

# Coastline College Enrollment Guide for BHMT Students

## #1. Apply for Admission:

New and returning students must apply for admission. [Apply Now/ Coastline College](#)

Student will first create an account. The application process typically takes about 20 - 30 minutes for new student, and about 5- 10 minutes for returning student to review and revise the previous application if the application has been submitted to other community college(s).

Students that live in the following states and districts cannot take Coastline courses: Arkansas, Delaware, Minnesota, New Mexico, Oregon, Rhode Island, and Washington DC. In New York, new students cannot take Coastline courses, however, continuing students can finish their program. In Georgia and Kentucky, only Military students, may take Coastline courses.

*(If you are unable to complete your application, you can save it and continue at a later time).*

### Information you will need:

- Physical and Mailing Address
- High school name and graduation date
- High school grades if graduated the last 10 years.
- Colleges attendances and dates
- Degree conferral dates
- Visa immigration documents (if applicable)

### STEP 1: Create an Account

#### OpenCCC Account Creation

(5 minutes)

No SSN is required.

## Create Your Account

Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure.

Email

[Use mobile phone instead](#)

Email My Security Code

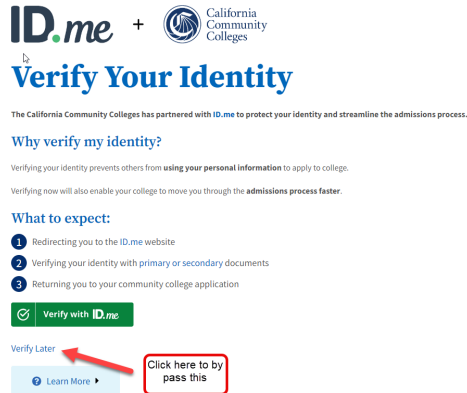
[Back to Sign In](#)

- If student applied to a California Community College in the past or has an account, they can log in by using their credentials.
- If student forgot their login, they could use the account finder feature to find and refresh the password

- For Account Recovery & CCCApply Issues
  - Phone: (877) 247-4326 or Email: [support@openccc.net](mailto:support@openccc.net)
  - TTY Phone Number (for the Hearing Impaired Only): (844) 488-9726
- **For Gmail account, the system will not accept the “dot.”** When you enter your email to apply for admission, enter the email without the dot. If your email is [a.bc@gmail.com](mailto:a.bc@gmail.com), you should drop the dot in your email. For example: **abc@gmail.com**

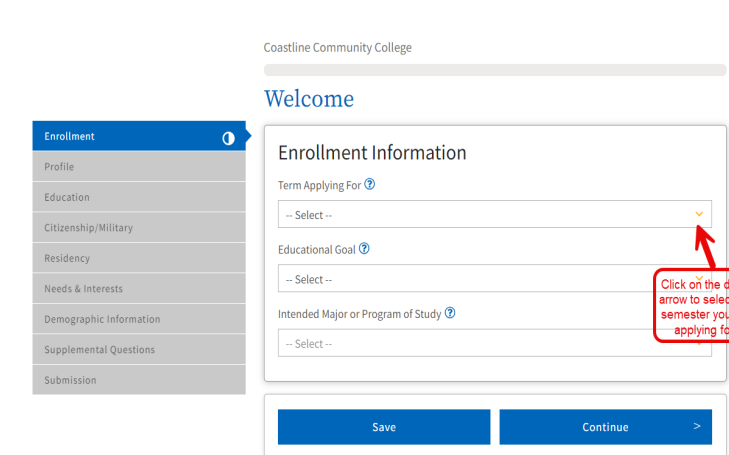
## STEP 2: Submit an Application

### OpenCCC Application



You can click on “verify later” to bypass this section and begin your application.

### Page 1: Enrollment (Select the semester you are planning to enroll at Coastline)



**Page 2: Profile (previous name, SSN and address)**

**Page 3: Education (College Enrollment Status, High School Education or Most Recent High School Attended)**

**Page 4: Citizenship/Military (Citizenship and Military Status)**

**Page 5: Residency (California Residence/Status)**

**Page 6: Needs and Interests (Financial Assistance, Athletic Interest and Programs/Services)**

**Page 7: Demographic Information (Race/Ethnicity, Gender Identity)**

**Page 8: Supplemental Questions**

**Extended Learning Division**

This area is only for applicants who want to enroll in Coastline's online, 8-week Military Education or Corporate Education Programs, designed for: military personnel, eligible military dependents, or participants associated with one of our corporate partnerships including SEIU-UHW and Joint Employer Education Fund STEP Program, Kaiser/BHMT Program, Boeing or Bank of America. If you have questions about your eligibility, please contact 714-241-6326. Please select the program in which you plan to enroll:

-- Select --

-- Select --

Military Program

**Corporate Education Program**

None of the Above

Click on the down arrow, then select "Corporate Education Program"

- Military and Contract Education Department, students must select the Corporate Education Programs

**Page 9: Submissions:** OpenCCC will show a summary of the information entered in the application. You will have the opportunity to edit the information, if needed:

**Enrollment Information** [Edit](#)

Term	Intersession/Spring 2024
Educational Goal	Obtain an associate degree and transfer to a 4-year institution
Major/Program area of study	Sociology Major - Associate in Arts


**Profile Information** [Edit](#)

**OpenCCC Account**

Name	
Permanent Address	
Previous Name	Not Provided
Preferred Name	Not Provided
Main Phone	

Click "edit" to edit your information

## Request for Consent to Release Information

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, see the [Privacy Policy](#). 

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;
- To data matching services to measure student success in transferring to four-year colleges or universities;
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;
- To the California Student Aid Commission to facilitate the award of financial aid; and
- To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.

- I consent  
 I do not consent


Make sure to select "I consent" before going to the next section

## Submit Your Application


You are about to submit your application to Coastline Community College. NO CHANGES can be made to your application once it is submitted.

California state law\* allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

\* Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.

By Checking here, I, , declare that: 

- All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of Coastline Community College.

By Checking here, I, , acknowledge understanding that: 

- Federal and state financial aid programs are available and may include aid in the form of

Be sure to check off both boxes

Submit My Application

After appropriate boxes are marked be sure to hit the submit button

**Confirmation Page:** OpenCCC will show a message indicating that the application was submitted. Please hold onto the information. The confirmation page will include an application number Please hold onto it; in case you encounter a delay in receiving your acceptance email.

Dear [REDACTED]

**Congratulations!**

You have successfully submitted an application for admission to Coastline Community College. Your application confirmation number is: [REDACTED]. Please allow 1-2 business days for the college to process your application and get back to you with next steps.

**Need Help Right Away?** Please contact the college directly for immediate help with your application status, registering for classes, financial aid and any other college services. Coastline Community College can be reached at (714) 546-7600

**We need your feedback!**


Click here to [take our student survey](#) and rate your experience completing the CCCApply application for admission. Your comments and feedback are invaluable in helping us improve this important process in your student journey.

Thank you for participating in the survey!

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You can also locate the application ID on the application page under “Submitted Applications”

Submitted Applications					
You cannot modify or resubmit applications you have already submitted. If you need to make a change to your application, please contact the college directly.					
App ID	College	Type	Submit Date	View Application	View Links
[REDACTED]	Coastline Community College	Standard	February 27, 2024		

 You can also locate your application ID on the application page under "Submitted Application"

When your application is processed, you will be sent an acceptance email. That letter contains your credentials for the MyCoast system (the student portal) and your Coastline Student Identification Number.

- Please allow 3-5 business days for application processing. If you have not received the acceptance email after 5 days, please email [ccdmissionsoffice@coastline.edu](mailto:ccdmissionsoffice@coastline.edu) to check on the status of your application.
- Make note of your Coastline Student Identification Number, we recommend that you refer to it when you contact Coastline.

## #2. Submit the BHMT Form:

There are two ways to access the BHMT Form:

- Using your MyCoast account login. Use the [Single Sign On \(SSO\) link](#) to the form.
- If you have not set up your MyCoast account, you may create an account with the online forms system at this link [Eligibility Certification Form](#), then fill out the form. Please note that the account you create is different than your MyCoast or online application account.

Log In

Sign in to complete the BHMT Eligibility Form form as requested by Coast Community College District.

User Name or Email Address

Password

Log In

[Create New Account](#)
[Forgot Your Password?](#)

- **Please pick one of the programs below and complete the online Eligibility Certification Form** (link above). Please also provide your NUID on the form, so we can check for your eligibility to register for classes.
  - BenU General Education
  - Certificate
  - **Degree Completion** – we need the DC Intent to Enroll Form in order to process your eligibility to register for classes. You will need to contact BHMT ([Ben Hudnall Memorial Trust | Career Development \(bhmt.org\)](http://BenHudnallMemorialTrust.org)) to meet with a career coach in order to be approved for the Degree Completion program.

### #3. Register for Classes

- Check the [Academic Calendar](#) for open registration periods.
  - Log into MyCoast.
  - Begin on the "Registration" Page
  - Locate the "Registration Tools" Box
  - Click "Quick Add or Drop Classes"
  - Select "Register for Classes"
  - Note: If there are any surveys that need to be answered it will prompt the student to answer
  - Select the Term for the appropriate semester and click "Continue"
  - To add a course, Go to the "Find Classes Section",
  - Select "Coastline Community College"
  - Click "Advanced Search" to expand search options
  - Enter "Coastline Online" in the Campus Box
  - Click "Search"
  - Locate the class you want to register for
  - Click the "Add Button" on the right sideClick the "Submit Button" at the bottom to process registration

[View a PDF of the Registration steps.](#)

[Waitlist Information](#) – Overview: How Waitlist Work.

[Student Checklist](#)- Helpful information to get started.