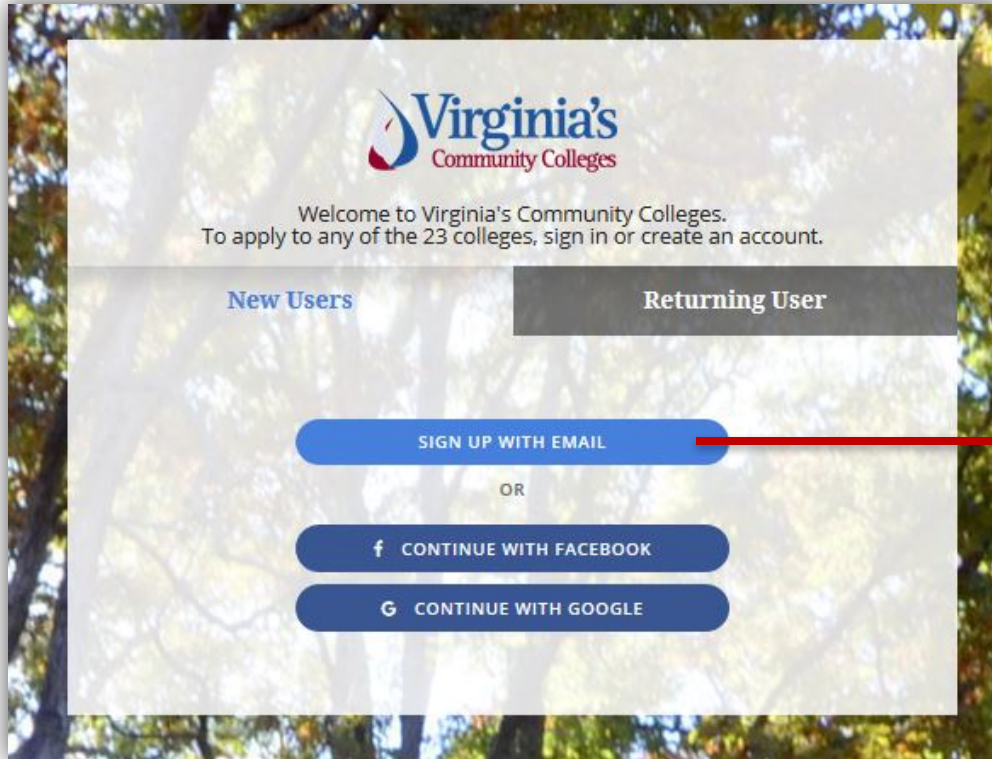
Quick Links
HOME
APPLY
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1-800-GO-TO-XAP
FROM OUTSIDE THE U.S. PLEASE CALL 1-424-750-3900

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

Sign Up With Email



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

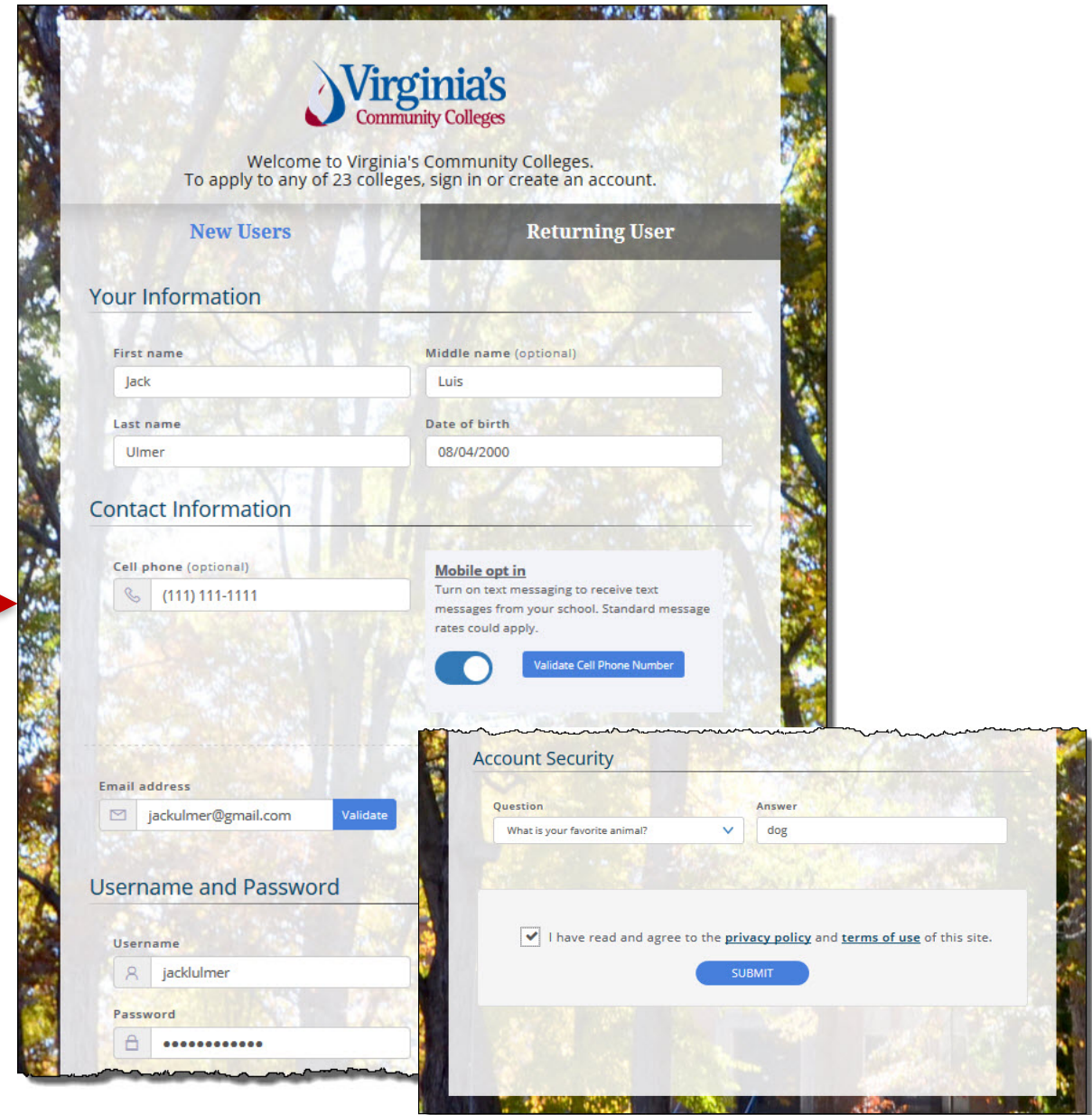
SIGN UP WITH EMAIL

OR

f CONTINUE WITH FACEBOOK

G CONTINUE WITH GOOGLE

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 23 colleges, sign in or create an account.

New Users Returning User

Your Information

First name Middle name (optional)

Jack Luis

Last name Date of birth

Ulmer 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 Cell Phone Number

Email address

jackulmer@gmail.com Validate

Username and Password

Username Password

jackulmer

Account Security

Question Answer

What is your favorite animal? dog

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'. The 'Your Information' section contains fields for First name (Jack), Middle name (optional) (Luis), Last name (Ulmer), and Date of birth (08/04/2000). The 'Contact Information' section includes a Cell phone (optional) field with the number (111) 111-1111 and a 'Mobile opt in' section with a toggle switch and a 'Validate Cell Phone Number' button. Below this is the 'Email address' field with the address jackulmer@gmail.com and a 'Validate' button. The 'Username and Password' section has fields for Username (jackulmer) and Password (masked with dots). On the right side, there is an 'Account Security' section with a 'Question' field (What is your favorite animal?) and an 'Answer' field (dog). At the bottom of the 'Account Security' section, 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.
- Enter your email
- Click the Validate button to validate your email address.

See the next slide for continued instructions.

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.

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

☒ **Phone number has been validated**

Email address

Username and Password

Username

Password Confirm password

Account Security

Question Answer

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

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.

See the next slide for continued instructions.

The main sign-up form is titled "Sign Up With Email". It contains the following sections:

- Email address:** A text input field with "jackdulmer@gmail.com" and a "Validate" button.
- Username and Password:**
 - Username:** A text input field with "xxxxxxxx1".
 - Password:** A text input field with masked characters "*****".
 - Confirm password:** A text input field with masked characters "*****".
- Account Security:**
 - Question:** A dropdown menu with "What is your favorite animal?".
 - Answer:** A text input field with "dog".
- Agreement:** A checkbox labeled "I have read and agree to the [privacy policy](#) and [terms of use](#) of this site.".
- SUBMIT:** A blue button.

The "E-mail Validation - Account Creation" popup shows a reCAPTCHA checkbox labeled "I'm not a robot". To the right of the checkbox is a reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". A "Cancel" button is at the bottom right.

The "E-mail Validation - Account Creation" popup shows a message: "A validation e-mail has been sent to the e-mail address jackdulmer59@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, there is a message: "If you did not receive an e-mail with the validation code, please click to Resend." and "Cancel" and "OK" buttons.

The "EMAIL ANNOUNCEMENT" shows a message: "Hi [redacted], You are receiving this message because this email address, gomerpyle9988@gmail.com, is being used to create an account on Apply to Virginia's Community Colleges. If you want to create an account on Apply to Virginia's Community Colleges, please enter the following validation code." Below this is a "Validation code:" label followed by a text input field. The email also includes a link to "Apply to Virginia's Community Colleges" and a "Resend" button.

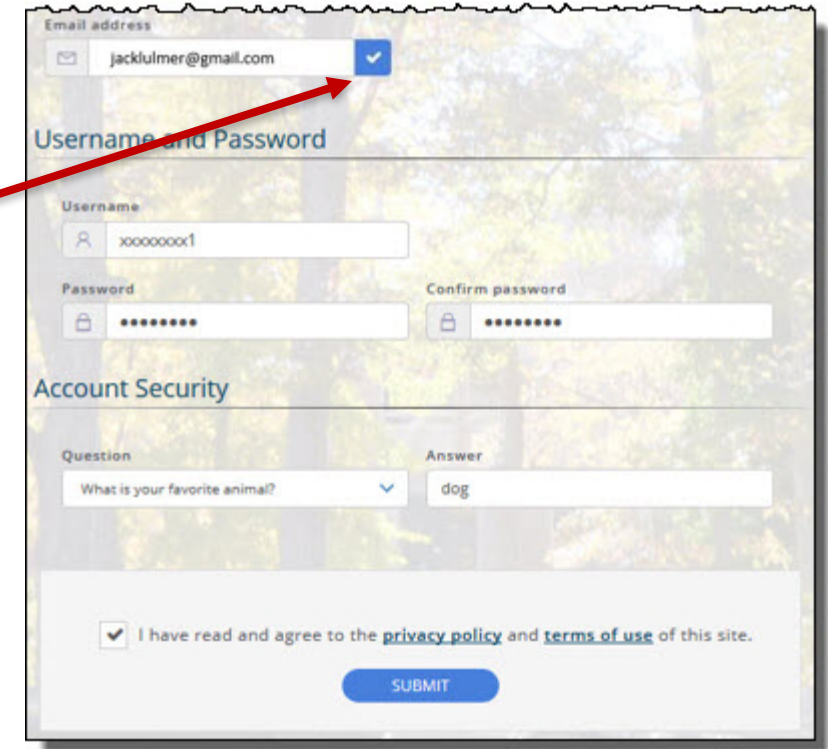
Sign Up With Email

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.

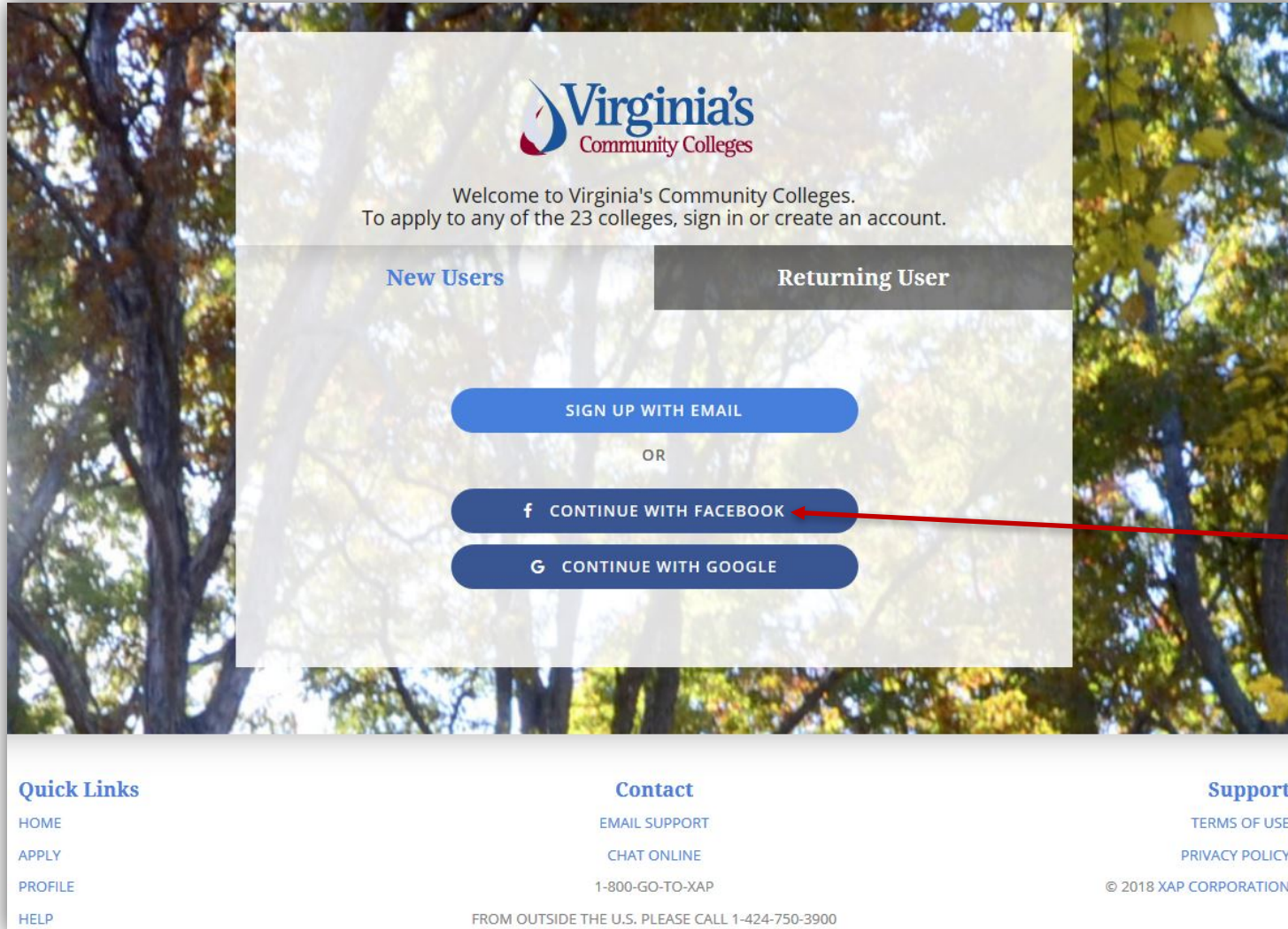
Note: Make a record of your username and password. You will need your username and password to access your account each visit.

- In the Account Security section, use the dropdown to select a question.
- Type an answer in the Answer field.
- 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 'jacklulmer@gmail.com' and a blue checkmark icon. Below this is the 'Username and Password' section, which includes a 'Username' field with 'xxxxxxxx1', a 'Password' field with masked characters, and a 'Confirm password' field also with masked characters. The 'Account Security' section follows, featuring a 'Question' dropdown menu with 'What is your favorite animal?' selected, and an 'Answer' field with 'dog'. At the bottom, there is a checkbox labeled 'I have read and agree to the [privacy policy](#) and [terms of use](#) of this site.' and a blue 'SUBMIT' button. A red arrow points from the first bullet point in the instructions to the checkmark icon in the email field.

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'. The 'New Users' section contains three buttons: 'SIGN UP WITH EMAIL', 'OR', and 'CONTINUE WITH FACEBOOK'. A red arrow points to the 'CONTINUE WITH FACEBOOK' button. Below these buttons is a '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

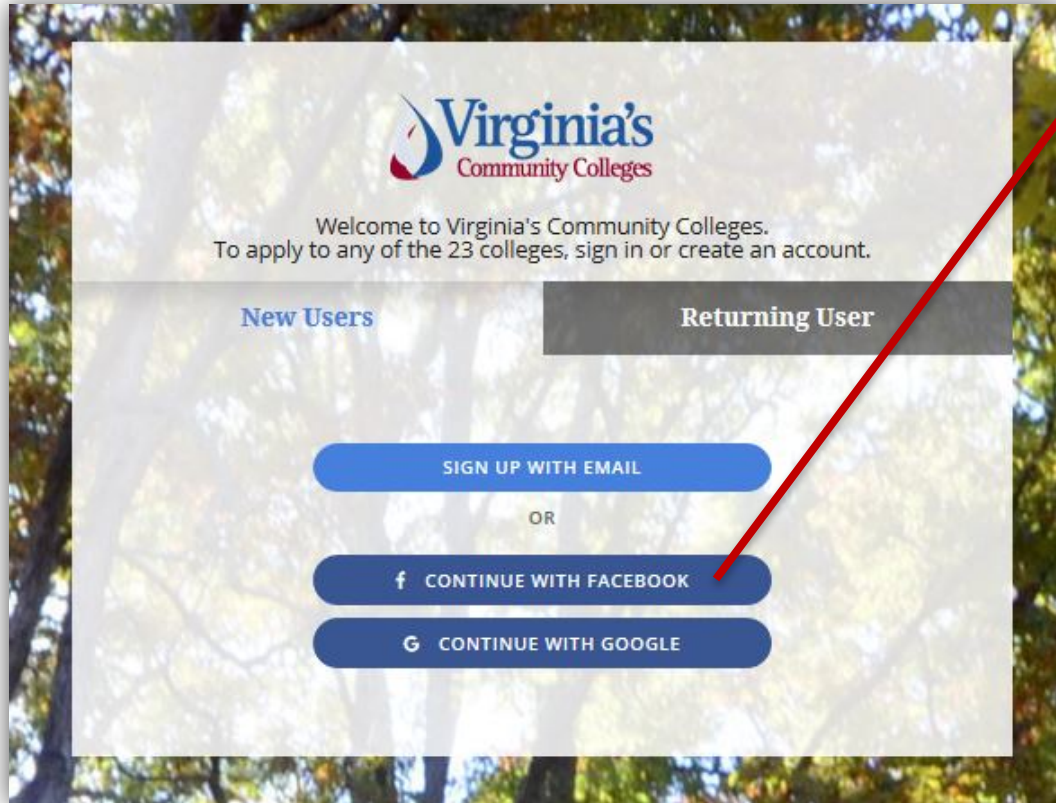
Quick Links
HOME
APPLY
PROFILE
HELP

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

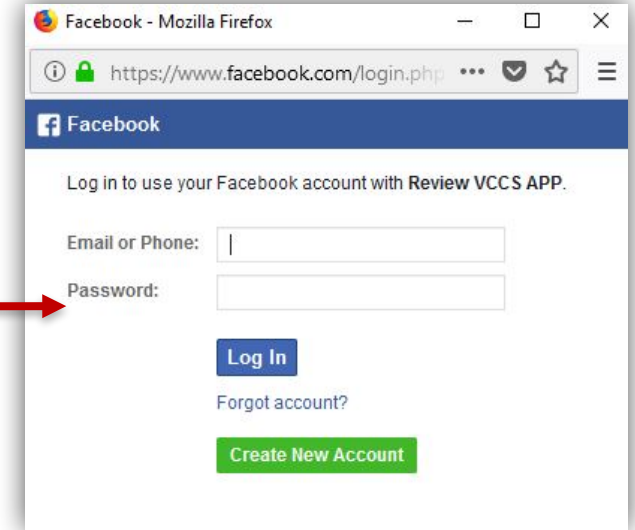
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To create an account with Facebook, click **Continue With Facebook**

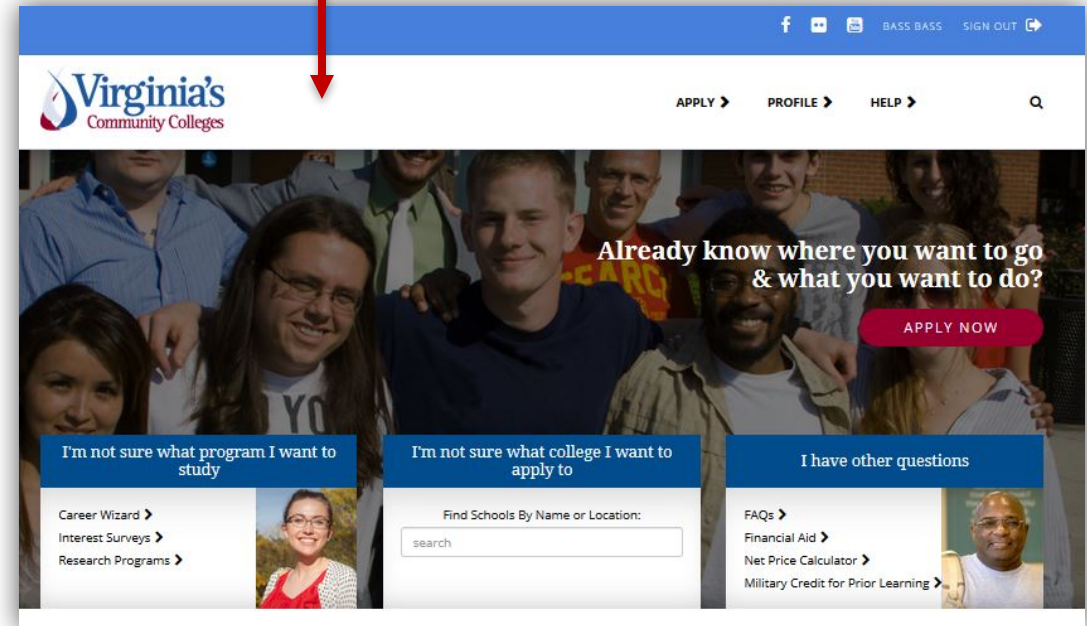
Continue With Facebook



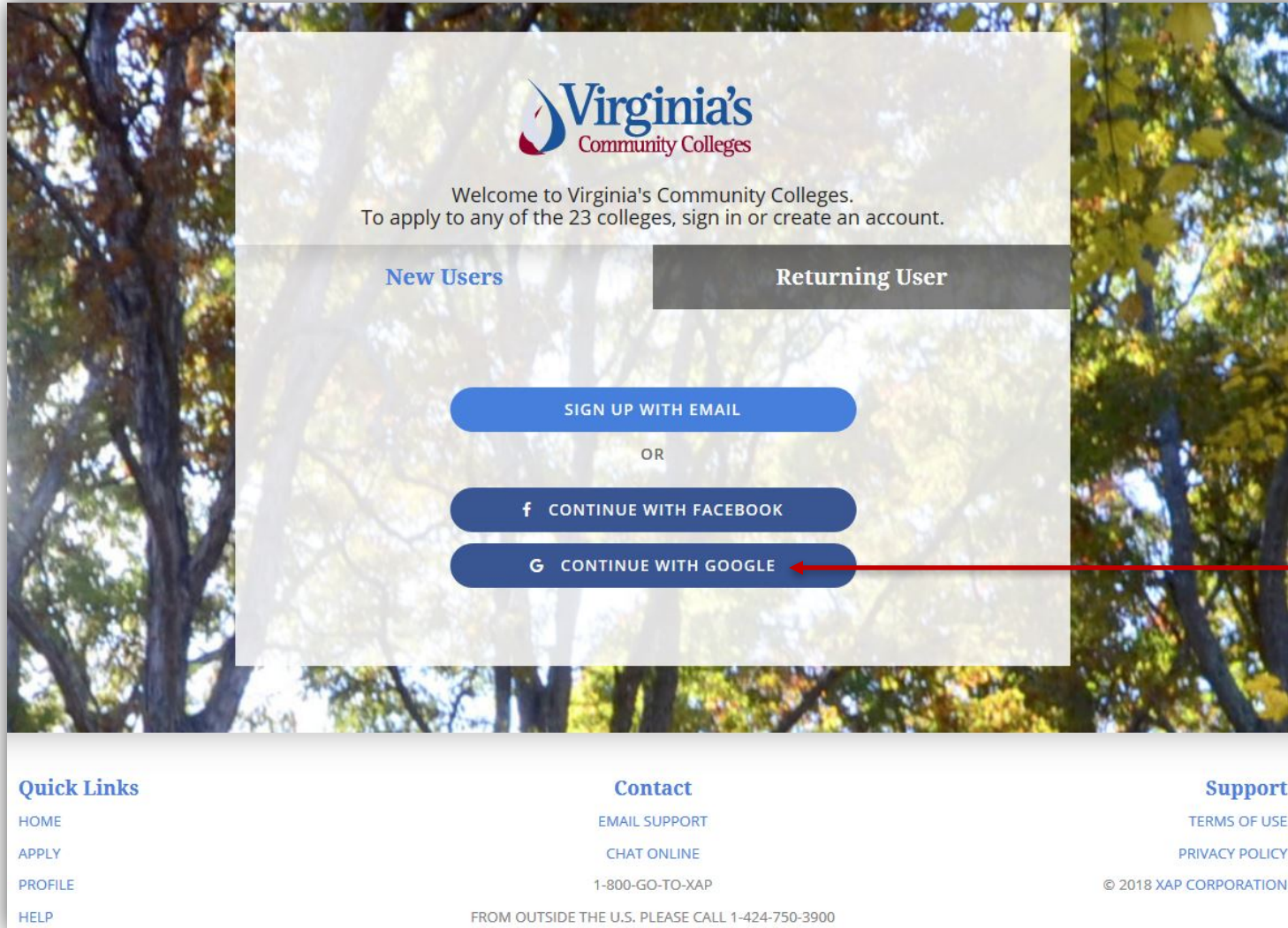
If you are not currently signed in to Facebook, you be asked to sign in. Enter your Email or Phone, and Password, and click Log In.



If you are signed in, you will be signed right in to 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 are tabs for 'New Users' and 'Returning User'. The 'New Users' tab is active, showing three buttons: 'SIGN UP WITH EMAIL', 'OR', 'f CONTINUE WITH FACEBOOK', and 'G CONTINUE WITH GOOGLE'. A red arrow points to the 'G 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

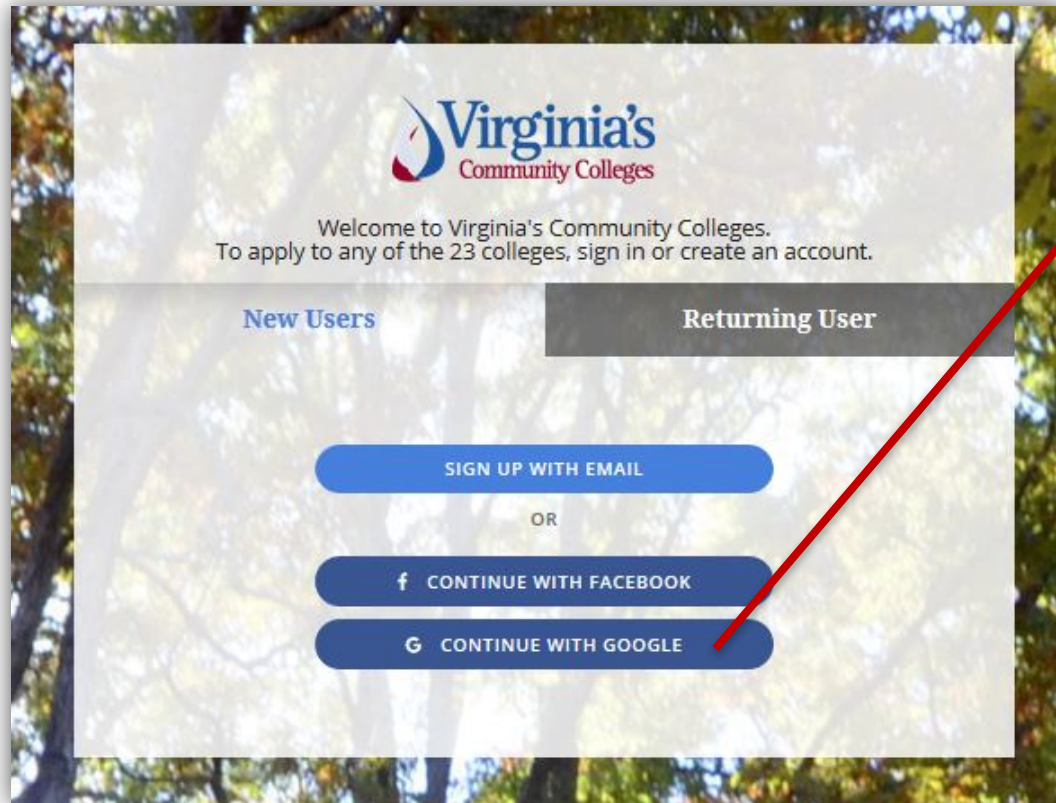
Quick Links
HOME
APPLY
PROFILE
HELP

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

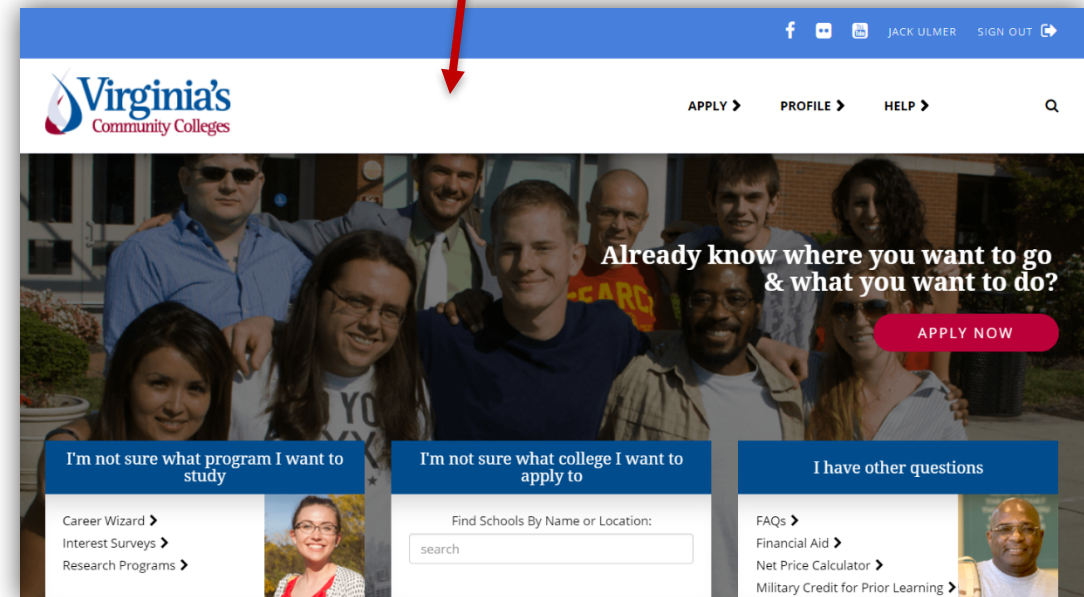
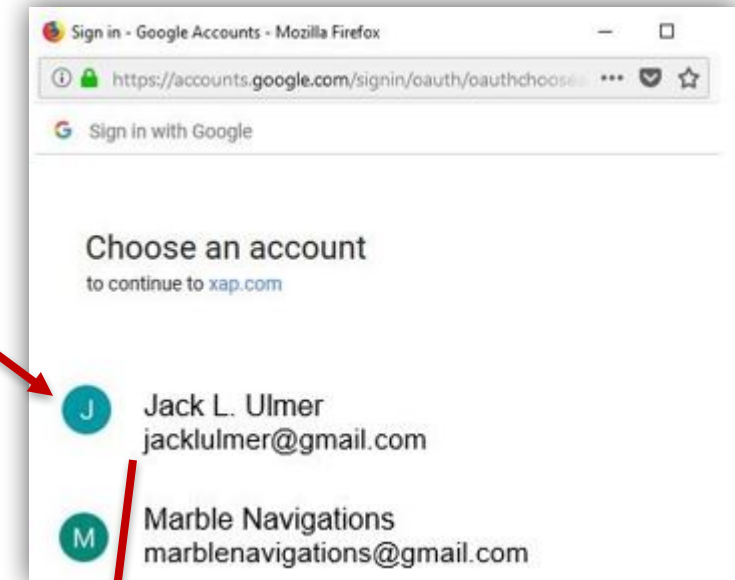
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To create an account with Google, click **Continue With Google**



Continue With Google





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




Your Account on VCCS' Application Manager

 JACK ULMER SIGN OUT



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:

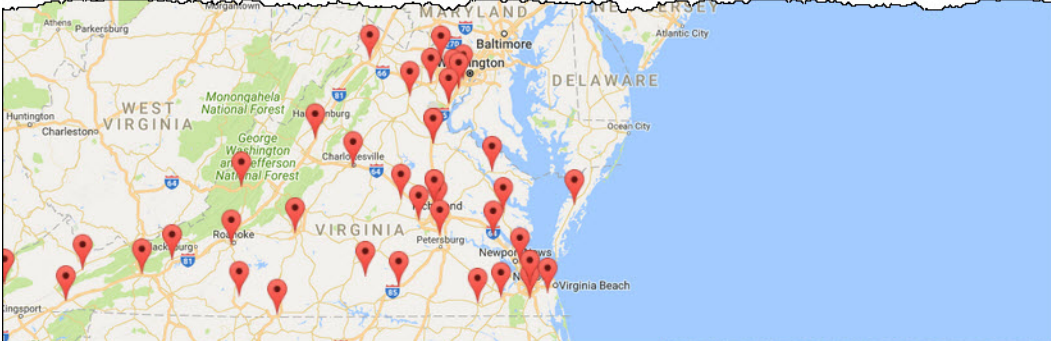
I have other questions

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



Explore Our 23 Community Colleges

Blue Ridge Community College	Lord Fairfax Community College	Southside Virginia Community College
Central Virginia Community College	Mountain Empire Community College	Southwest Virginia Community College
Dabney S. Lancaster Community College	New River Community College	Thomas Nelson Community College
Danville Community College	Northern Virginia Community College	Tidewater Community College
Eastern Shore Community College	Patrick Henry Community College	Virginia Highlands Community College
Germananna Community College	Paul D. Camp Community College	Virginia Western Community College
J. Sargeant Reynolds Community College	Piedmont Virginia Community College	Wytheville Community College
John Tyler Community College	Rappahannock Community College	



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
FROM OUTSIDE THE U.S. PLEASE CALL 1-424-750-3900

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Your Account on VCCS' Application Manager

Virginia's Community Colleges

APPLY > PROFILE > HELP >

JACK ULMER SIGN OUT

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
Germananna 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

Quick Links

HOME
APPLY
PROFILE
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Contact

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FROM OUTSIDE THE U.S. PLEASE CALL 1-424-750-3900

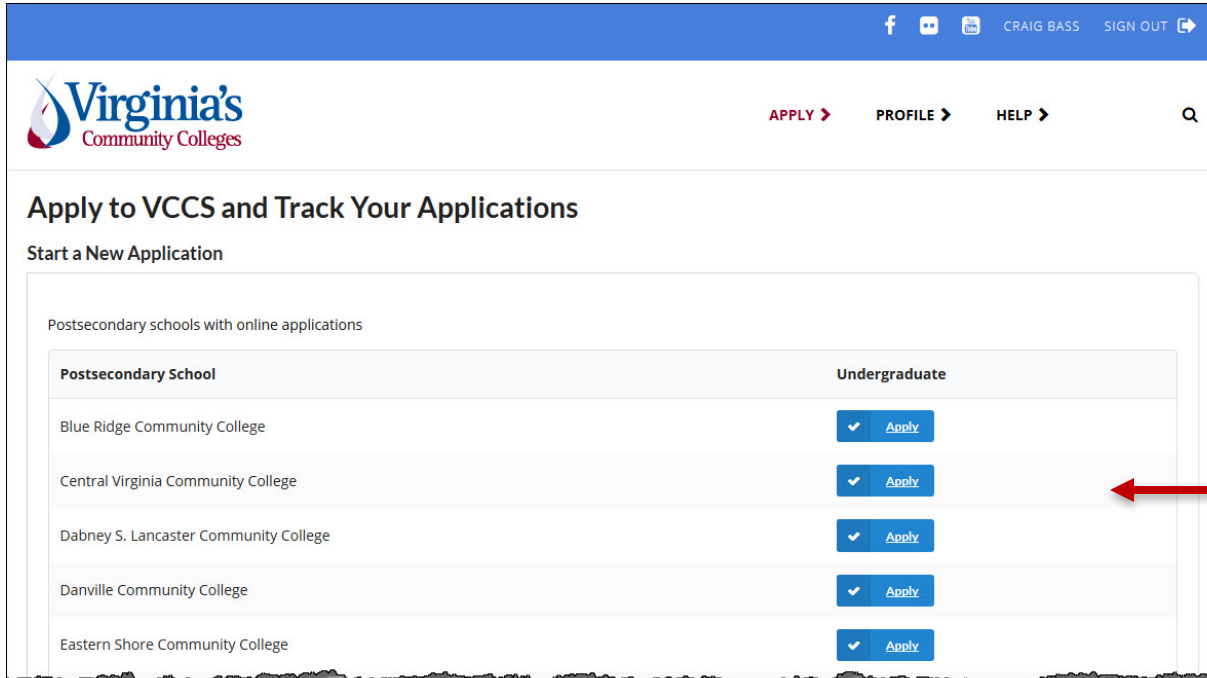
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To start a new VCCS admissions application, or to resume or remove a VCCS admissions application that you have already started, click one of the following:

- 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 application portal. The header includes the logo, navigation links (APPLY, PROFILE, HELP), and a search icon. The main section is titled "Apply to VCCS and Track Your Applications" and "Start a New Application". Below this, a table lists postsecondary schools with online applications. 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

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 12/17/2018 10:22AM PST

APPLY NOW (OR CONTINUE APPLICATION) >

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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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

Application Manager Introduction 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 ○

6 SUPPLEMENTAL INFORMATION ○

← Skip to Another Screen

← Save This Screen

✓ SUBMIT YOUR APPLICATION

Mailing Address

Where you receive your mail

Country: Select a country

Street/PO Box:

Street 2:

City: ?

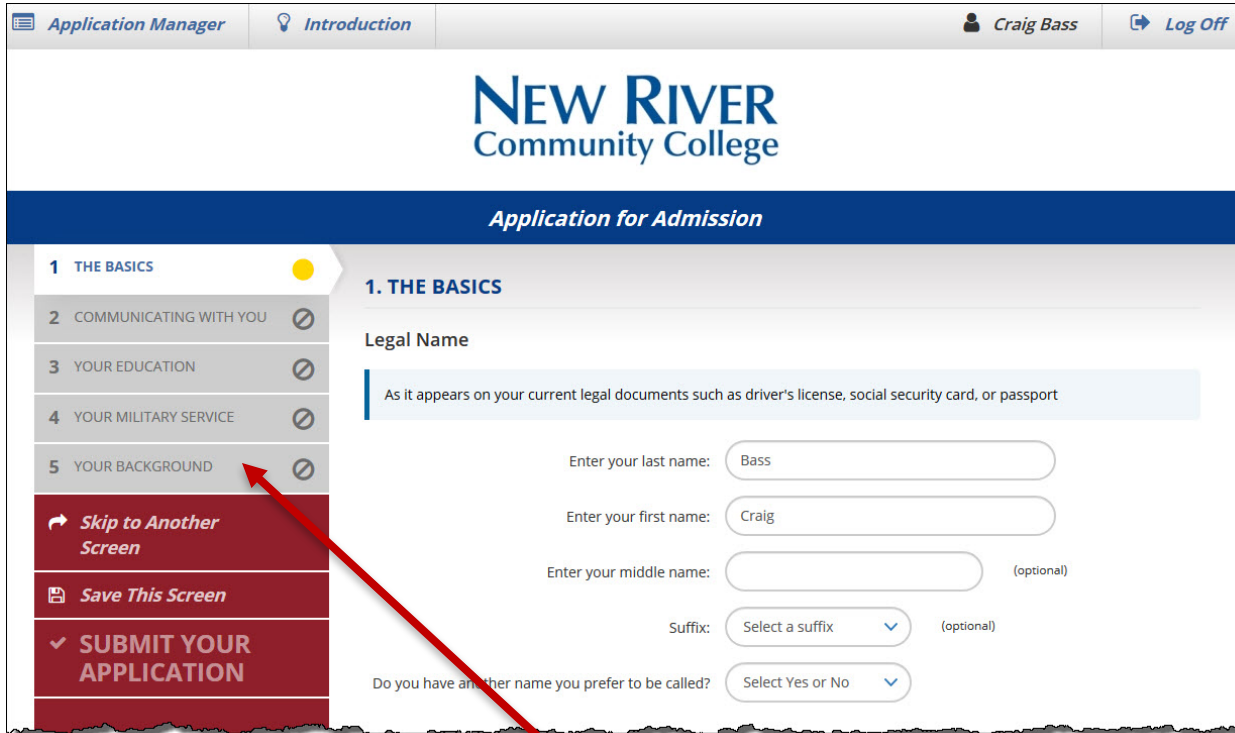
Is this also your permanent/home address? Select Yes or No

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.
- Skip to Another Screen – Will not save the current screen's data! Be sure to first click "Save This Screen" *before* skipping to another screen
- Save This Screen – Saves the information already populated in the screen you are working on

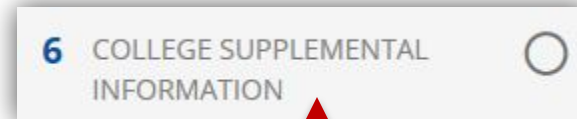
Note: Some VCCS colleges add a 6th screen with supplemental questions to the VCCS application.

Start a New Application – The Basics



The screenshot shows the 'Application Manager' interface for New River Community College. The top navigation bar includes 'Application Manager', 'Introduction', 'Craig Bass', and 'Log Off'. The main header displays the college's name and 'Application for Admission'. 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 three buttons: 'Skip to Another Screen', 'Save This Screen', and 'SUBMIT YOUR APPLICATION'. The main content area is titled '1. THE BASICS' and contains a 'Legal Name' section with a description: 'As it appears on your current legal documents such as driver's license, social security card, or passport'. It includes input fields for last name (Bass), first name (Craig), and middle name (optional), a suffix dropdown (optional), and a question about a preferred name with a 'Yes or No' dropdown. A red arrow points from the 'SUBMIT YOUR APPLICATION' button to the 'YOUR BACKGROUND' step in the sidebar.

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 single screen titled '6 COLLEGE SUPPLEMENTAL INFORMATION' with a circular progress indicator on the right. A red arrow points up to the screen.

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 displays the 'Application Manager' interface for New River Community College. The top navigation bar includes 'Application Manager', 'Introduction', and a user profile for 'Craig Bass' with a 'Log Off' link. The main header features the college's logo and the title 'Application for Admission'. 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 three buttons: 'Skip to Another Screen', '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 with two optional text boxes for previous last and first names.

Application Manager Introduction 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

Skip to Another Screen

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? No

Former Name (if applicable)

If you have ever had a different last name, enter it here: (optional)

If you have ever had a different first name, enter it here: (optional)

- 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

Other Important Information

Birthdate:

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?

- If your birthdate does not appear in the birthdate field, enter it using this format: For March 7, 2000 – 03/07/2000
- Enter your Social Security number or Taxpayer Identification number in the spaces requested.
- If you do not have a 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 identify question.

Start a New Application – The Basics

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

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

Are you Hispanic or Latino/a? No

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. No

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

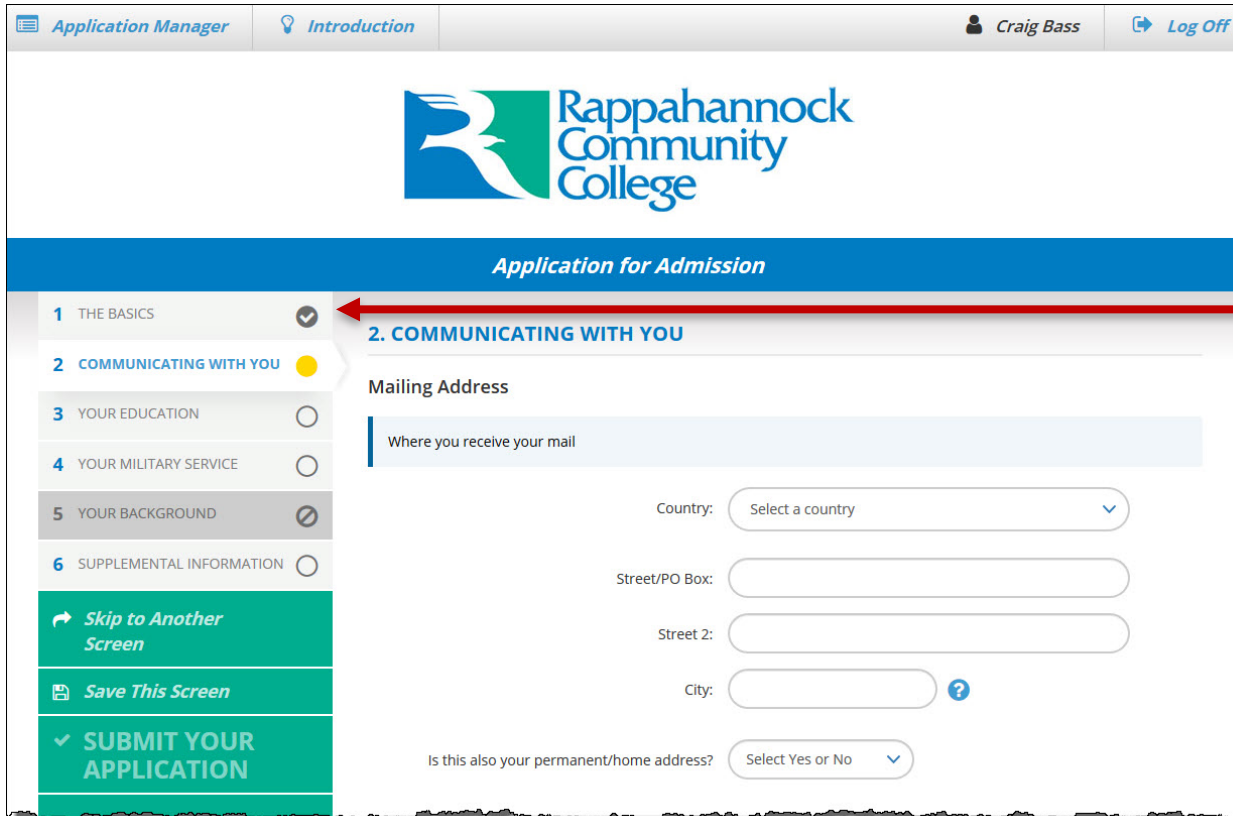
Enter your Student ID (EMPLID) number:

☐ I don't remember it

SAVE AND CONTINUE »

- Check the box for the racial or ethnic identification you choose.
- Select yes or no to the “Are you Hispanic or Latino/a?” question.
- 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.

Start a New Application – Search Match



Application Manager Introduction 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 ☐ 6 SUPPLEMENTAL INFORMATION ☐

[Skip to Another Screen](#)

[Save This Screen](#)

[SUBMIT YOUR APPLICATION](#)

Mailing Address

Where you receive your mail

Country:

Street/PO Box:

Street 2:

City: ?

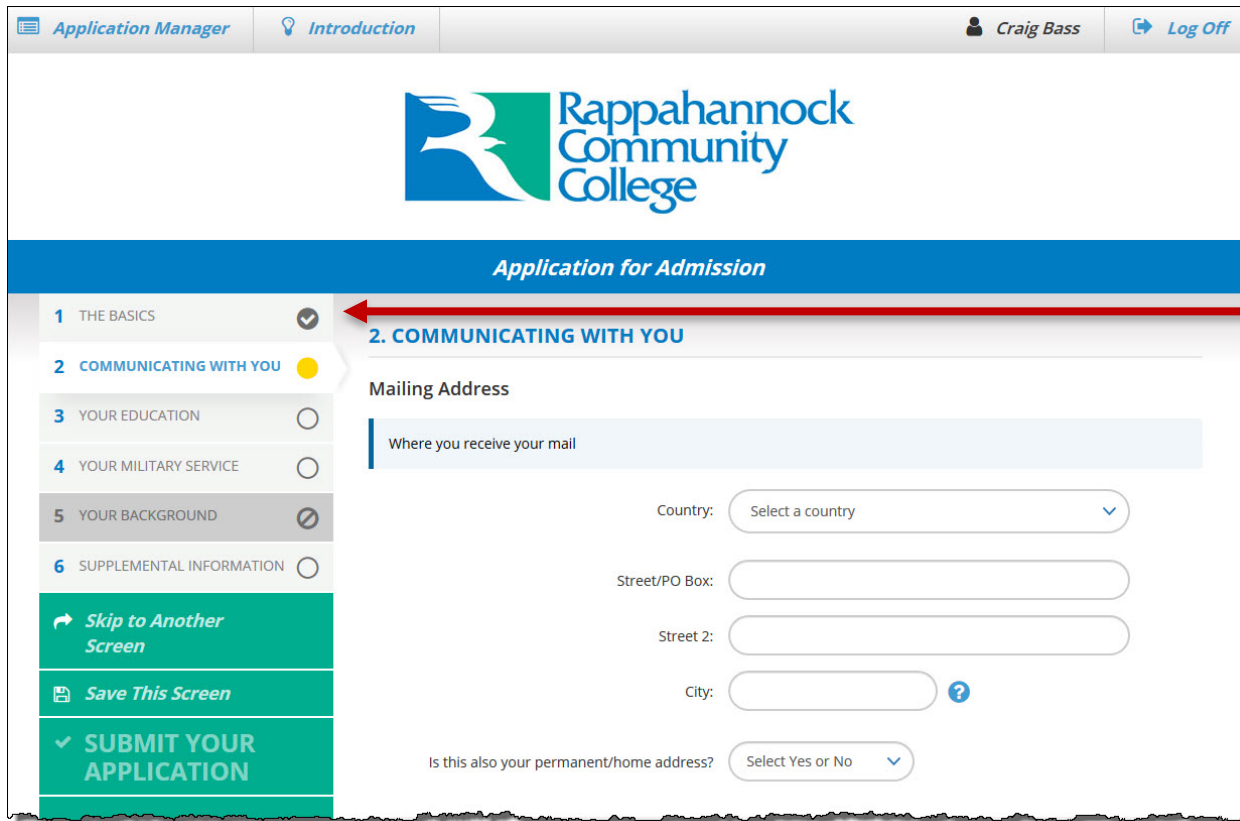
Is this also your permanent/home address?

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.

Start a New Application – Search Match



Application Manager Introduction 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 ☐

6 SUPPLEMENTAL INFORMATION ☐

Skip to Another Screen

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?

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

The screenshot displays the 'Application for Admission' interface for New River Community College. The top navigation bar includes 'Application Manager', 'Introduction', and user information 'Craig Bass' with a 'Log Off' link. The main header features the college's logo and the title 'Application for Admission'. A sidebar on the left lists five steps: 1. THE BASICS (checked), 2. COMMUNICATING WITH YOU (highlighted with a yellow dot), 3. YOUR EDUCATION, 4. YOUR MILITARY SERVICE, and 5. YOUR BACKGROUND. Below the sidebar are buttons for 'Skip to Another Screen', 'Save This Screen', and 'SUBMIT YOUR APPLICATION'. The main content area is titled '2. COMMUNICATING WITH YOU' and contains the 'Mailing Address' section. This section includes a label 'Where you receive your mail' and input fields for 'Country' (a dropdown menu), 'Street/PO Box', 'Street 2', and 'City' (with a help icon). A question 'Is this also your permanent/home address?' with a 'Select Yes or No' dropdown is at the bottom. Below the main form, there is a 'Permanent Address' section with a label 'Where you call "home"' and similar input fields. An 'Additional Contact Information' box is overlaid on the bottom right, containing the question 'Has Virginia been your home for the past 12 months or more?' and a 'Select Yes or N' dropdown.

- 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.

[« SAVE AND GO BACK](#) [SAVE AND CONTINUE »](#)

- 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

The screenshot shows the 'Application for Admission' form for Central Virginia Community College. The left sidebar lists five steps: 1. THE BASICS, 2. COMMUNICATING WITH YOU, 3. YOUR EDUCATION (highlighted with a yellow circle), 4. YOUR MILITARY SERVICE, and 5. YOUR BACKGROUND. Below the sidebar are three buttons: 'Skip to Another Screen' (with a right arrow), 'Save This Screen' (with a floppy disk icon), and 'SUBMIT YOUR APPLICATION' (with a checkmark icon). 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 a question: 'Which of the below describes your current high school education?'. A dropdown menu is open, showing the text 'Select a high school level' and a list of options: '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', and 'I do not have a GED/High School Diploma and I am not currently attending high school'.

- 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 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, there is a question 'Have you attended any other college(s)?' with a dropdown menu currently set to 'No'. Below this, the form is divided into a section for 'College/University 1'. It includes a text input for 'College/University:' with a placeholder 'Click the 'Find School' button to select the school', followed by 'FIND SCHOOL' and 'CLEAR' buttons. Below these are input fields for 'City:', 'U.S. state/territory:' (with a dropdown), 'Country:' (with a dropdown), 'Date attended from:' (with 'mm/yyyy' format), 'to:' (with 'mm/yyyy' format and a help icon), and 'Degree earned:' (with a dropdown). There is a section for uploading a transcript with the text 'You may upload a copy of your unofficial transcript here (optional):' and an 'UPLOAD A FILE' button. At the bottom of this section is a yellow button that says 'ADD ANOTHER COLLEGE/UNIVERSITY +'. Finally, at the very bottom, there is a question '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
- If you select No, move on to the Plan 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:

I plan to start classes in:

[< SAVE AND GO BACK](#) [SAVE AND CONTINUE >](#)

Program of Study

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

My primary educational goal is to:

Choose which area you are most
interested in studying at **Central Virginia
Community College:**

Program of study:

I plan to start classes in:

[< SAVE AND GO BACK](#) [SAVE AND CONTINUE >](#)

- Select an answer to the Plan 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.

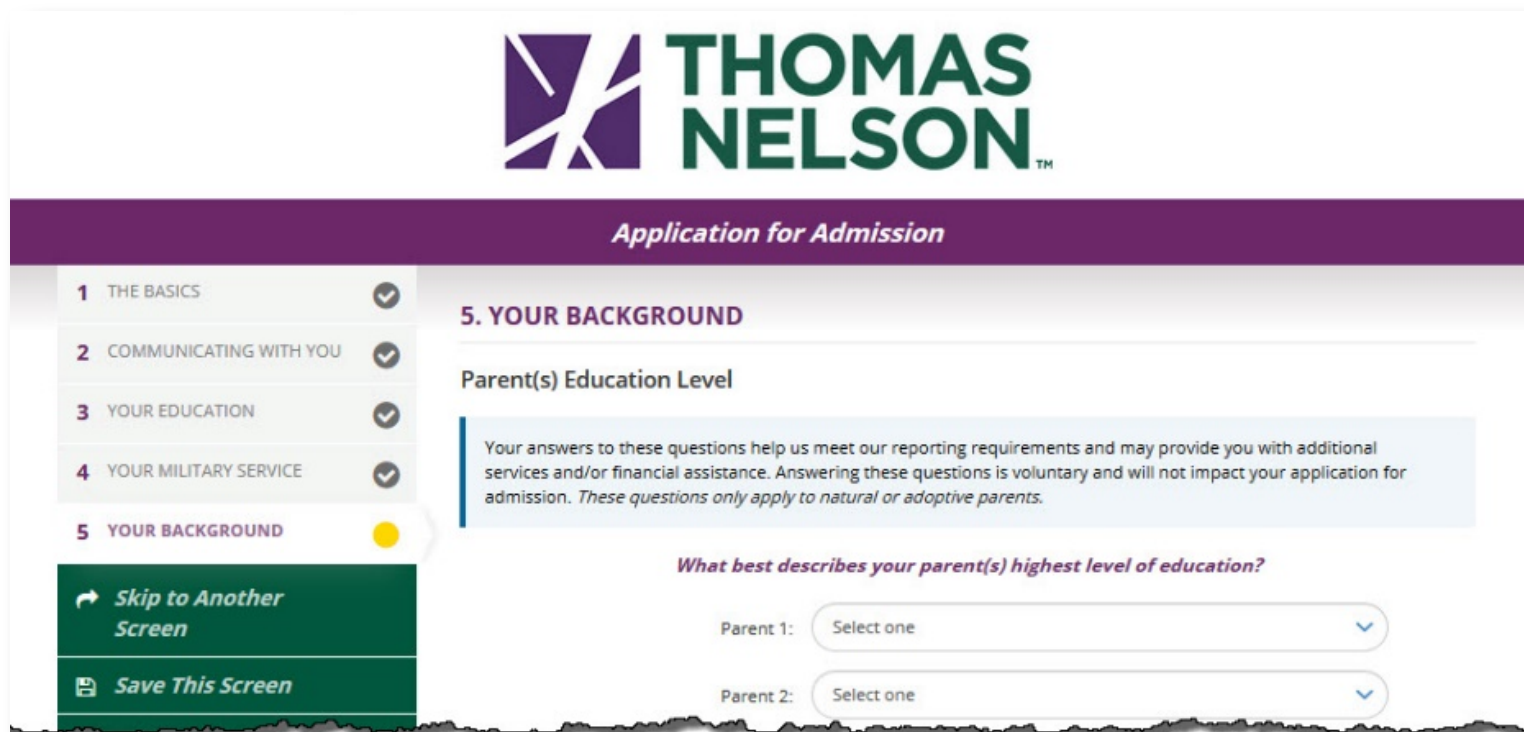
Start a New Application – Your Military Service

The image shows two overlapping screenshots of the Eastern Shore Community College (ESCC) 'Application for Admission' form. The top screenshot shows the '4. YOUR MILITARY SERVICE' section with the question 'Have you served or are you currently serving in the U.S. military?' and a 'No' dropdown. The bottom screenshot shows the same section with the question 'Have you served or are you currently serving in the U.S. military?' and a 'Yes' dropdown. The bottom screenshot also shows additional questions: '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?' with a 'Yes' dropdown, and 'Are you a dependent or a spouse of that person?' with a 'Select one' dropdown. The bottom screenshot also shows navigation buttons: '< SAVE AND GO BACK' and 'SAVE AND CONTINUE >'. The left sidebar of the bottom screenshot shows the progress bar with steps 1-5, where step 4 is highlighted, and buttons for 'Skip to Another Screen', 'Save This Screen', and 'SUBMIT YOUR APPLICATION'.

- 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

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



The screenshot shows the Thomas Nelson logo at the top. Below it is a purple header bar with the text "Application for Admission". On the left is a sidebar with a list of 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 yellow circle. Below the sidebar are two green buttons: "Skip to Another Screen" and "Save This Screen". The main content area is titled "5. YOUR BACKGROUND" and "Parent(s) Education Level". It contains a light blue informational box stating: "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 for "Parent 1:" and "Parent 2:", both currently showing "Select one".

THOMAS NELSON™

Application for Admission

1 THE BASICS ✓

2 COMMUNICATING WITH YOU ✓

3 YOUR EDUCATION ✓

4 YOUR MILITARY SERVICE ✓

5 YOUR BACKGROUND ●

↩ Skip to Another Screen

💾 Save This Screen

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 ▼

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 ▼

Do you want to apply for in-state tuition rates? Select Yes or N ▼

- 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

Do you want to apply for in-state tuition rates? No

Note: Selecting NO will automatically classify you as an out-of-state student. Out-of-state rates are more expensive than in-state rates and you may not qualify for any state financial aid.

Do you want to apply for in-state tuition rates? Yes

Note: Selecting NO will automatically classify you as an out-of-state student. Out-of-state rates are more expensive than in-state rates and you may not qualify for any state financial aid.

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

SUBMIT YOUR COMPLETED APPLICATION ✓

- Select an answer for the in-state tuition rate question.
 - If you answer no, read the note. If you decide to keep your answer as no, you can continue to the Submit Your Completed Application button.
 - If you answer yes, select how you want to claim eligibility.
 - If you claim eligibility on your own domicile, proceed to answer questions prompted on the screen.
 - If you claim eligibility on a spouse's, parent's or legal guardian's domicile, proceed to answer questions prompted on the screen.
- Submit:
 - If the college you're applying to only has 5 screens, you can click the Submit Your Completed Application button.
 - 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 Submit Your Completed Application button to submit your application.

Start a New Application – Your Background

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](#)

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

DCC

Danville Community College

Application Confirmation

Congratulations, your application to Danville Community College was successfully submitted.

For students entering a program of study, please schedule a time to take your placement test by calling 434-797-8460 and/or mail your transcripts for review to Admissions. If you have previous college work, please send official college transcripts to Admissions. You may also print a copy of your submitted application.

Required information should be sent to:

Danville Community College
1008 South Main Street
Danville, VA 24541

In-state telephone: 434-797-8467
Out-of-state telephone: (800) 560-4291
Fax: 434-797-8541
E-mail address: info@dcc.vccs.edu
Website: www.danville.edu

Remember to complete the admission requirements as specified in the introduction.

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.

Your EMPLID is **7324300**.

Your username is **sb27284** and your password is **eWR%Ehs2**.

Please write this down.

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!

Applicant name: **Stephen Bass**

Applicant: **Danville Community College**

Social Security number:

Application term: **2018 Fall (08/22/18 - 12/18/18)**

E-mail address: **cbass@**

Confirmation number: **4083-002184-5-04242018-00000094-00001489**

Date submitted: **4/24/2018 9:42:20 AM**

Danville Community College promotes and maintains educational and employment opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. Danville Community College prohibits sexual harassment including sexual violence.

What did you think about this online application?

Next Steps:

Congratulations on being admitted to Danville Community College. Next, you will set up your student account. This will allow you to access the registration system, advising tools, student email, and other services.

When you click the button below you will be re-directed to a new site to set-up your student account.

Important:

Note the student ID, username, and temporary password provided above. You can use it to log-in to your student account on the next page.

[GO TO MY STUDENT ACCOUNT >](#)

If you are on a public computer, please log off and close the browser to ensure your total privacy.

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 in-state tuition.

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
(800-468-6827)
or

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