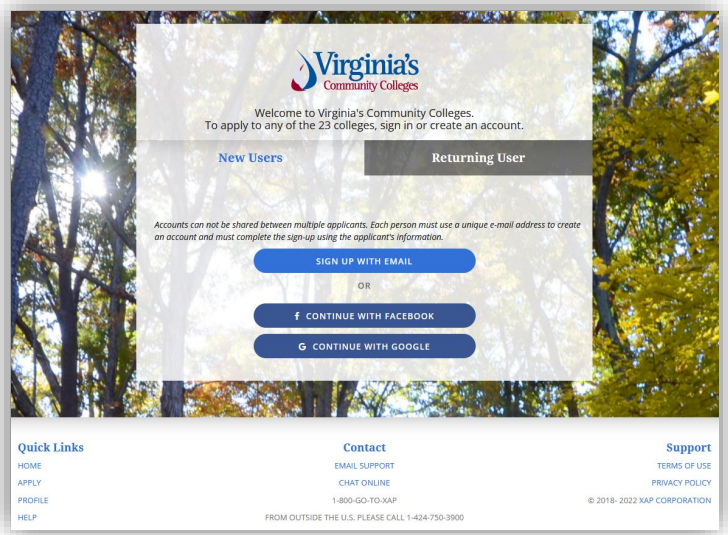


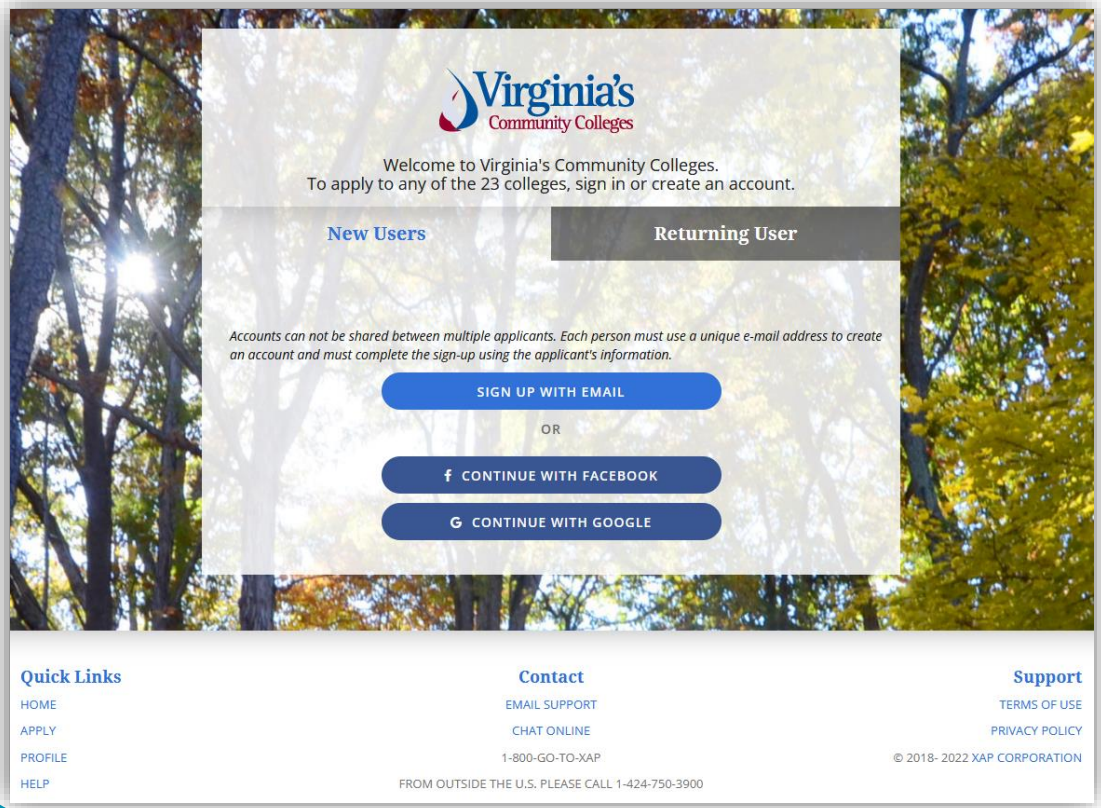
VCCS Application Tutorial 2022

How to Complete the VCCS Online Application

Topics

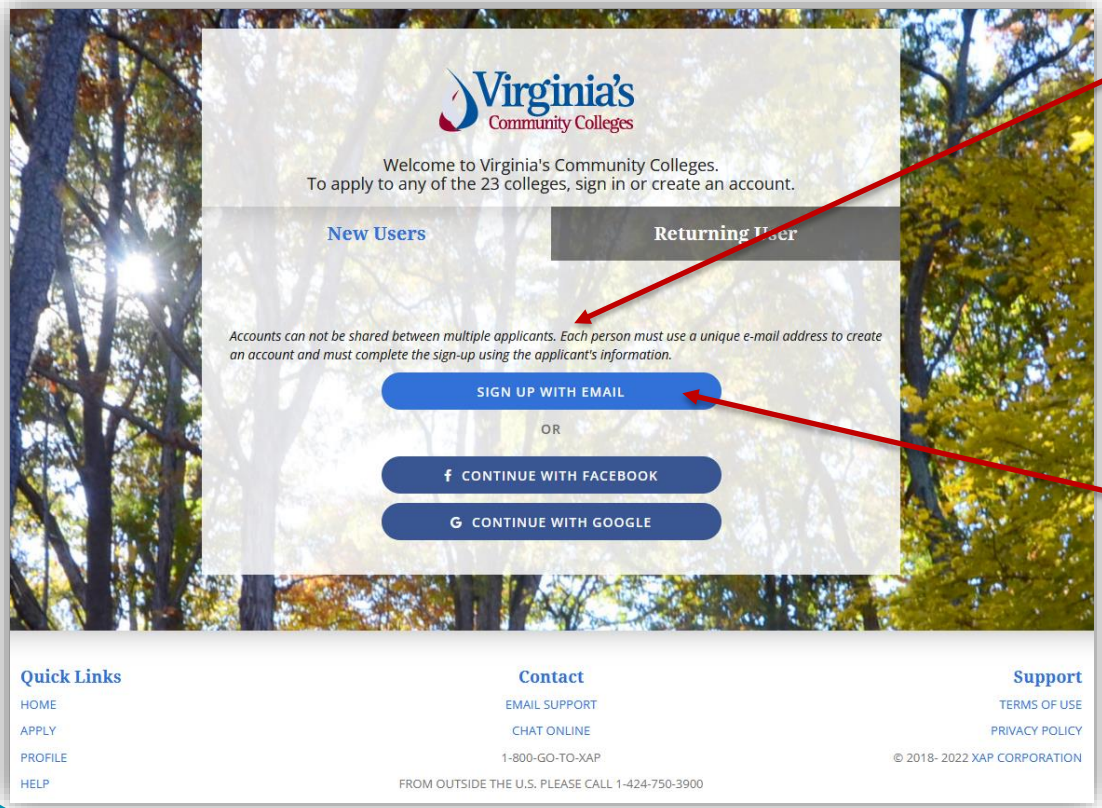
Creating an Account Slides 3 - 13	• By Email – slides 4 - 9 • Through Facebook – slides 10 - 11 • Through Google – slides 12 - 13
Managing Your Application Slides 14 - 15	• The Application Manager
Your Admissions Application to VCCS Slides 16 - 36	• Starting a New Application • Completing the Application • Submitting a Completed Application

The VCCS Application Portal



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

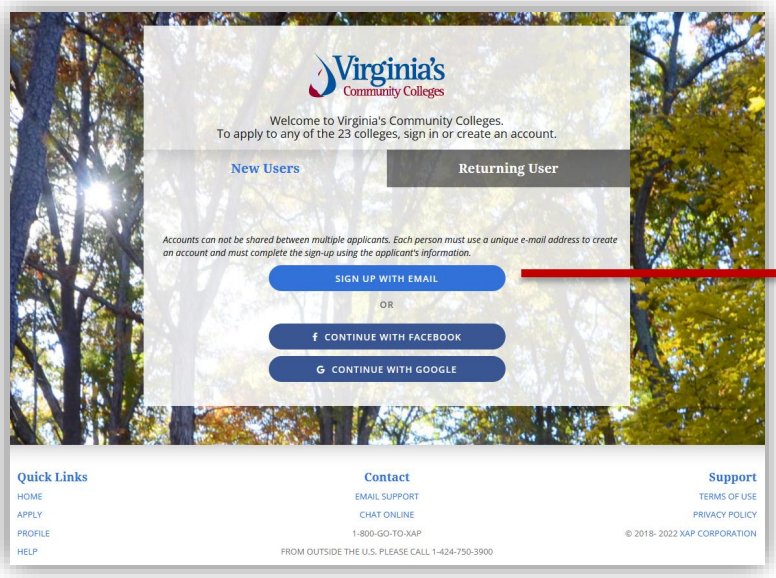
Creating an Account with Email

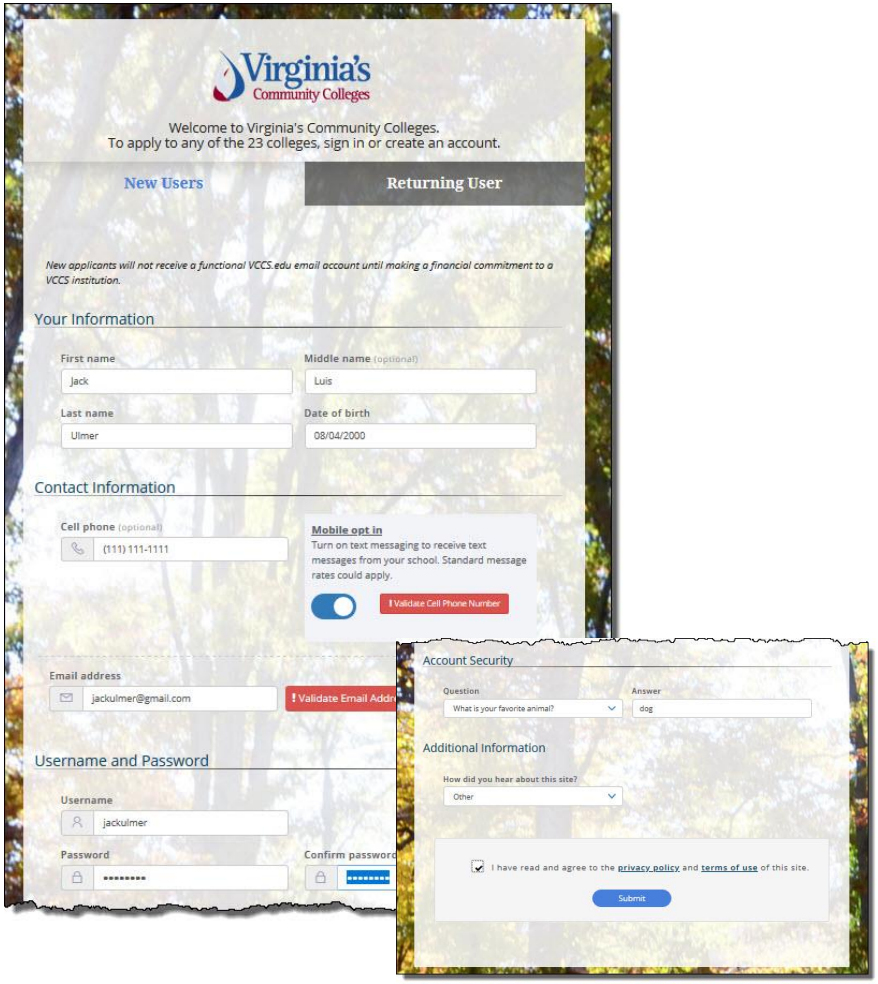


Note: Email accounts cannot be shared. Each applicant must use a unique email address.

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

Sign Up With Email





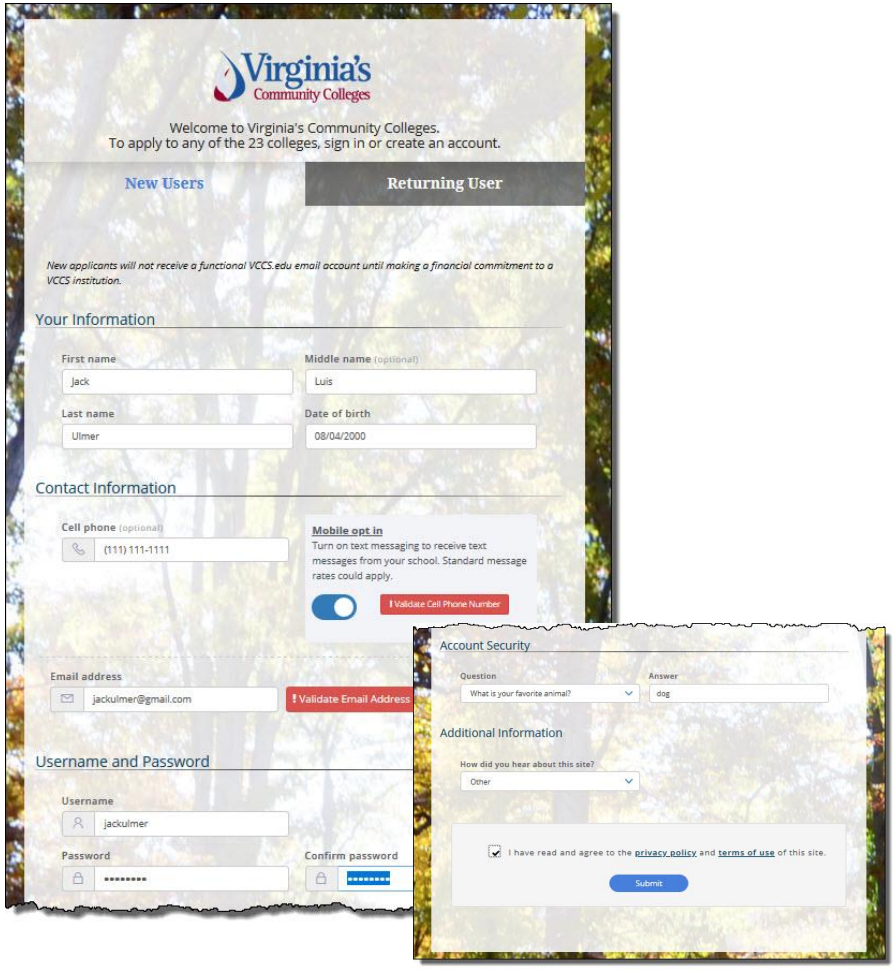
If you choose to create your account by using your email address, an example of the screen you will see is shown on the right. The next slide contains directions for completing the form.

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.

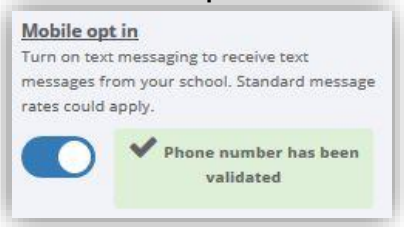
See the next slide for continued instructions.



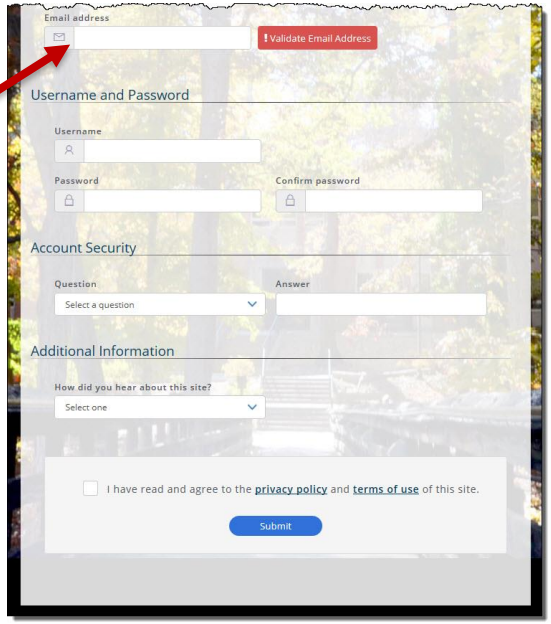
Sign Up With Email

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 Email Address** button to validate your email address.



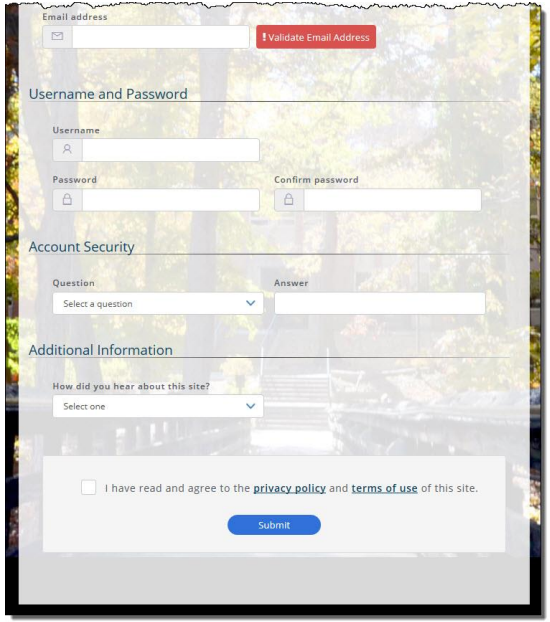
See the next slide for continued instructions.

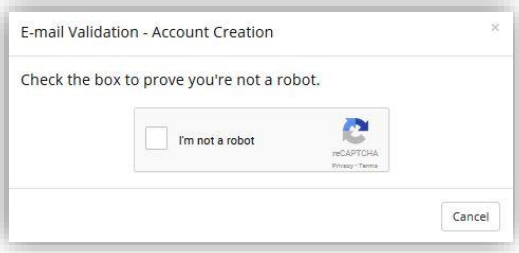
Sign Up With Email

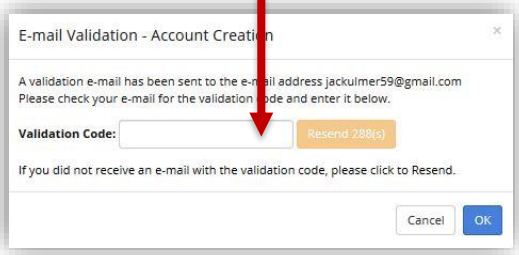
Continued instructions for completing this form:

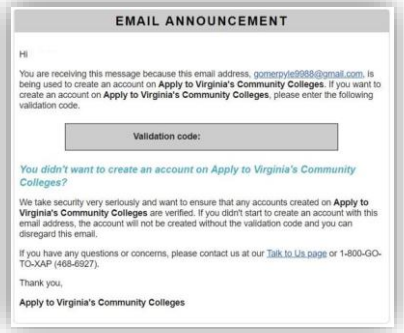
- A popup will appear with a box for you to check to prove you are not a robot. See the image in the lower left.
- Once you check the box, the popup will change to an Email Validation – Account Creation popup. Enter the 4-digit validation code that was sent to your email address in the Validation Code 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.









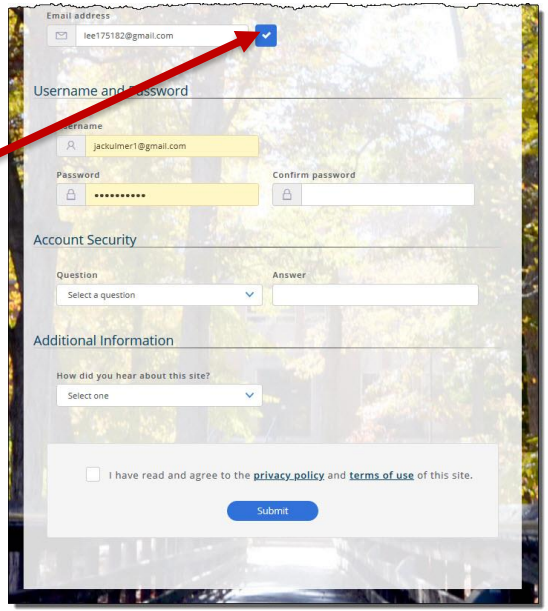
Sign Up With Email

Continued instructions for completing this form:

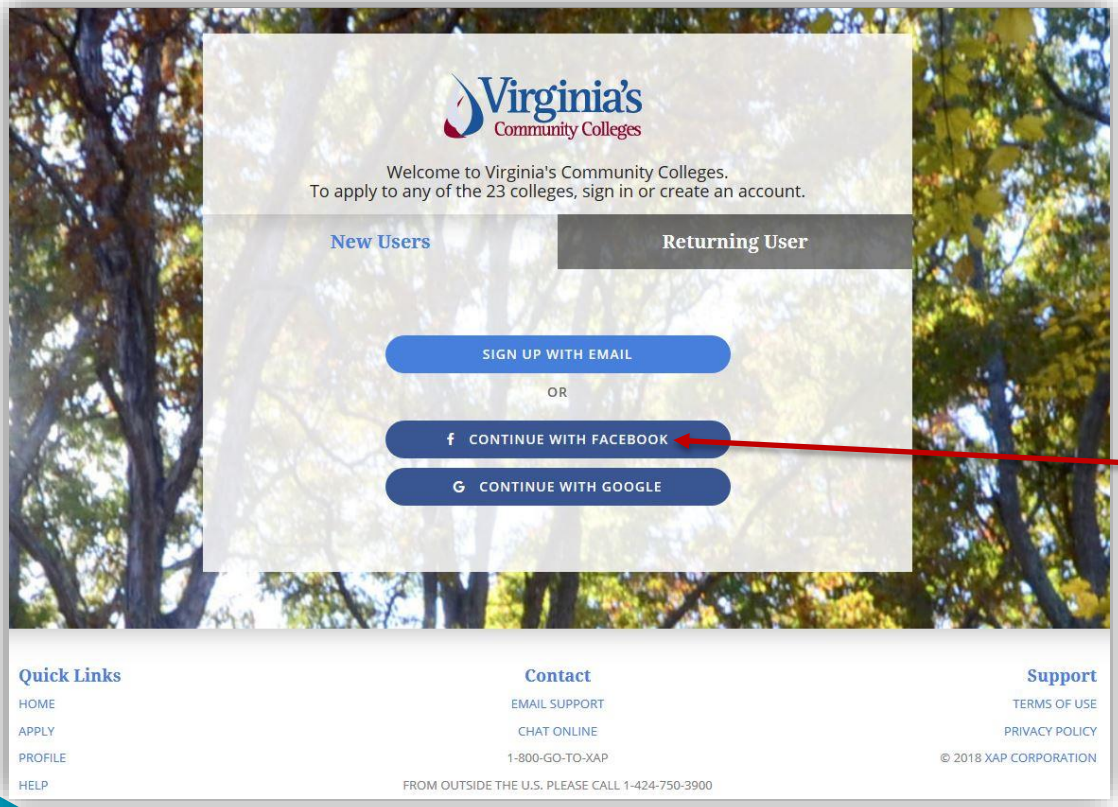
- The Validate button changes to a check mark.
- Enter a username in the Username field.
- Enter a password in the Password field. Re-enter your password in the Confirm password field.

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.

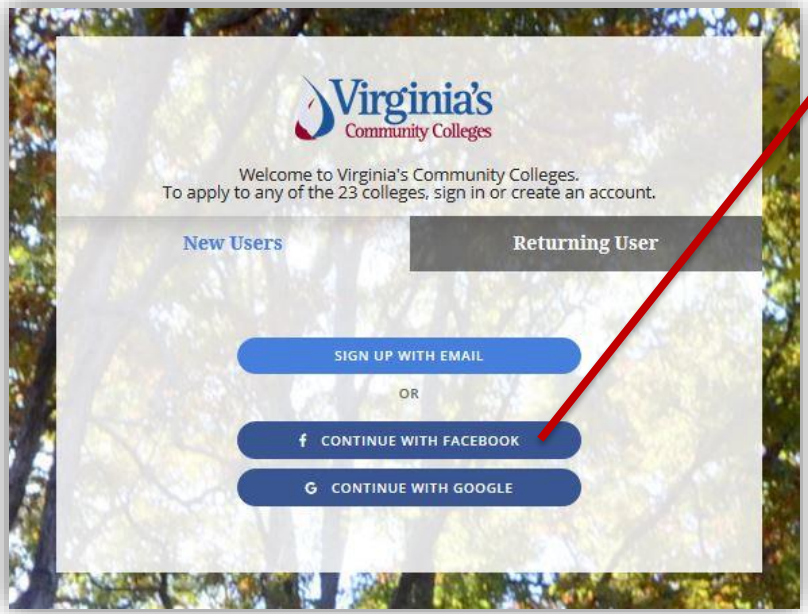


Creating an Account with Facebook

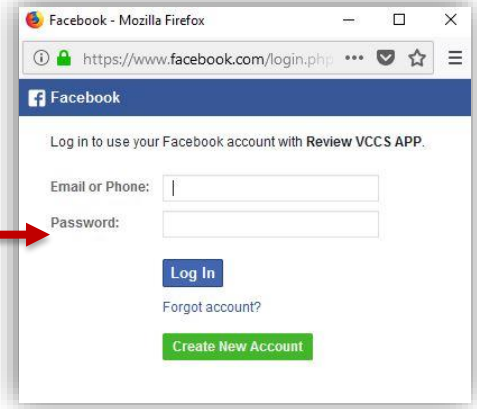


To create an account with Facebook, click **Continue With Facebook**

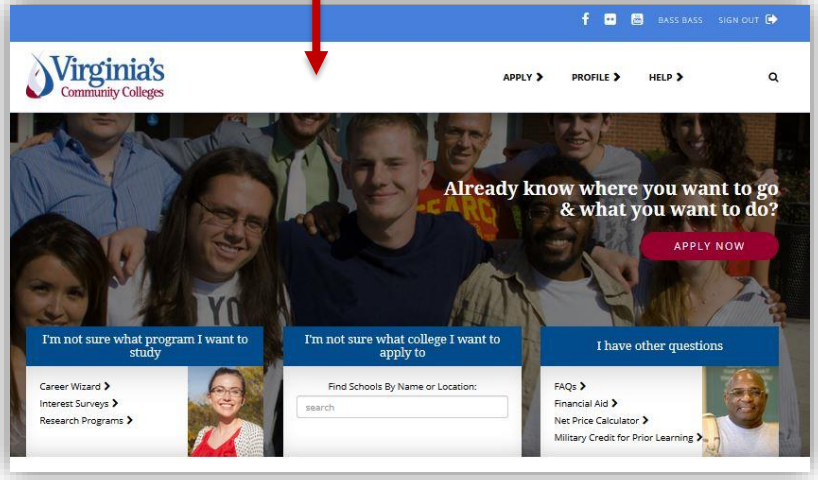
Continue With Facebook



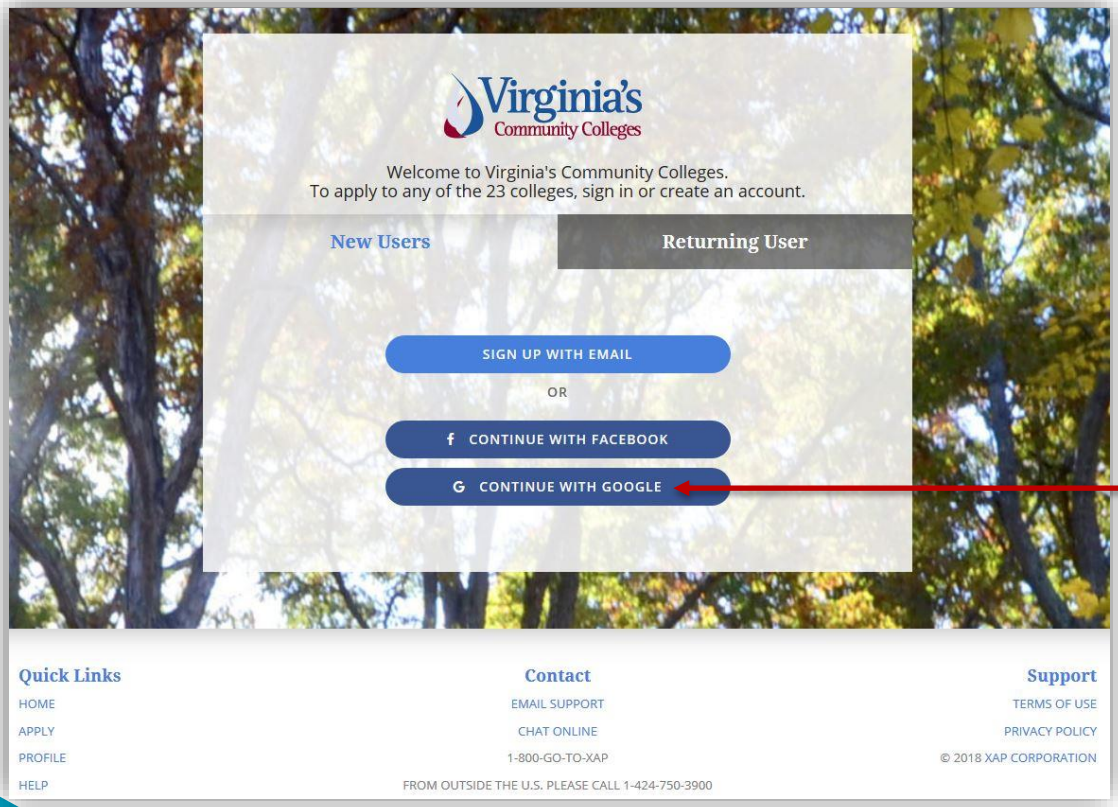
If you are not currently signed into Facebook, you be asked to sign in. Enter your Email or Phone, and Password, and click **Log In**.



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

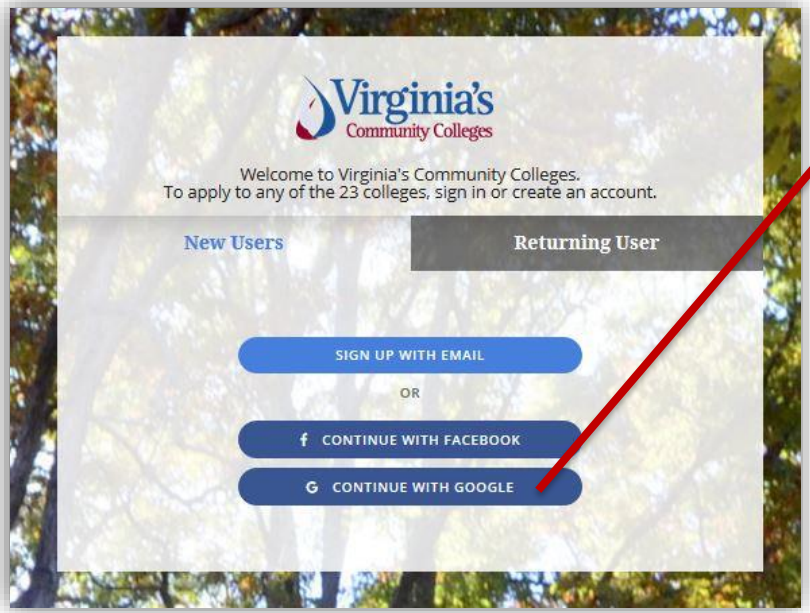


Creating an Account with Google

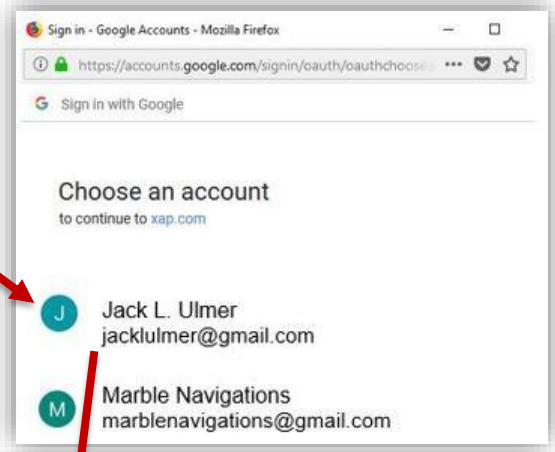


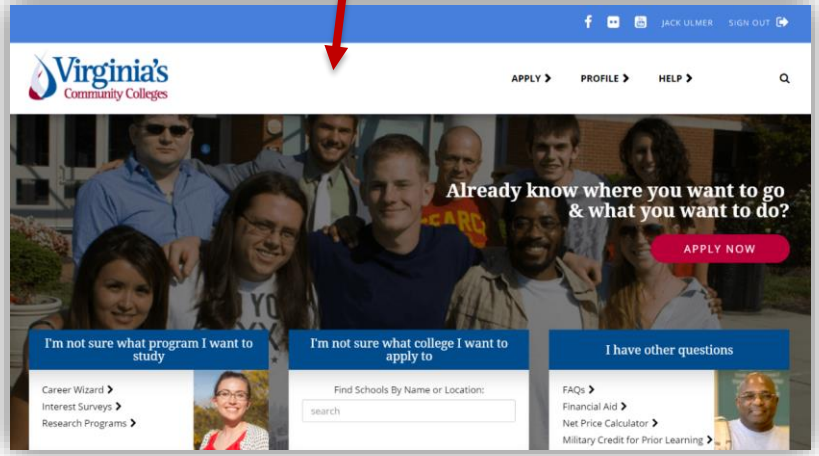
To create an account with Google, click **Continue With Google**

Continue With Google

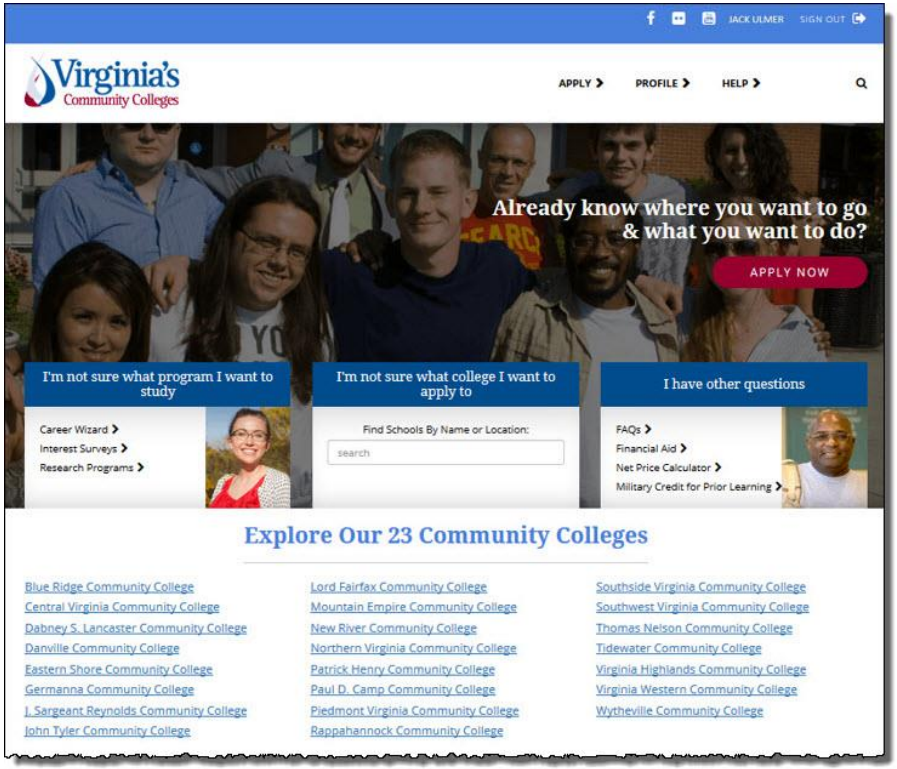


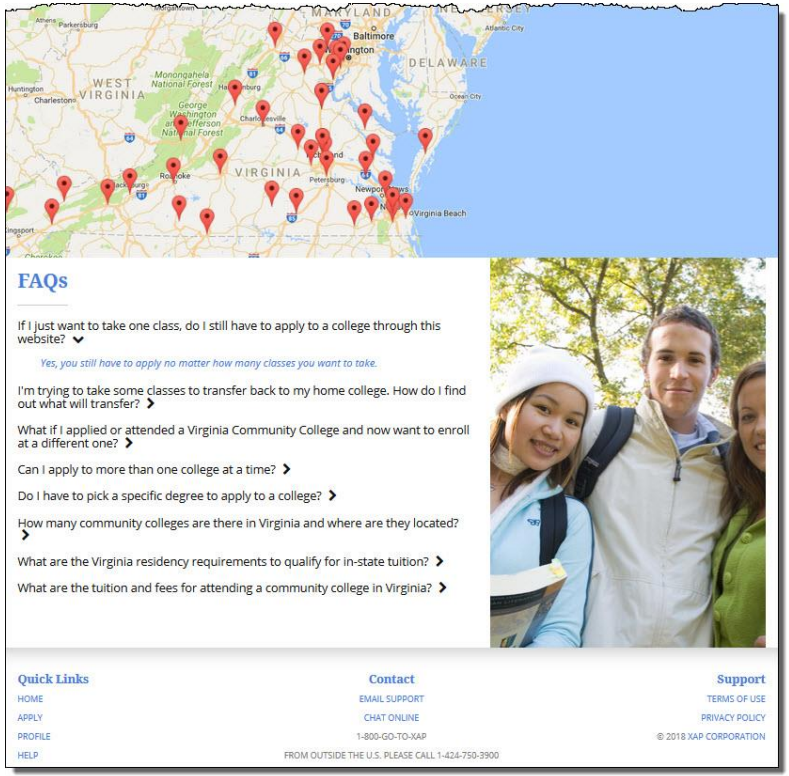
If you have more than one Gmail account, you click the one you want to use, and you will be signed right into the Application Manager.



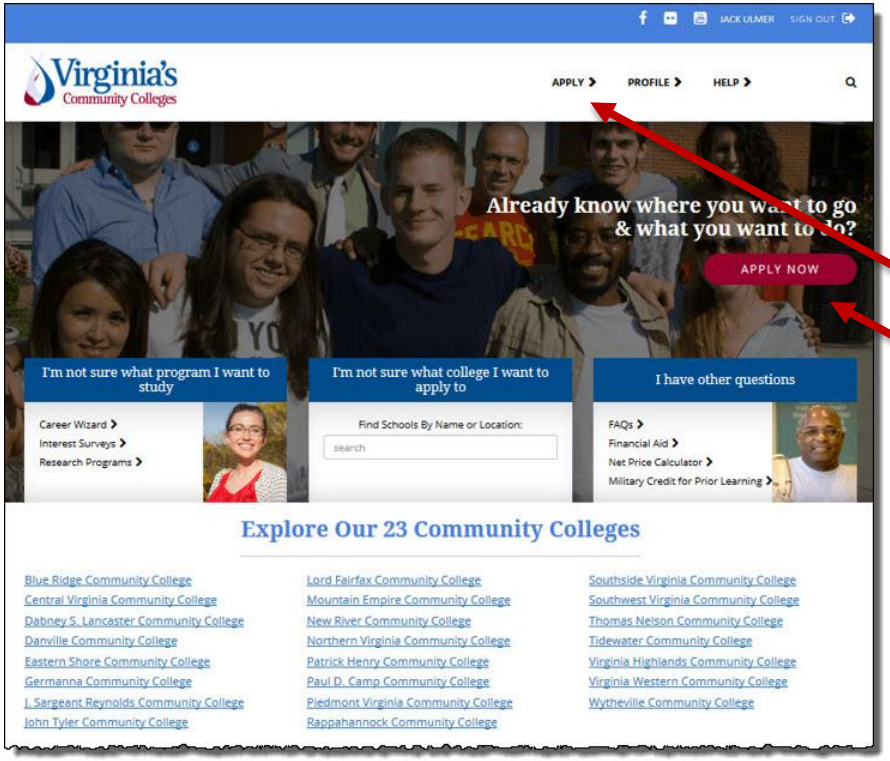


Your Account on VCCS' Application Manager



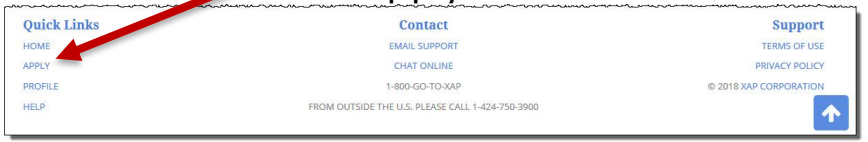


Your Account on VCCS' Application Manager

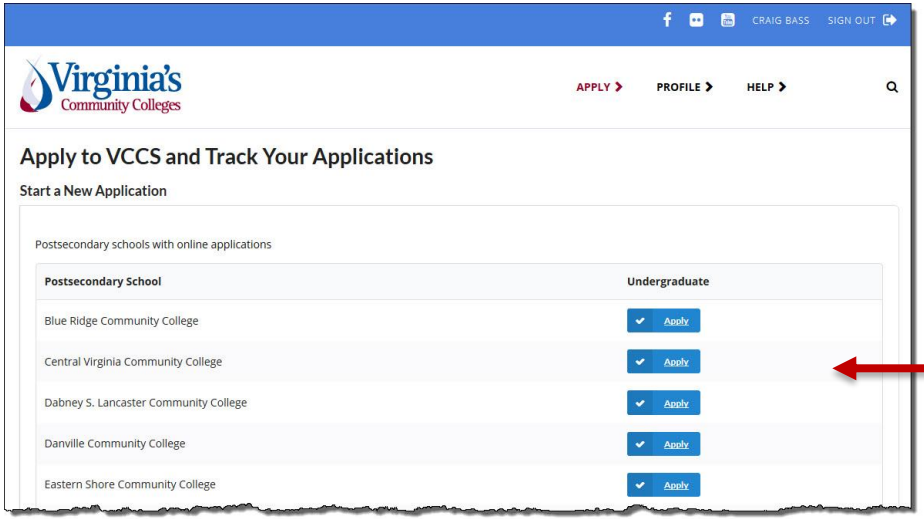


To start a new VCCS admissions application, or to resume or remove a VCCS admissions application that you have already started, click one of the following:

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

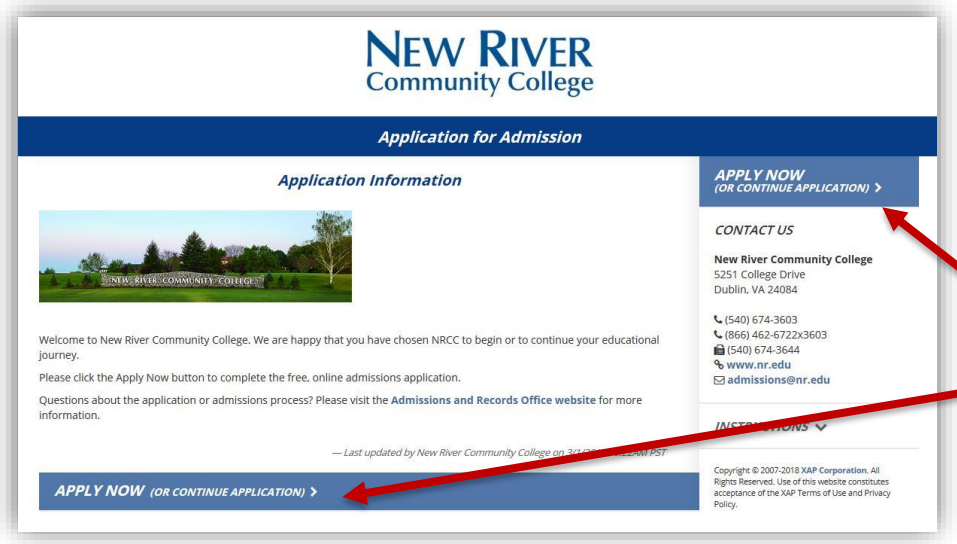


Start a New Application



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.

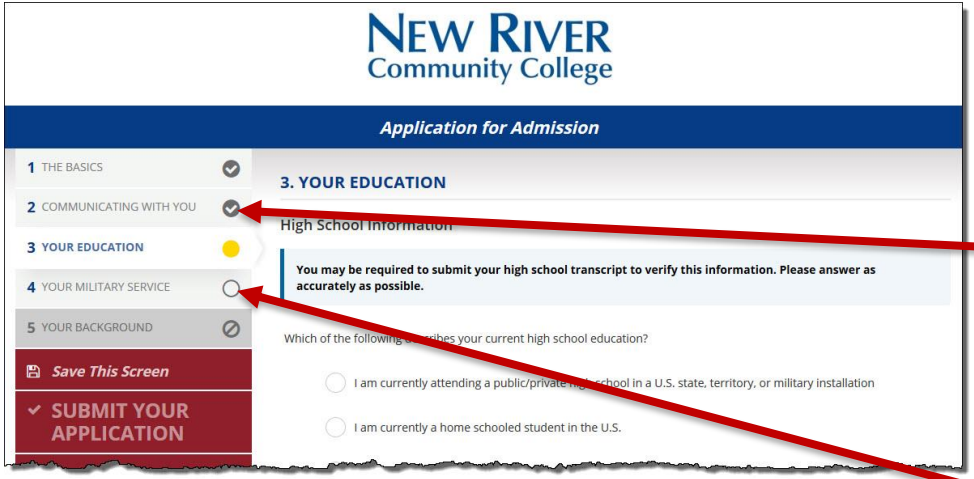
Start a New Application – Apply Now

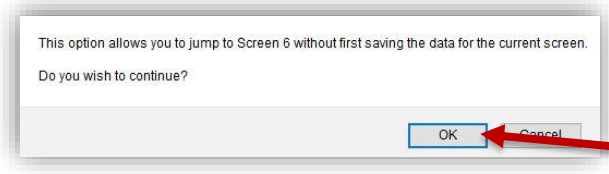


Applicants should read all of the information in the Application Information section for application requirements, procedures and potential deadlines before starting an admissions application.

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



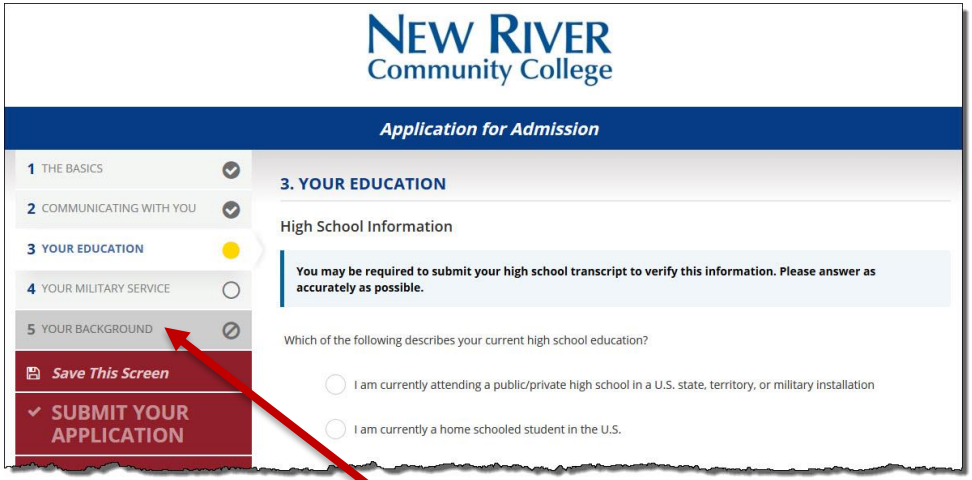


Note: Some VCCS colleges have a 6th screen with supplemental questions.

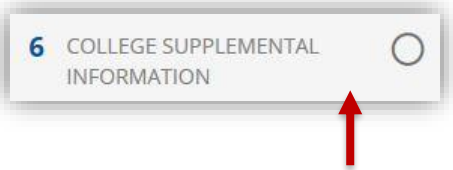
How to complete the screens of the VCCS Admissions Application:

- 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.

Start a New Application – The Basics

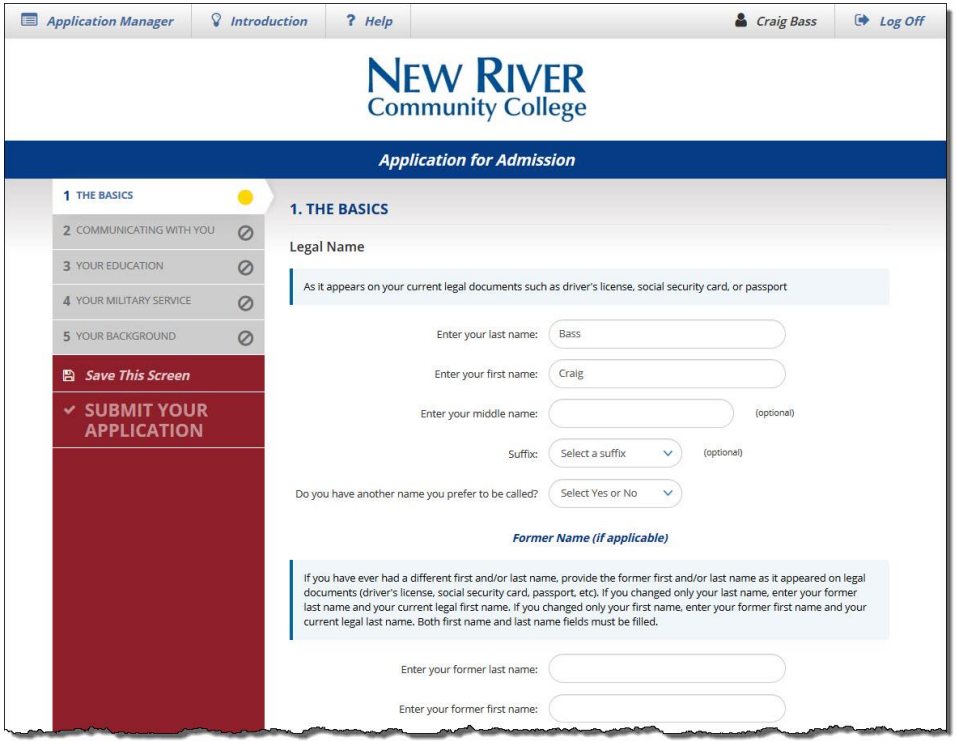


You will be taken to the first screen, named "The Basics". You will notice that some information is already prepopulated. This information comes either from your email account, Facebook account, or Google account.



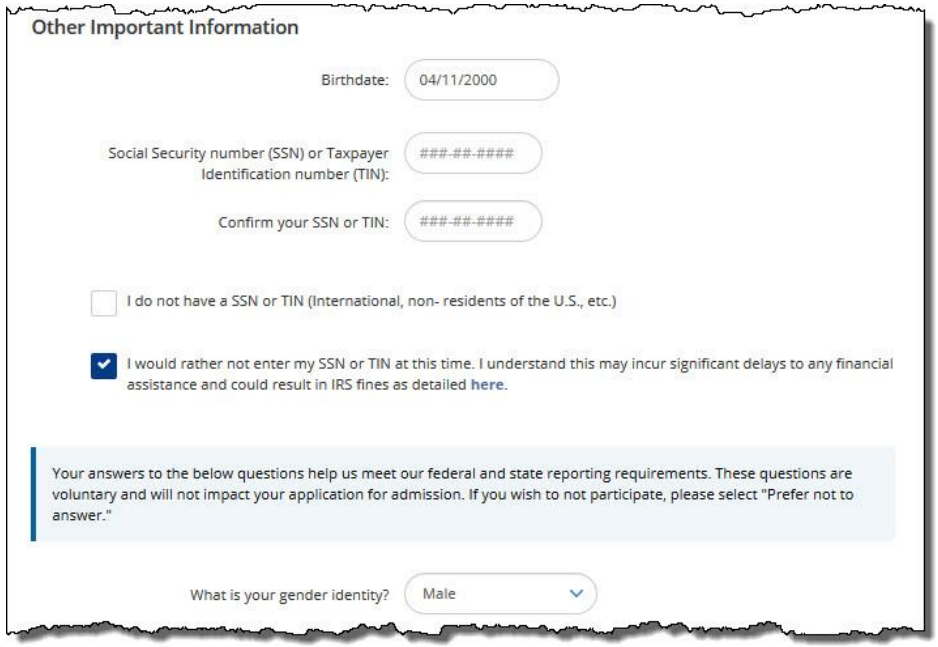
Some VCCS colleges have 5 screens in their admissions application, and some have 6 screens. If there is a 6th screen, it has supplemental questions. Answer all required questions on either all 5 screens, or all 6 screens, in order to submit your application.

Start a New Application – The Basics



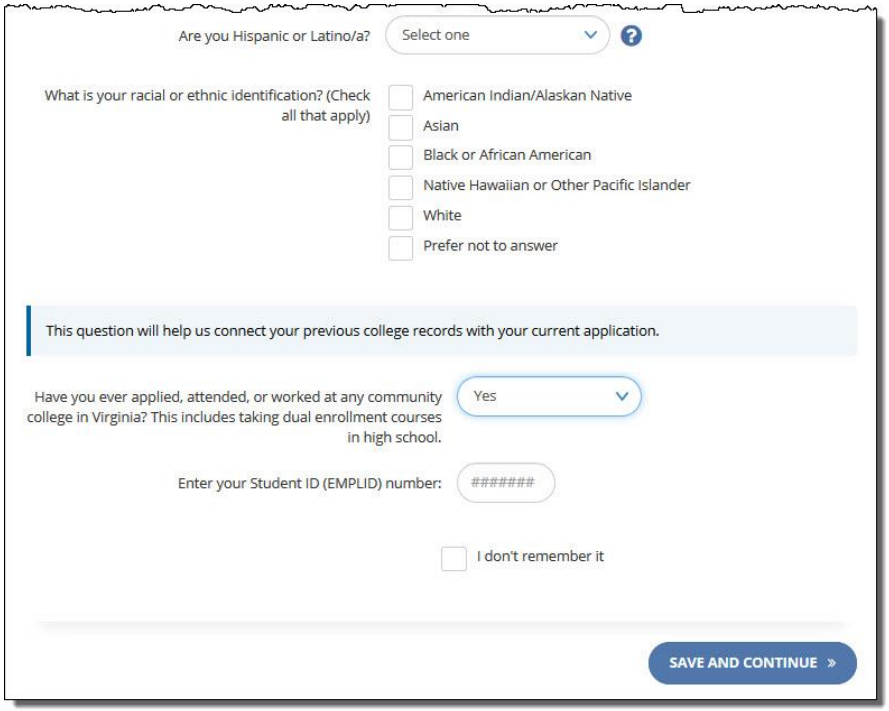
- Enter your legal name
- Use the dropdown to indicate whether or not you have another name you prefer to be called.
- If you have a former name that is different that your current name, enter it in the spaces provided. (Optional)

Start a New Application – The Basics



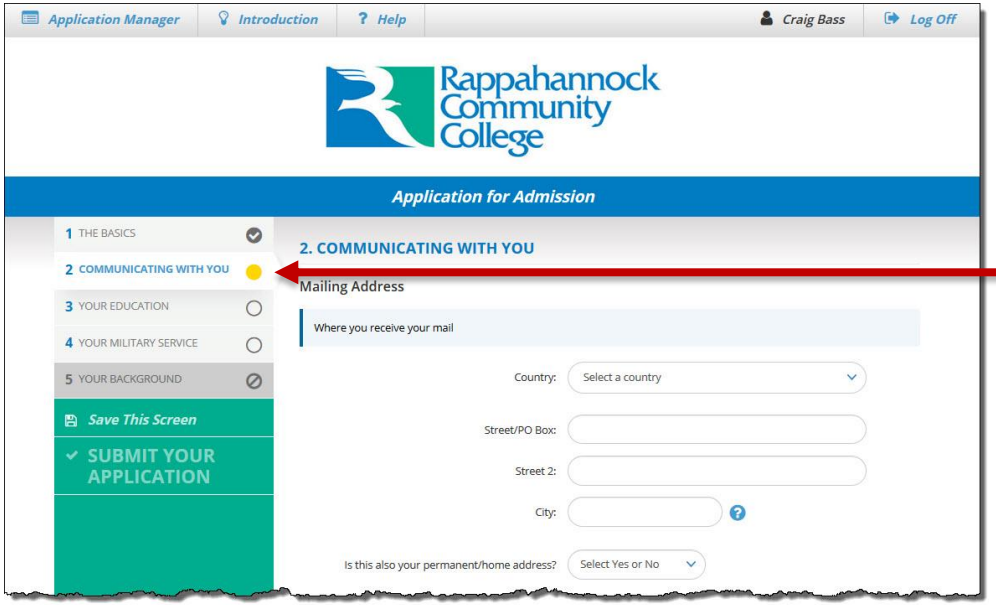
- If your birthdate does not appear in the birthdate field, enter it using this format: For March 7, 2004 – 03/07/2004
- Enter your Social Security number or Taxpayer Identification number in the spaces requested.
- If you do not have a SSN or TIN check the box indicated.
- If you would rather not enter 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



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

Start a New Application – Search Match

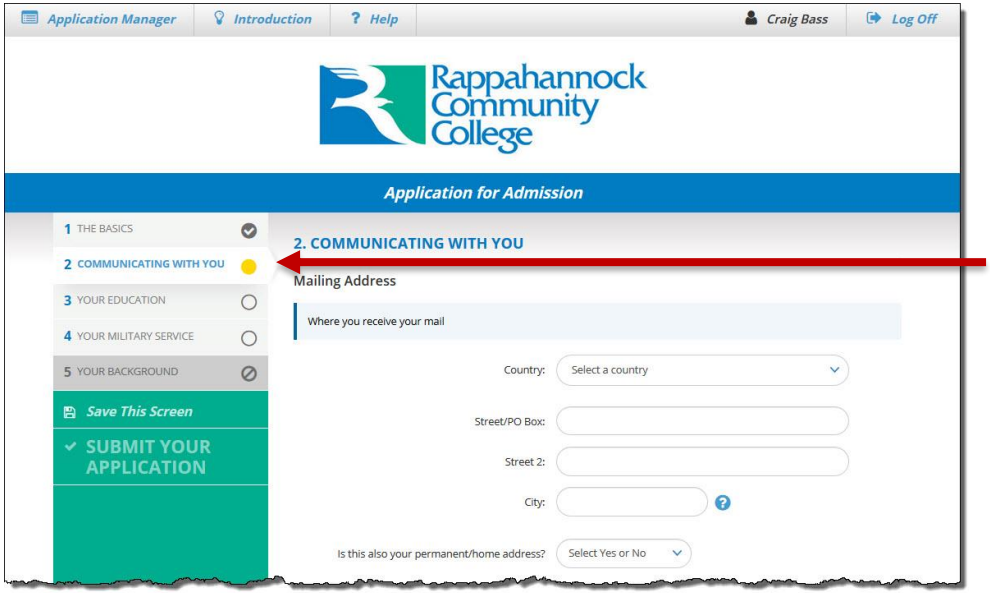


After you save Screen 1, The Basics, the VCCS' Student Information System checks to see if you have applied to VCCS before; if you're already a student or have been a student.

If you have never applied to a VCCS college before and have never attended a VCCS college before, you will not notice anything as you continue to complete the application.

If you have applied to a VCCS college before, are currently attending, or have attended one, you will see a message from VCCS.

Start a New Application – Search Match



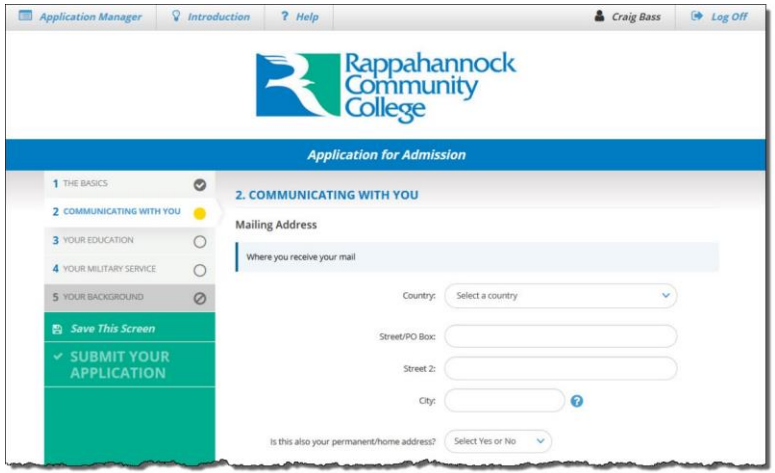
If you have applied to a VCCS college before, are currently attending, or have attended one, you will see a message from VCCS.

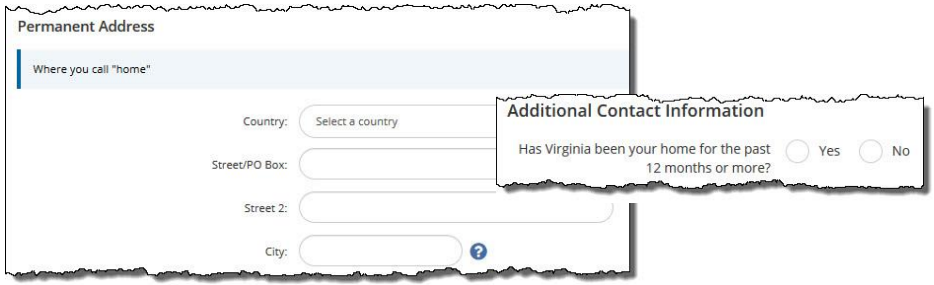
Here is *one sample message* you might see when VCCS conducts its Search Match on their system with the information you have entered on screen.
1. The Basics:

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

Note: This is *one sample message*.

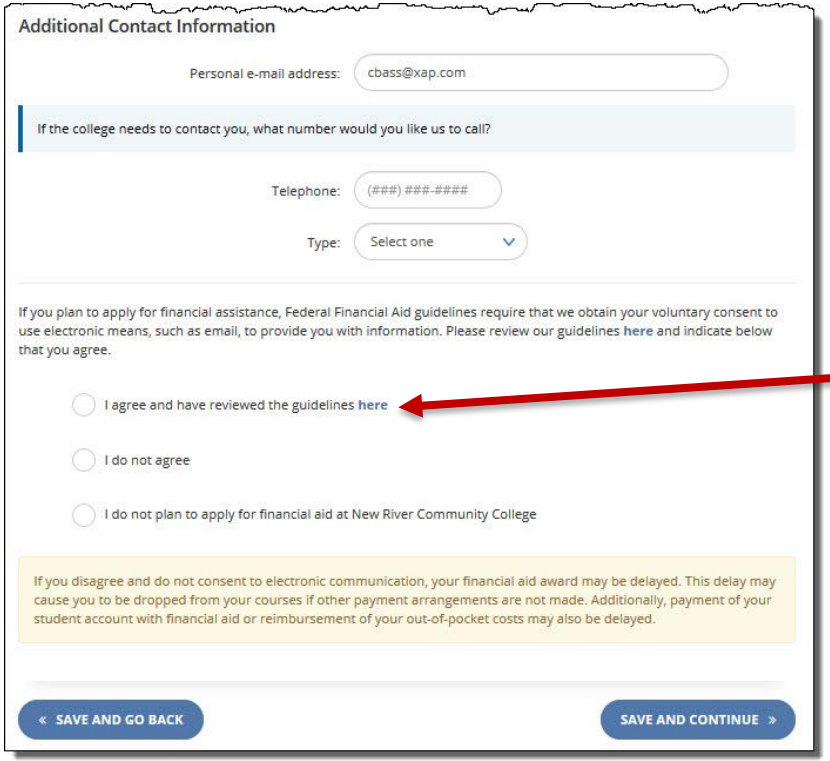
Start a New Application – Communicating With You





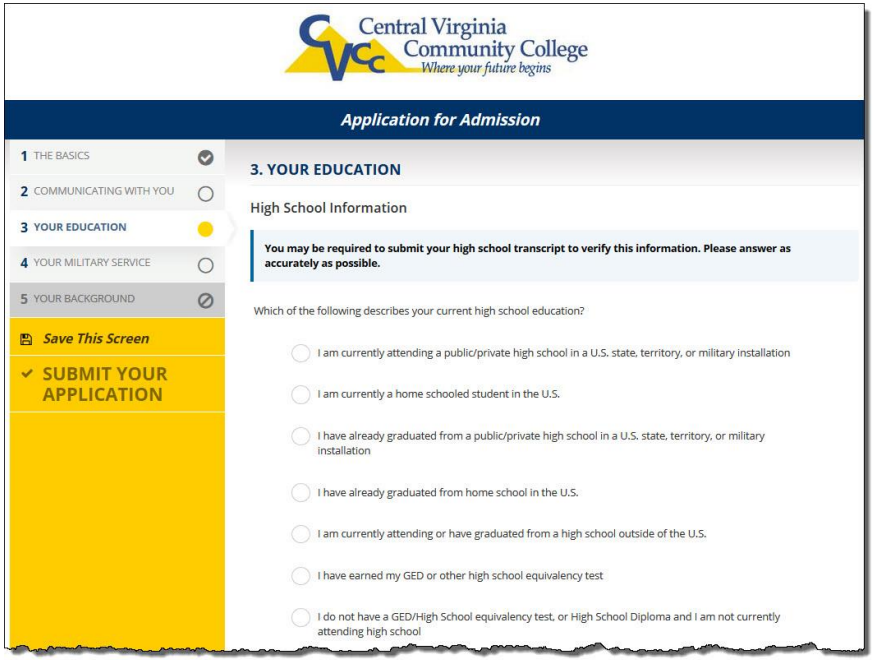
- In the Mailing Address section, enter the address where you receive your mail.
- Provide an answer to the permanent/home address question.
  - If you answer no, you will be asked to indicate where you call your Permanent Address.
  - If you answer yes, and Virginia is your home state, you will be asked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



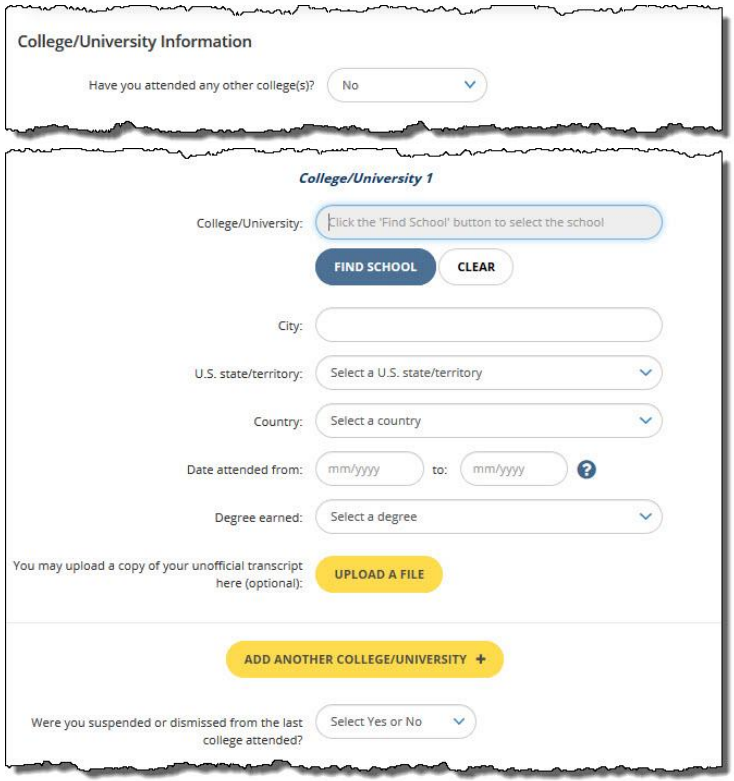
- Your email address should appear in the Personal email address field. This is pre-populated from information you provided when you created your account on the VCCS application website.
- Enter your telephone number
- Indicate whether it is a cell, work or home phone.
- Read the statement about financial 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



- 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.

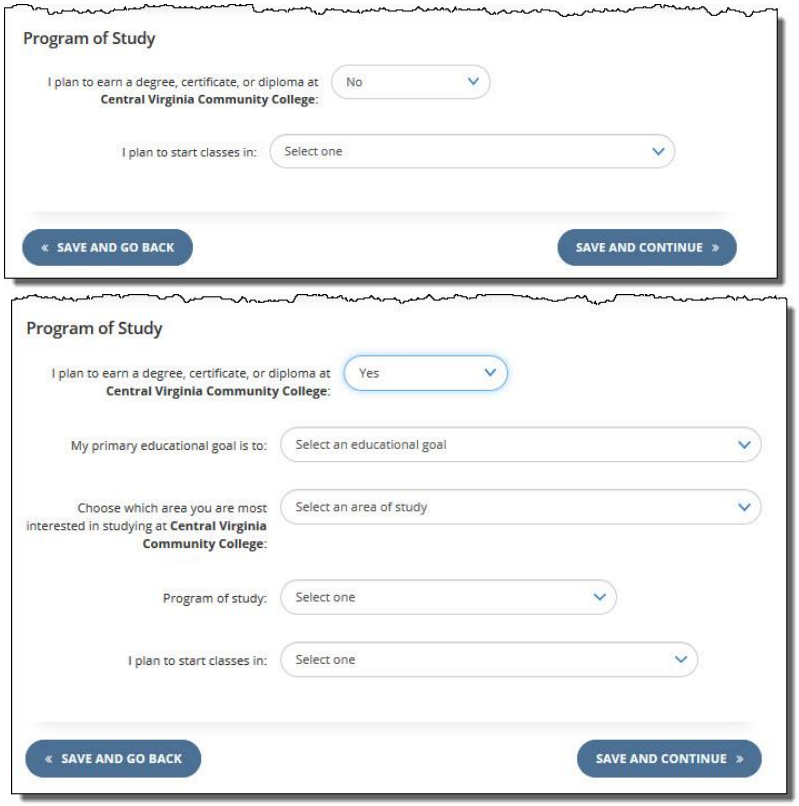
Start a New Application – Your Education



- Select an answer to the college/university question

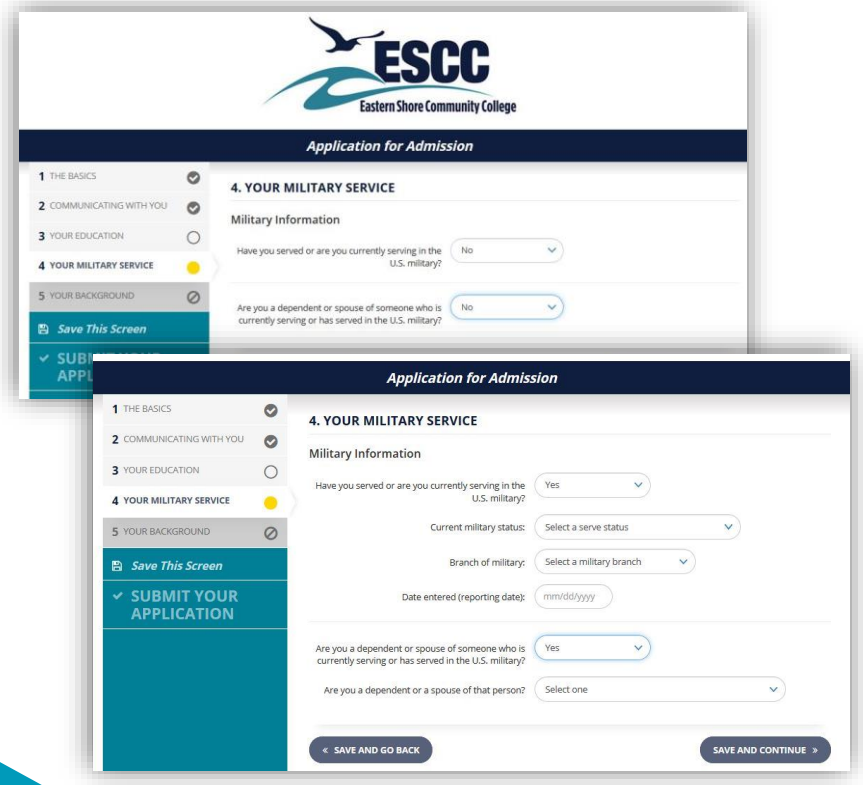
  Note: *You may see a prior school(s) if you entered that information in a prior VCCS application.*
- If you select No, move on to the Plan of Study question on the next slide.
- If you select Yes, click the **Find School** button to locate your college/university.
  - Enter the dates you attended
  - 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



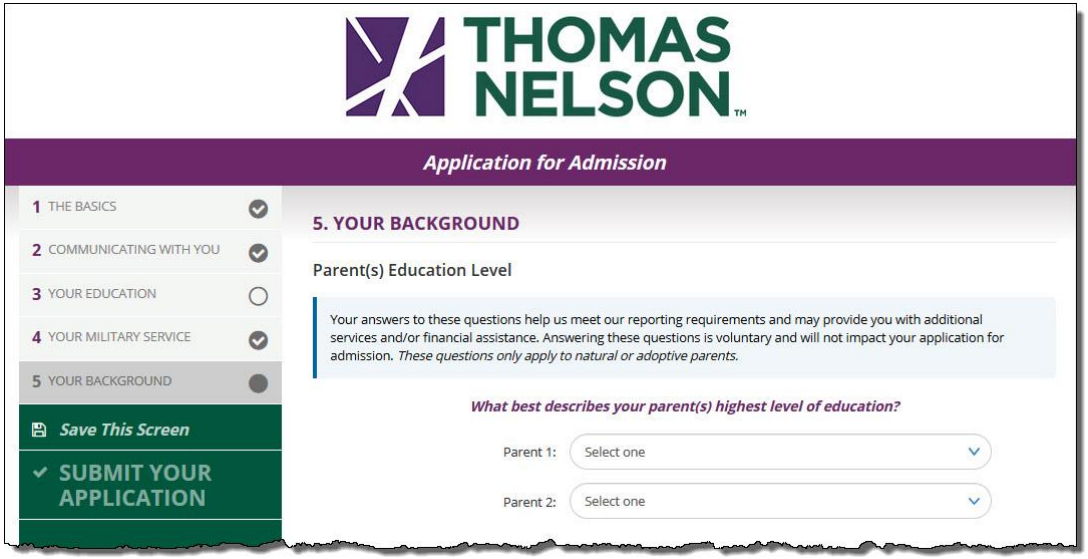
- Select an answer to the Plan of Study question
- If you select no, then indicate when you plan to start classes.
- If you select yes, then answer the following questions:
  - Your primary educational goal
  - Which area you are interested in studying
  - A Program of Study
  - When you plan to start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

Start a New Application – Your Military Service



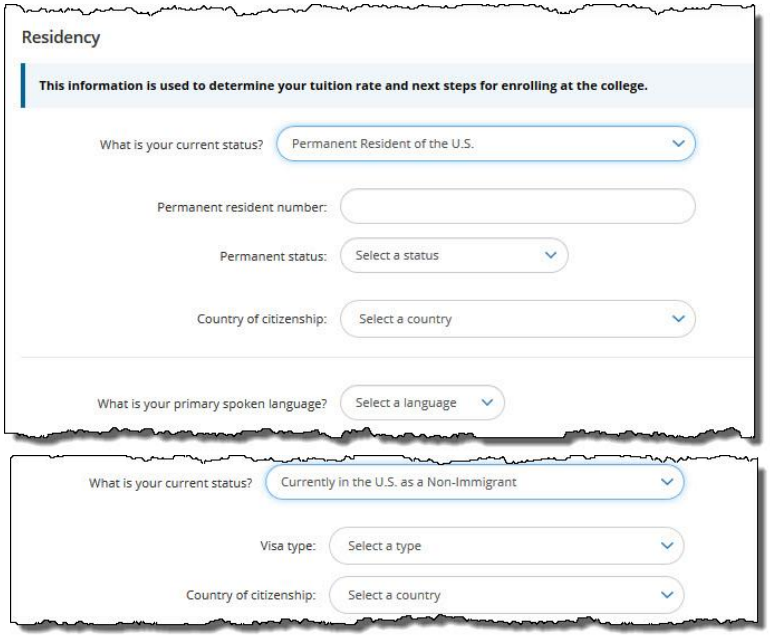
- Select an answer to the currently serving in the U. S. military question.
  - If you answer no, move to the next question.
  - If you answer yes, select your current military status, branch of the military and the date you entered service.
- Select an answer to the question about whether you're a military 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



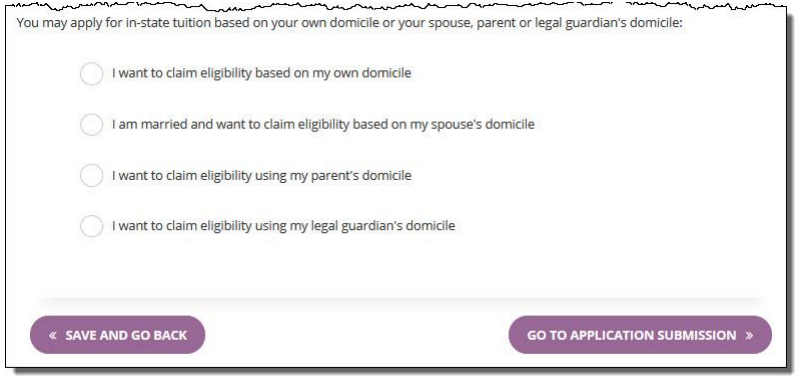
- Select an answer to the question about your parents' education level.

Start a New Application – Your Background



- 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.

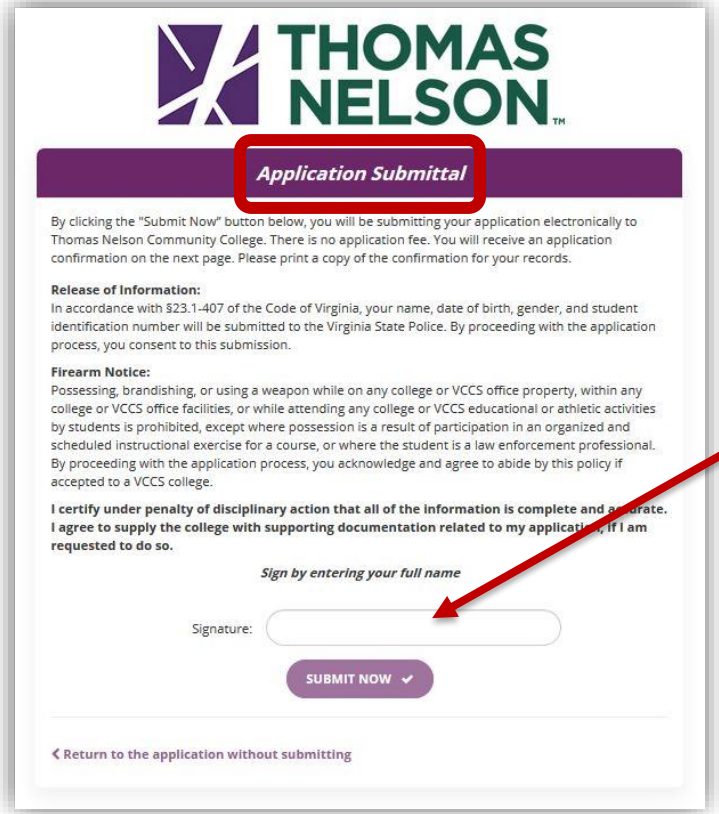
Start a New Application – Your Background



- 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



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

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

Application Confirmation

GERMANNA COMMUNITY COLLEGE
www.germanna.edu

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

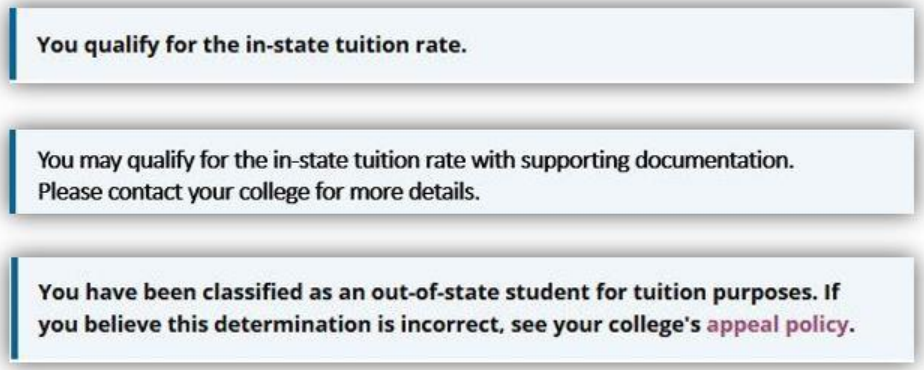
What did you think about this online application?

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

XAP

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.



Still Need Help, or Have Questions?

Call 1-800-GO-TO-XAP
(800-468-6827)
or

Go to: VCCS-XAP Application Help