

VCCS Application Tutorial 2022

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

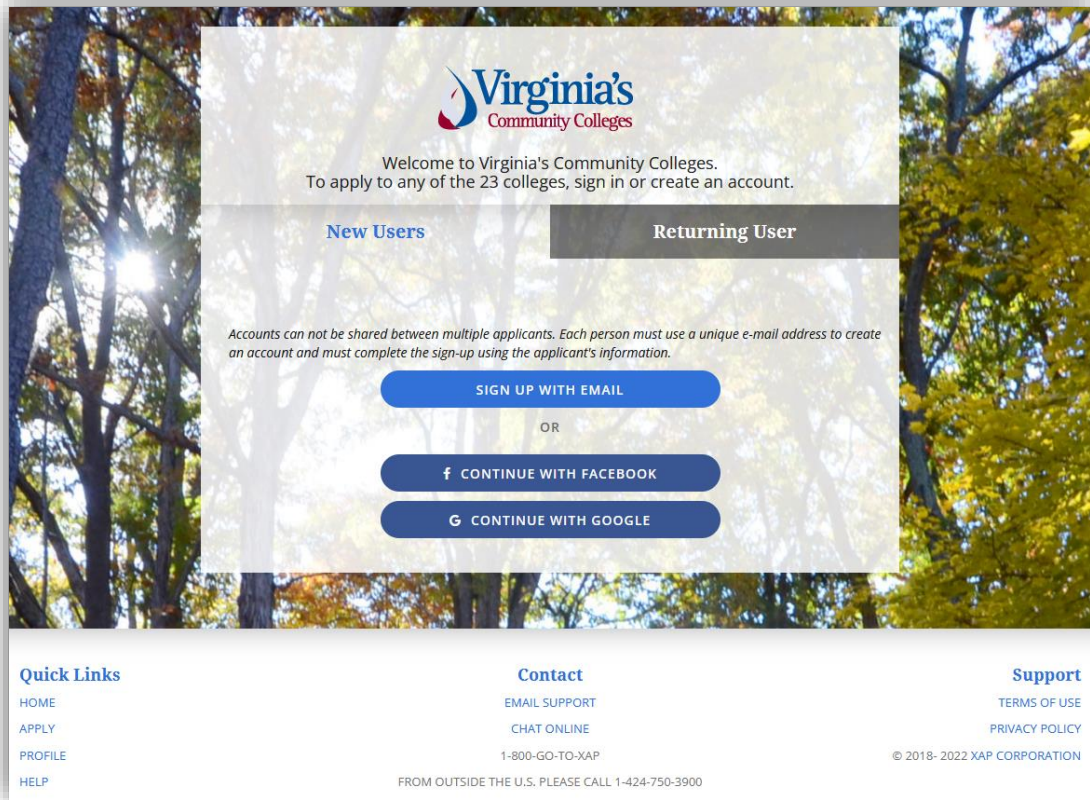
Managing Your Application Slides 14 - 15

- 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 Virginia's Community Colleges Application Portal. The header features the Virginia's Community Colleges logo. Below the logo, a welcome message states: "Welcome to Virginia's Community Colleges. To apply to any of the 23 colleges, sign in or create an account." There are two tabs: "New Users" (active) and "Returning User". A disclaimer reads: "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." Below this are three buttons: "SIGN UP WITH EMAIL", "OR", and "f CONTINUE WITH FACEBOOK". At the bottom, there are 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). A footer note says "FROM OUTSIDE THE U.S. PLEASE CALL 1-424-750-3900" and a copyright notice reads "© 2018- 2022 XAP CORPORATION".

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

Support
TERMS OF USE
PRIVACY POLICY

© 2018- 2022 XAP CORPORATION

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

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

Creating an Account 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

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

Support
TERMS OF USE
PRIVACY POLICY

© 2018- 2022 XAP CORPORATION
FROM OUTSIDE THE U.S. PLEASE CALL 1-424-750-3900

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

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

Support
TERMS OF USE
PRIVACY POLICY

© 2018- 2022 XAP CORPORATION
FROM OUTSIDE THE U.S. PLEASE CALL 1-424-750-3900

Virginia's
Community Colleges

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

New Users Returning User

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

Your Information

First name Middle name (optional)
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 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

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.

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 dots), and Confirm password (masked with dots). On the right side, there is an "Account Security" section with a "Question" dropdown (What is your favorite animal?), an "Answer" field (dog), and an "Additional Information" section with a "How did you hear about this site?" dropdown (Other). At the bottom right, 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:

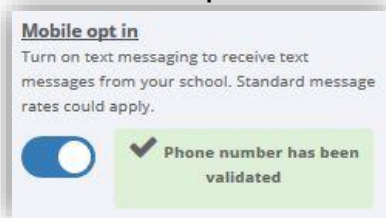
- Enter the validation number sent to your mobile phone in the field provided.
- Next, click the **Click to verify** button.
- If you have entered the correct validation number, you will see this confirmation panel.



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

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

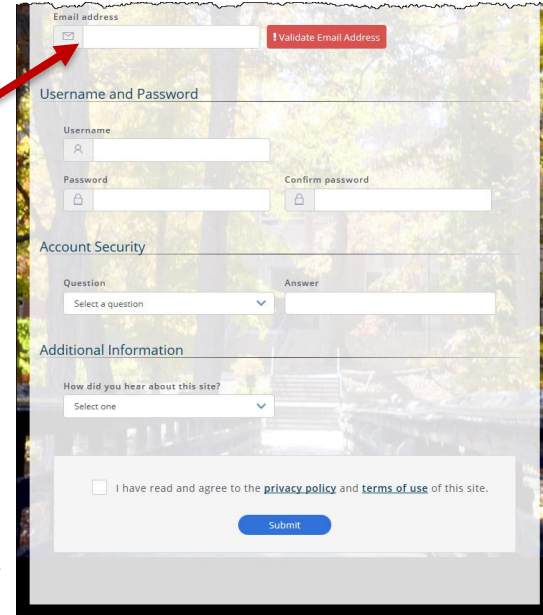
Click to verify Cancel



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

☒ **Phone number has been validated**

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



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

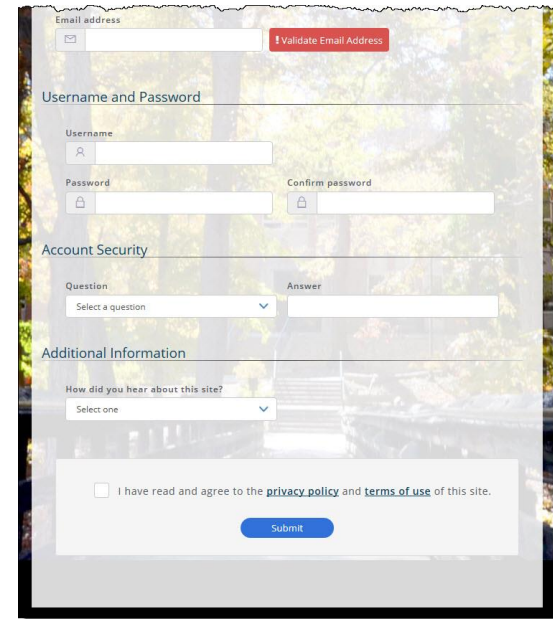
See the next slide for continued instructions.

Sign Up With Email

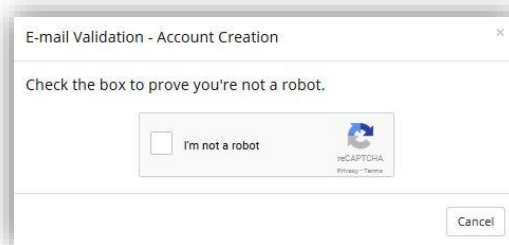
Continued instructions for completing this form:

- 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.

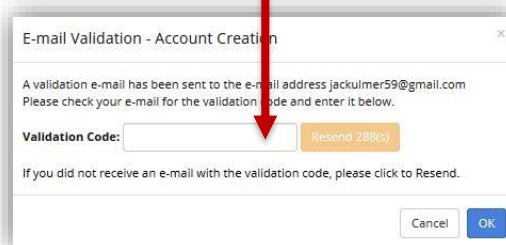
See the next slide for continued instructions.



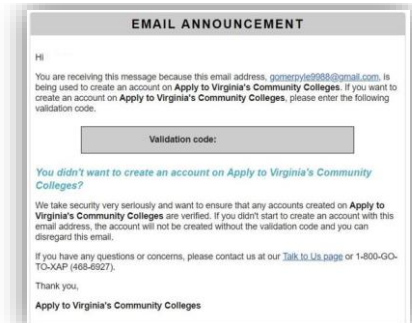
The screenshot shows a web form for account creation. It includes fields for 'Email address' with a 'Validate Email Address' button, 'Username and Password' (with 'Username' and 'Password' fields and a 'Confirm password' field), 'Account Security' (with a 'Question' dropdown and an 'Answer' field), and '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 the text 'reCAPTCHA Privacy - Terms'. A 'Cancel' button is at the bottom right.



This is a small 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.' and a 'Validation Code:' field. To the right of the field is a 'Resend 288(s)' button. Below the field, it says 'If you did not receive an e-mail with the validation code, please click to Resend.' There are 'Cancel' and 'OK' buttons at the bottom right. A red arrow points from the 'OK' button in the previous slide to this 'OK' button.



This is a sample email announcement. It starts with 'Hi' and 'You are receiving this message because this email address, gomerpyler698@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:' field. The email continues with 'You didn't want to create an account on Apply to Virginia's Community Colleges?' and 'We take security very seriously and want to ensure that any accounts created on Apply to Virginia's Community Colleges are verified. If you didn't start to create an account with this email address, the account will not be created without the validation code and you can disregard this email.' It also includes contact information: 'If you have any questions or concerns, please contact us at our [Talk to Us](#) page or 1-800-GO-TO-XAP (468-6927).' and ends with 'Thank you, Apply to Virginia's Community Colleges'.

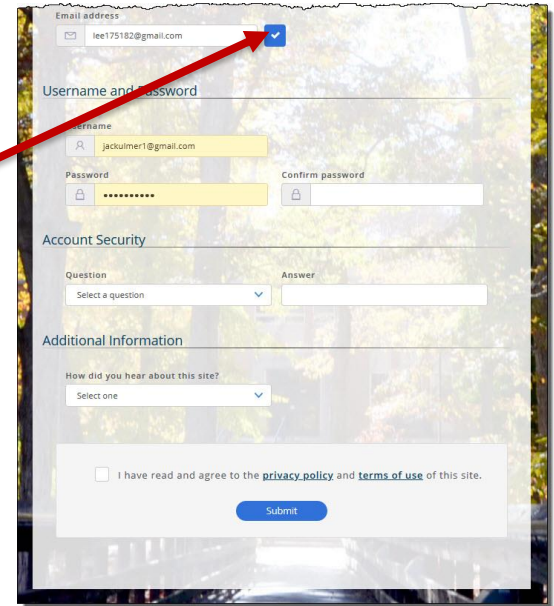
Sign Up With Email

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.

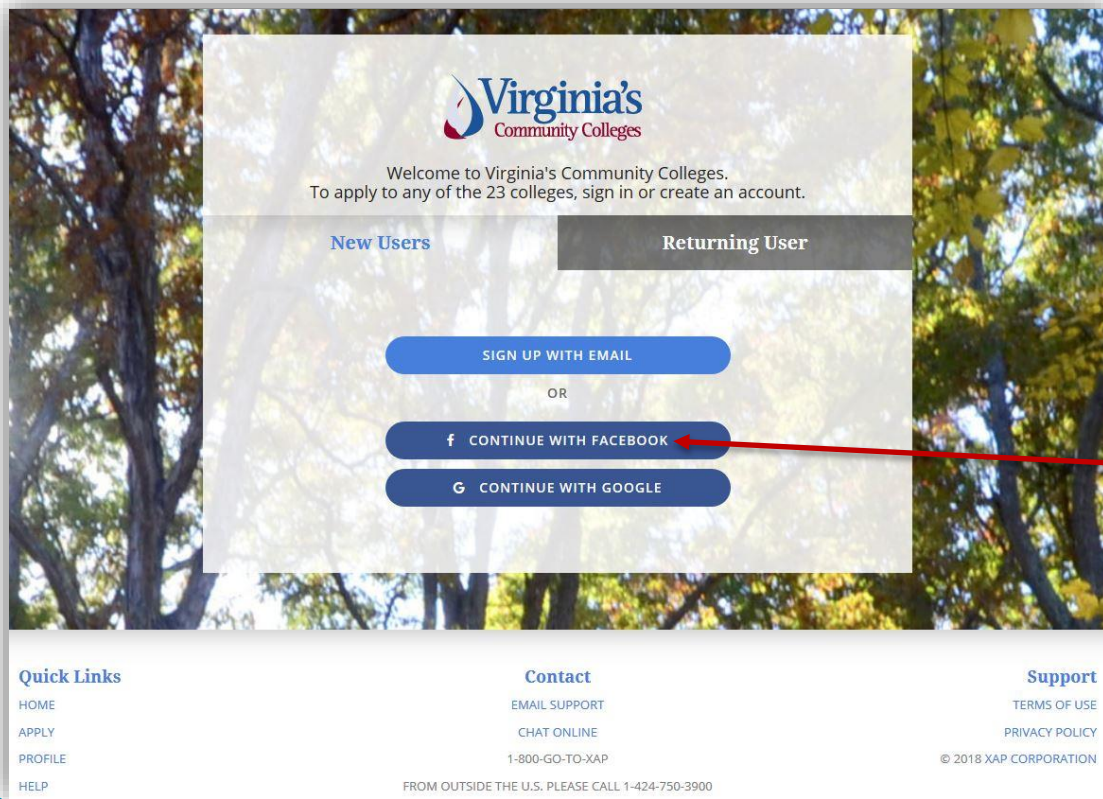
Note: Make a record of your username and password. You will need your username and password to access your account each visit.

- 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, with 'Username' containing 'jackulmer1@gmail.com', 'Password' containing masked characters, and 'Confirm password' empty. The 'Account Security' section has a 'Question' dropdown set to 'Select a question', an empty 'Answer' field, and a 'How did you hear about this site?' dropdown set to 'Select one'. 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

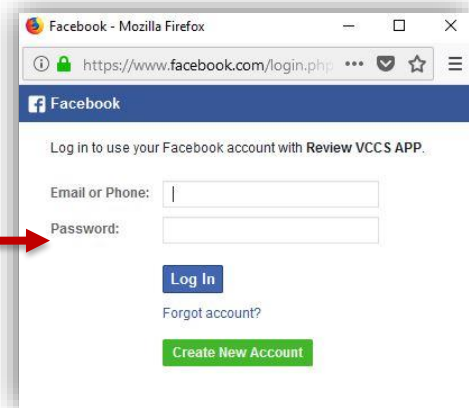


To create an account with Facebook, click **Continue With Facebook**

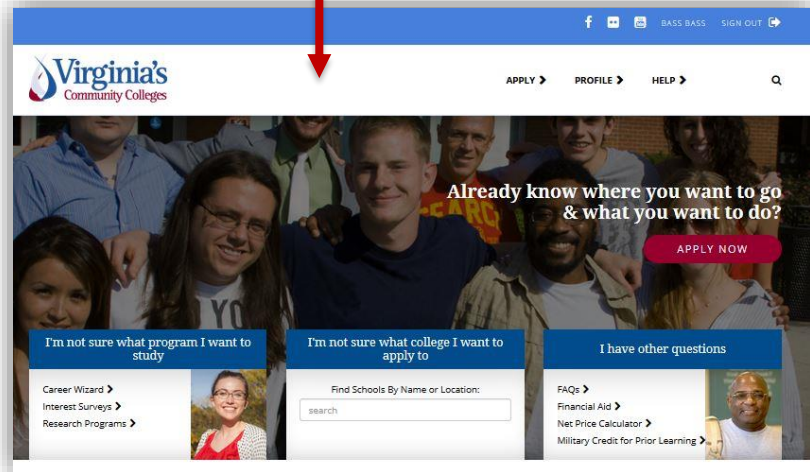
Continue With Facebook



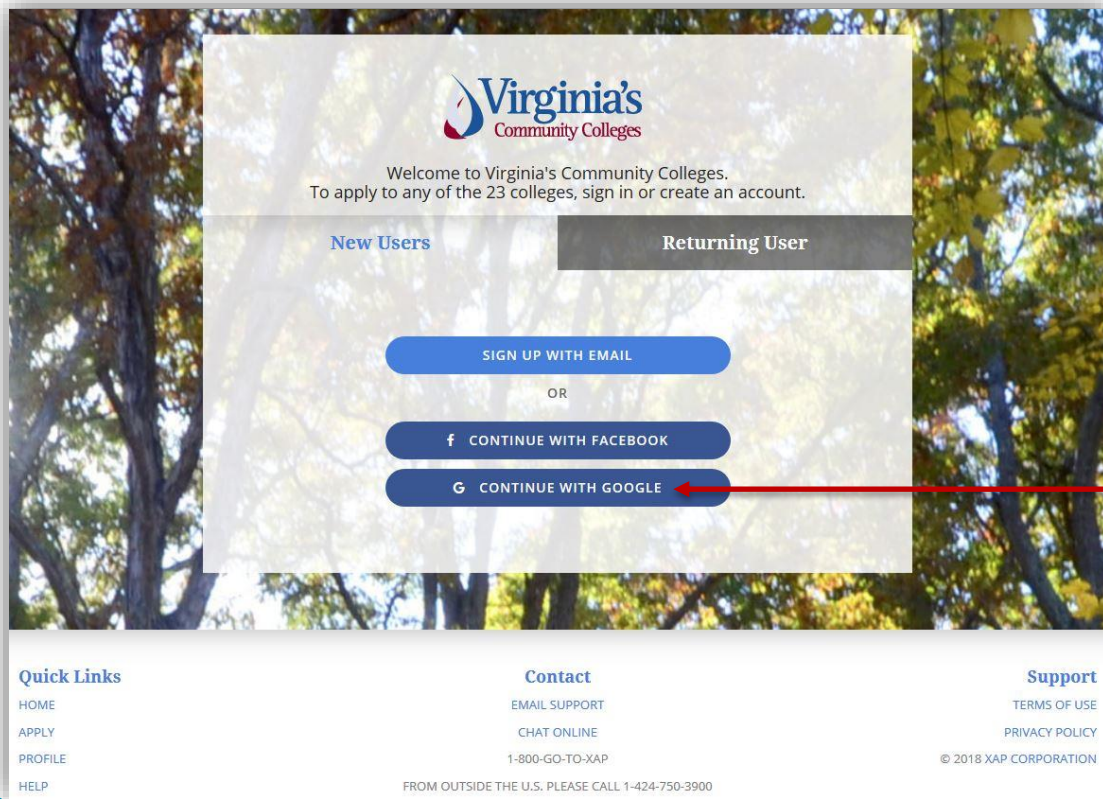
If you are not currently signed into Facebook, you be asked to sign in. Enter your Email or Phone, and Password, and click **Log In**.



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.

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

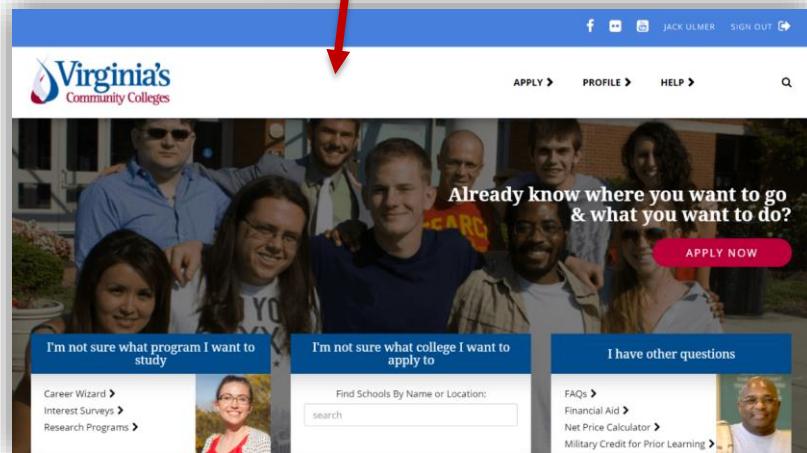
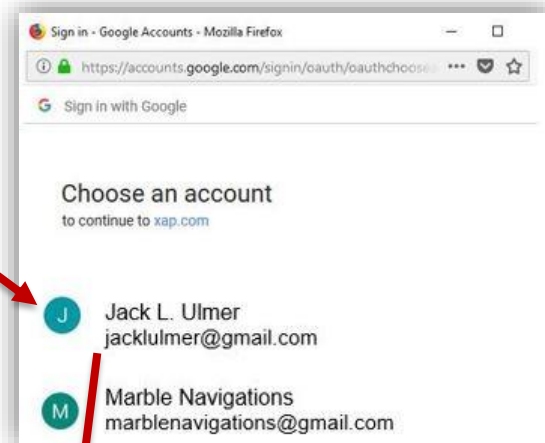
Support
TERMS OF USE
PRIVACY POLICY
© 2018 XAP CORPORATION

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 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 individual colleges.

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

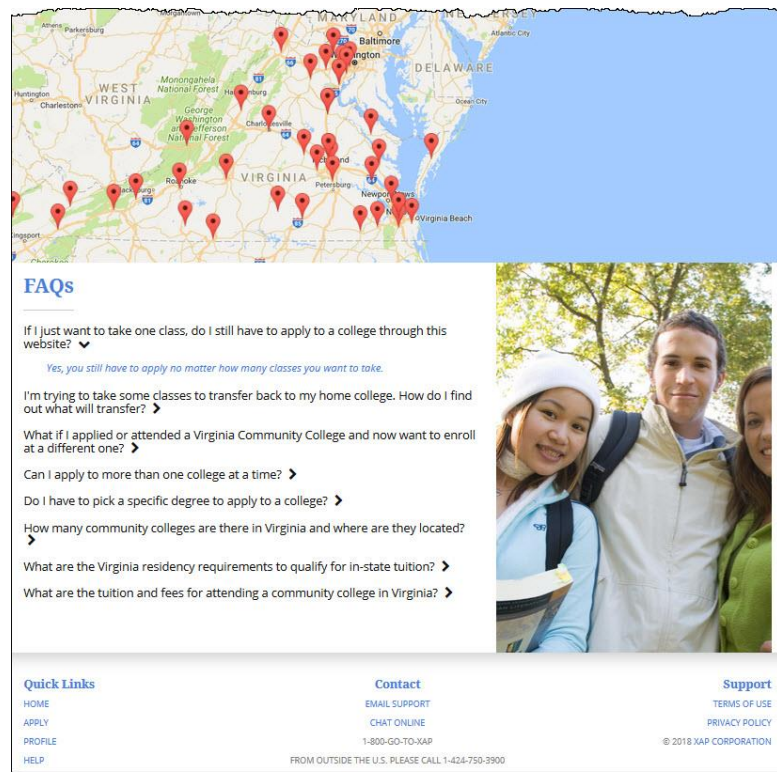
FAQs > Financial Aid > Net Price Calculator > Military Credit for Prior Learning >

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 the right side of the Virginia's Community Colleges Application Manager website. At the top is a map of Virginia with numerous red location pins indicating the locations of the 23 community colleges. Below the map is a section titled 'FAQs' with a list of questions and answers, each followed by a right-pointing arrow. To the right of the FAQs is a photo of three students. At the bottom, there are three columns: 'Quick Links' with links to 'HOME', 'APPLY', 'PROFILE', and 'HELP'; 'Contact' with links to 'EMAIL SUPPORT', 'CHAT ONLINE', and '1-800-GO-TO-XAP'; and 'Support' with links to 'TERMS OF USE', 'PRIVACY POLICY', and '© 2018 XAP CORPORATION'. At the very bottom, there is a footer with the text 'FROM OUTSIDE THE U.S. PLEASE CALL 1-424-759-3900'.

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

TERMS OF USE
PRIVACY POLICY
© 2018 XAP CORPORATION

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

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
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

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

Quick Links

HOME
APPLY
PROFILE
HELP

Contact

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

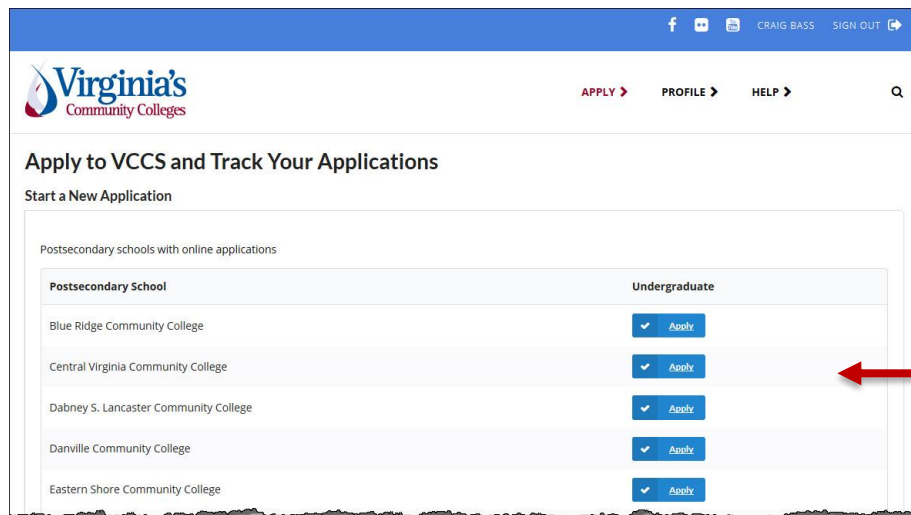
Support

TERMS OF USE
PRIVACY POLICY

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

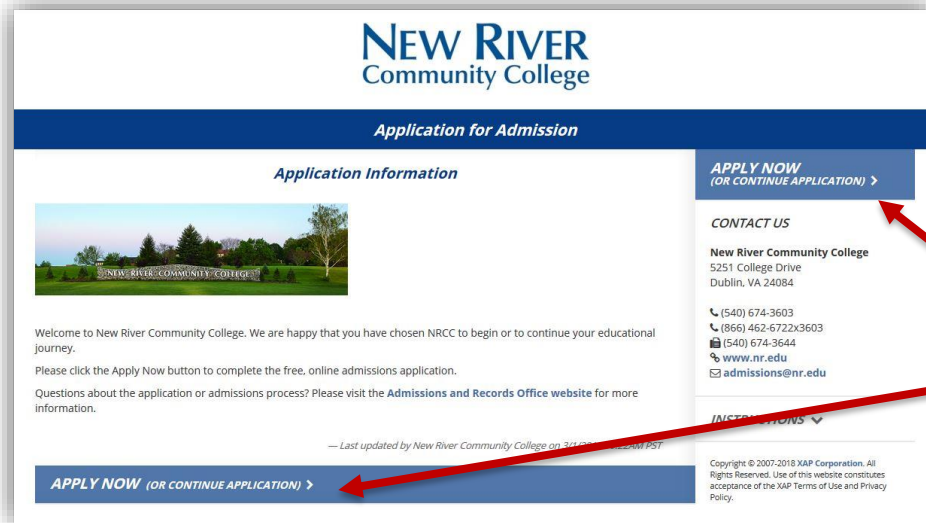


Start a New Application



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



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.

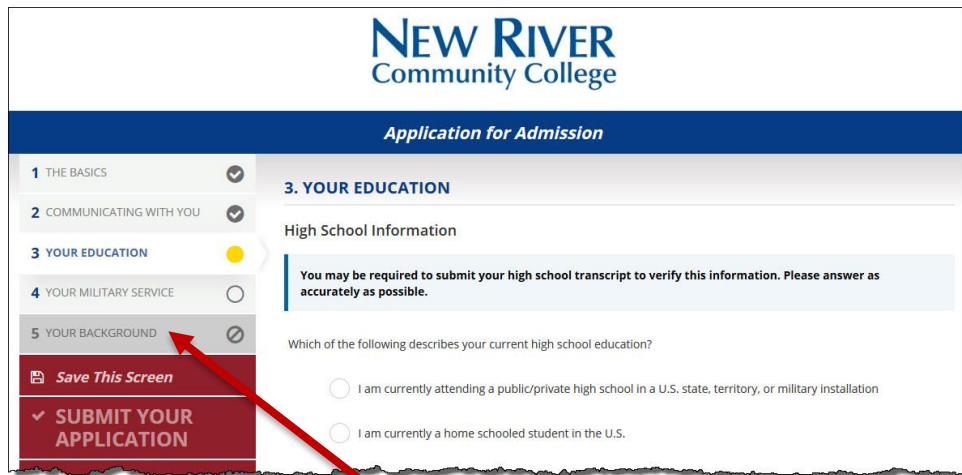
Start a New Application – The Screens

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.

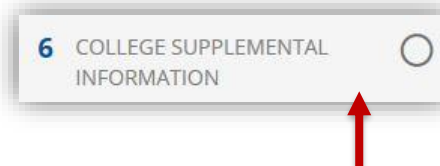
Note: Some VCCS colleges have a 6th screen with supplemental questions.

Start a New Application – The Basics



The screenshot shows the 'Application for Admission' interface for New River Community College. On the left is a vertical sidebar with five steps: 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 red 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' with 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 following describes your current high school education?' with two radio button options: '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 '5 YOUR BACKGROUND' step in the sidebar to the 'SUBMIT YOUR APPLICATION' button.

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 screen titled '6 COLLEGE SUPPLEMENTAL INFORMATION'. It features a radio button on the right side. A red arrow points to this radio 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, followed by input fields for last, first, and middle names, and a dropdown for a suffix. Below these is a dropdown for 'Do you have another name you prefer to be called?'. The 'Former Name (if applicable)' section follows, with a text box for the former name and input fields for former first and last names.

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:

Enter your first name:

Enter your middle name: (optional)

Suffix: (optional)

Do you have another name you prefer to be called?

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 several input fields and checkboxes. The "Birthdate" field is filled with "04/11/2000". The "Social Security number (SSN) or Taxpayer Identification number (TIN)" field and the "Confirm your SSN or TIN" field both contain "###-##-####". There are two checkboxes: one for "I do not have a SSN or TIN (International, non- residents of the U.S., etc.)" which is unchecked, and another for "I would rather not enter my SSN or TIN at this time. I understand this may incur significant delays to any financial assistance and could result in IRS fines as detailed [here](#)." which is checked. Below these is a light blue informational box with text about reporting requirements. At the bottom, the "What is your gender identity?" field has a dropdown menu currently showing "Male".

Other Important Information

Birthdate: 04/11/2000

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

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

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

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

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

What is your gender identity? Male

- 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 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 identity question.

Start a New Application – The Basics

Are you Hispanic or Latino/a? Select one ?

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

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

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

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

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

☐ I don't remember it

SAVE AND CONTINUE >

- 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

Application Manager Introduction Help Craig Bass Log Off

Rappahannock Community College

Application for Admission

1 THE BASICS ✓

2 COMMUNICATING WITH YOU ●

3 YOUR EDUCATION ○

4 YOUR MILITARY SERVICE ○

5 YOUR BACKGROUND ○

Save This Screen

✓ SUBMIT YOUR APPLICATION

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 ▼

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 Help Craig Bass Log Off

Rappahannock Community College

Application for Admission

1 THE BASICS ✓

2 COMMUNICATING WITH YOU ●

3 YOUR EDUCATION ○

4 YOUR MILITARY SERVICE ○

5 YOUR BACKGROUND ○

Save This Screen

SUBMIT YOUR APPLICATION

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 ▼

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

- 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

The screenshot shows a web form titled "Additional Contact Information". It includes a "Personal e-mail address" field with the value "cbass@xap.com". Below this is a light blue box asking for a telephone number. The "Telephone" field has a placeholder "(###) ###-####" and a "Type" dropdown menu set to "Select one". A red arrow points from the first bullet point of the list on the right to the "here" link in the first radio button option. Below the radio buttons is a yellow warning box about financial aid delays. At the bottom are two buttons: "SAVE AND GO BACK" and "SAVE AND CONTINUE".

Additional Contact Information

Personal e-mail address: cbass@xap.com

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

Telephone: (###) ###-####

Type: Select one

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

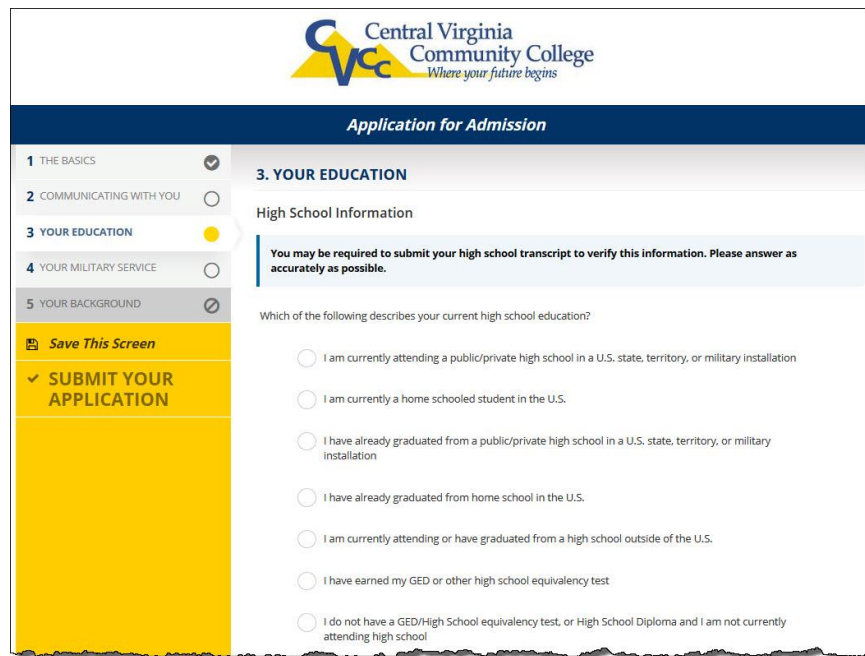
If you disagree and do not consent to electronic communication, your financial aid award may be delayed. This delay may cause you to be dropped from your courses if other payment arrangements are not made. Additionally, payment of your student account with financial aid or reimbursement of your out-of-pocket 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 (checked), 2. COMMUNICATING WITH YOU (radio button), 3. YOUR EDUCATION (highlighted with a yellow dot), 4. YOUR MILITARY SERVICE (radio button), and 5. YOUR BACKGROUND (radio button). Below the sidebar are two yellow buttons: 'Save This Screen' and 'SUBMIT YOUR APPLICATION'. The main content area is titled '3. YOUR EDUCATION' and 'High School Information'. It includes a note: 'You may be required to submit your high school transcript to verify this information. Please answer as accurately as possible.' and a question: 'Which of the following describes your current high school education?'. There are seven radio button options for the user to select.

Central Virginia Community College
Where your future begins

Application for Admission

1 THE BASICS ☒

2 COMMUNICATING WITH YOU ☐

3 YOUR EDUCATION ☒

4 YOUR MILITARY SERVICE ☐

5 YOUR BACKGROUND ☐

Save This Screen

SUBMIT YOUR APPLICATION

3. YOUR EDUCATION

High School Information

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

Which of the following describes your current high school education?

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

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

College/University Information

Have you attended any other college(s)?

College/University 1

College/University:

City:

U.S. state/territory:

Country:

Date attended from: to:

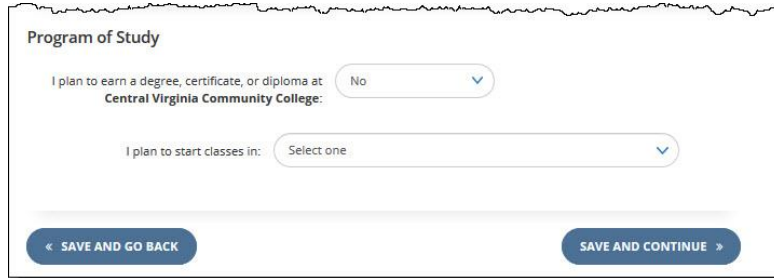
Degree earned:

You may upload a copy of your unofficial transcript here (optional):

Were you suspended or dismissed from the last college attended?

- 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 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

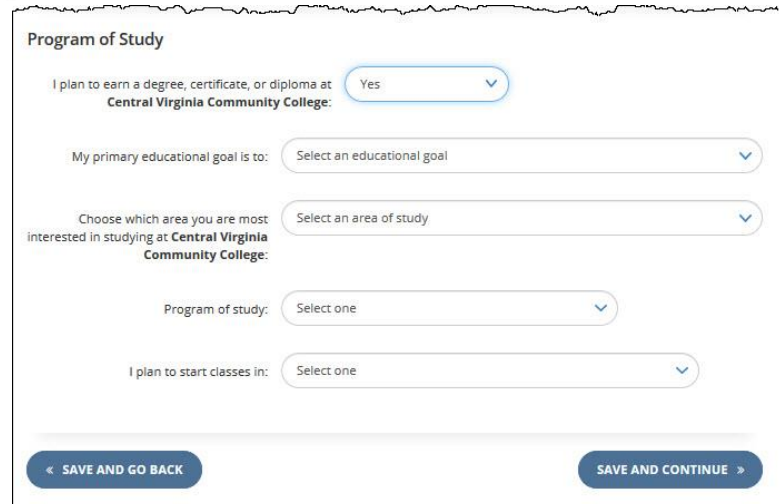


Program of Study

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

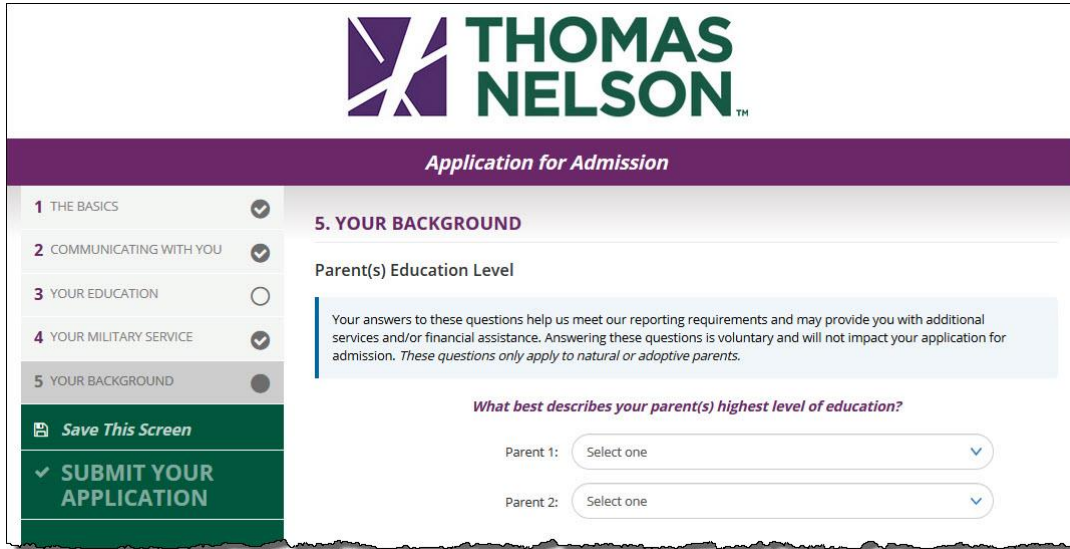
- Select an answer to the Plan of Study question
- If you select no, then indicate when you plan to start classes.
- If you select yes, then answer the following questions:
 - Your primary educational goal
 - Which area you are interested in studying
 - A Program of Study
 - When you plan to start classes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

Start a New Application – Your Military Service

The image displays two overlapping screenshots of the ESCC (Eastern Shore Community College) 'Application for Admission' form. The top screenshot shows the '4. YOUR MILITARY SERVICE' section with the 'Military Information' heading. It contains two questions: 'Have you served or are you currently serving in the U.S. military?' with a 'No' dropdown, and 'Are you a dependent or spouse of someone who is currently serving or has served in the U.S. military?' with a 'No' dropdown. The bottom screenshot shows the same section but with more questions: 'Have you served or are you currently serving in the U.S. military?' with a 'Yes' dropdown, 'Current military status:' with a 'Select a serve status' dropdown, 'Branch of military:' with a 'Select a military branch' dropdown, 'Date entered (reporting date):' with a 'mm/dd/yyyy' input field, '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. Both screenshots show a sidebar on the left with progress indicators for sections 1 through 5, and buttons for '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



The screenshot shows the Thomas Nelson Application for Admission form. The header features the Thomas Nelson logo and the title 'Application for Admission'. A sidebar on the left lists five steps: 1 THE BASICS, 2 COMMUNICATING WITH YOU, 3 YOUR EDUCATION, 4 YOUR MILITARY SERVICE, and 5 YOUR BACKGROUND. Steps 1, 2, and 4 are marked with checkmarks, while step 3 has an empty circle and step 5 has a filled circle. Below the sidebar, there are two buttons: 'Save This Screen' and 'SUBMIT YOUR APPLICATION'. The main content area is titled '5. YOUR BACKGROUND' and contains a section for 'Parent(s) Education Level'. This section includes a note stating that answers help with reporting requirements and may provide additional services or financial assistance. Below this note is a question: 'What best describes your parent(s) highest level of education?'. There are two dropdown menus for 'Parent 1' and 'Parent 2', both currently set to 'Select one'.

THOMAS NELSON™

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.*

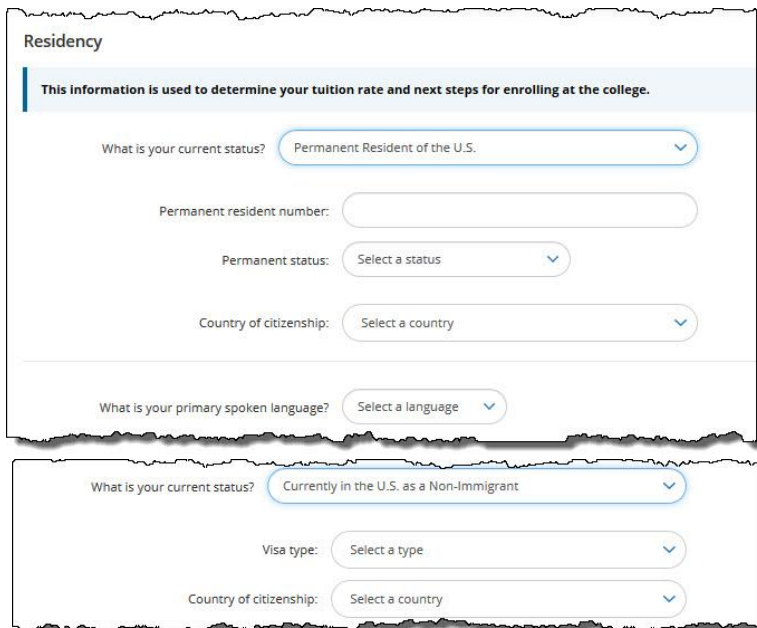
What best describes your parent(s) highest level of education?

Parent 1:

Parent 2:

- 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:

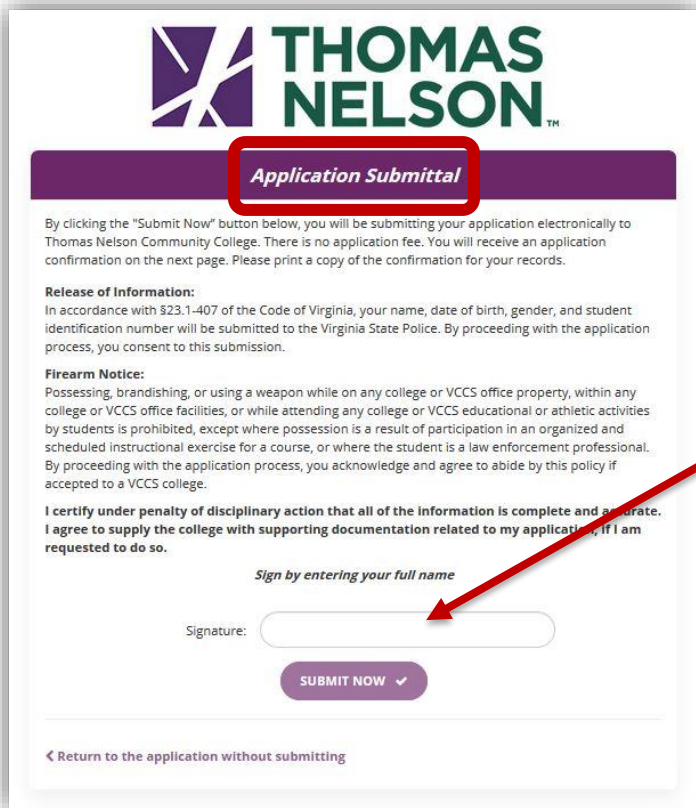
- ☐ I want to claim eligibility based on my own domicile
- ☐ I am married and want to claim eligibility based on my spouse's domicile
- ☐ I want to claim eligibility using my parent's domicile
- ☐ I want to claim eligibility using my legal guardian's domicile

« 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 "I am under age 24 and want to claim eligibility based on my own domicile for the following reason(s)."
 - 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



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



Application Confirmation

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

STEP 1: Print or Save

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

Applicant name: **Bradley Cooper**

Application: **Germanna Community College**

Student ID/EMPLID: **7794785**

Social Security number:

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

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

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

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

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

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

Note: The password will not be displayed again 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
(800-468-6827)
or

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