

Career Technical Education Reference Guide



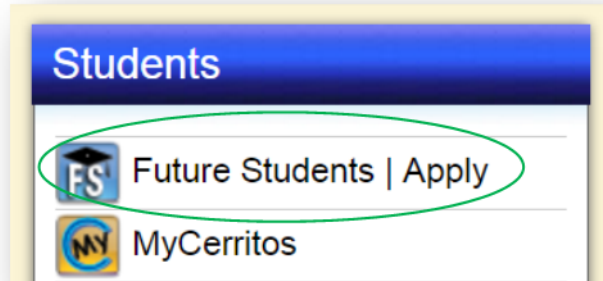
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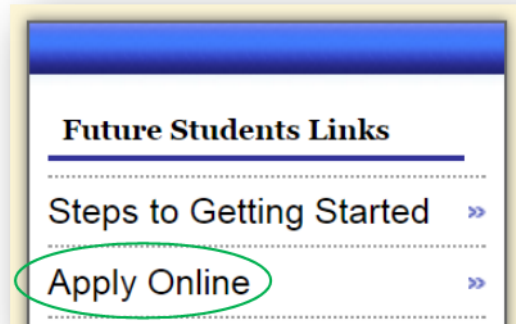
Steps to Getting Started

Step 1: Admission

⇒ Go to www.cerritos.edu, click on **Future Students | Apply**



⇒ Click **Apply Online**. Be sure to apply for the semester you will be taking classes

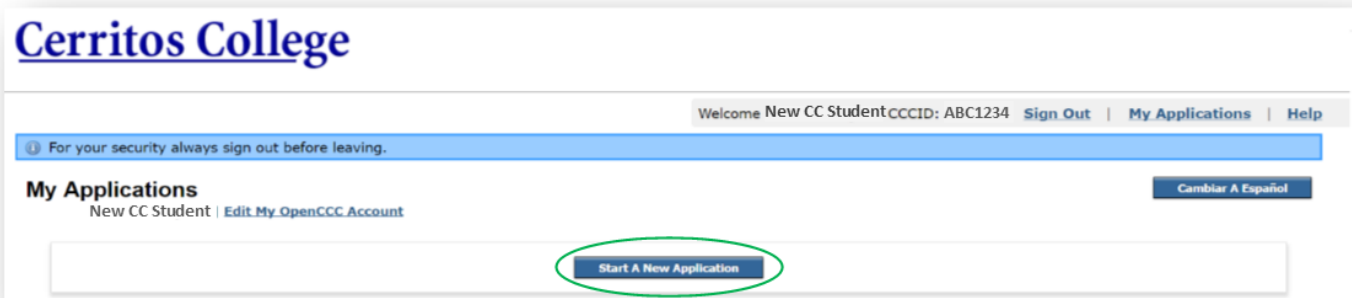


For New Students

⇒ If this is your first time applying to a California Community College, you will need to create an OpenCCC account. Click on **Create an Account** and follow the prompts.

⇒ Once you have created your OpenCCC account you may begin the application

⇒ Start by clicking on **Start a New Application**



For New Students (cont.)

⇒ Next, click on Start Application

The screenshot shows the 'Introduction' page of the Cerritos College application portal. The header includes the college logo and a navigation bar with links for 'Welcome New CC Student', 'CCCID: ABC1234', 'Sign Out', 'My Applications', and 'Help'. A sidebar on the left lists navigation options: 'Introduction' (selected), 'Enrollment Information', 'Account/Mailing Information', 'Personal Information', and 'Education'. The main content area welcomes the user and provides instructions on how to use the application. A 'Start Application' button is highlighted with a green circle. Below this, there is a 'Help Using this Application' section with 'Tabs' and 'Status Indicators'.

⇒ Once you have completed the application, please be sure to complete the Admission Application Confirmation, check the boxes, type your full name and click continue

The screenshot shows the 'Admission Application Confirmation' page. It contains two checkboxes: the first is checked and circled in green, and the second is unchecked. Below the checkboxes is a text field for the user's name, which contains 'Joe Smith' and is also circled in green. At the bottom of the page, there are two buttons: 'Save' and 'Continue', with the 'Continue' button circled in green.

⇒ Continue on with the application. Once you click Submit Application, you will be sent a confirmation email verifying that your application has been submitted properly.

The screenshot shows the 'Confirmation' page, which displays a message: 'Your application for admission has been submitted to Cerritos College. Thank you.' Below this message is a table summarizing the application details.

Name	New CC Student
CCCID	ABC1234
College Applied to	Cerritos College
Term Applied for	Fall 2016
Email Address	newccstudent@email.com
Submission Date & Time	10/21/2015 2:10:10 PM
Confirmation Number	1234567

**For assistance with OpenCCC, please contact technical support at:
877-247-4836 or support@openccc.net**

For New Students (cont.)

⇒ Your Cerritos College Student ID will be sent in an email that looks like this:

Cerritos College
11110 Alondra Boulevard
Norwalk, California 90650
(562) 860-2451

Date _____

Dear _____

Thank you for submitting your application to attend Cerritos College for the _____ term. Your application was accepted and you are now a member of our student body.

Your permanent student number is utilized to identify all of your official college documents. Any inquiry about your records or enrollment must make reference to this number. Please carry it with you at all times.

Your student number is: **XXXXXXX**

Assessment and Orientation is required for all new students prior to class enrollment. First time to college students should take the assessment tests and participate in orientation prior to enrollment

Your Success Starts Here ...

Cerritos College has a web portal named MyCerritos (<http://my.cerritos.edu>)

For Transfer Students

- ⇒ If you have skipped one or more semesters (not including summer) you must reactivate your account to receive an enrollment appointment.
- ⇒ To do this, Log into your OpenCCC account that you previously created and click on Sign In.

To reactivate your Student ID, please enter your 7-digit Student ID number when prompted in the Supplemental questions tab

The screenshot displays the Cerritos College application portal. On the left is a vertical navigation menu with the following items: Introduction, Enrollment Information (marked with a green check), Account/Mailing Information (marked with a green check), Personal Information (marked with a green check), Education (marked with a green check), Citizenship/Military (marked with a green check), Residency (marked with a green check), Needs & Interests (marked with a green check), Supplemental Questions (highlighted with an orange arrow), Consent, and Review Application. The main content area is titled "Supplemental Questions" and includes the text: "We would like to gather some additional information on your application to college." Below this, the "Previously Enrolled" section is circled in green. It contains the question: "If you previously attended this college, what is your 7-digit student id?" followed by a text input field. Further down is the "Disabled Student Services" section, which has radio buttons for "Yes" and "No" (with "No" selected), a "clear selection" button, and a list of checkboxes: Acquired Brain Injury, Developmental, Hearing, Learning, Mobility/Orthopedic, Other?, Psychological, and Speech/Language.

Be sure to choose Earn a Career Technical Certificate without Transfer from the Educational Goal drop-down menu

**For assistance with OpenCCC, please contact technical support at:
877-247-4836 or support@openccc.net**

Step 2: Assessment Testing (New Students)

- ⇒ If you are a first time student, you are required to take the English, reading, and math placement tests.
- ⇒ During July and August an appointment is required to take the placement test.

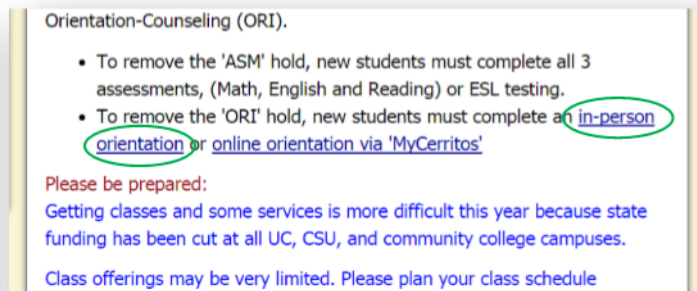
To view the current test schedule, visit: www.cerritos.edu/assessment-center

To book an appointment Call (562) 860-2451 Ext. 2599

Step 3: Orientation - Counseling

Orientation

- ⇒ First-time college students are required to complete orientation before enrollment
- ⇒ There are two ways to schedule an in-person orientation , by phone or online:
 - ⇒ Phone: To reserve a seat call , (562) 860-2451 Ext. 2231
 - ⇒ Online: Visit [New Student Orientation](#) to reserve a seat. The link can be found by visiting the Counseling webpage and clicking on **New Student Orientation** and then **in-person orientation**
- ⇒ Orientation can also be complete online via **MyCerritos**



Counseling

- ⇒ New students who have completed assessment testing and orientation and students who have attended other colleges but are new to Cerritos College need to schedule an appointment with a counselor to develop an educational plan.
- ⇒ **New Students** make sure to bring placement test results, **Transfer Students** make sure to bring transcripts and/or other documentation verifying completed coursework
- ⇒ Counseling appointments can be made in person or by calling (562) 860-2451 Ext. 2231. Student ID number is required to schedule an appointment

Step 4: Enrollment

For New Students

- ⇒ Once you have completed the Orientation Workshop, either in-person or online, you will receive an enrollment appointment. After receiving your appointment, you may enroll in classes online via MyCerritos on or after your scheduled time.

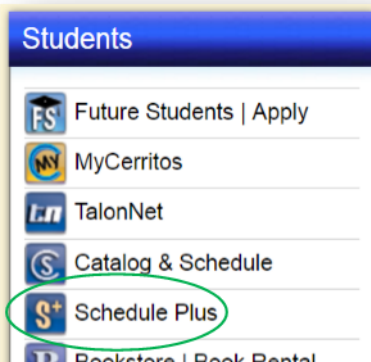
For Transfer Students

- ⇒ After your application is accepted and you receive a Student ID number, you will receive an enrollment appointment. After receiving your appointment, you may enroll in classes online via MyCerritos on or after your scheduled time.

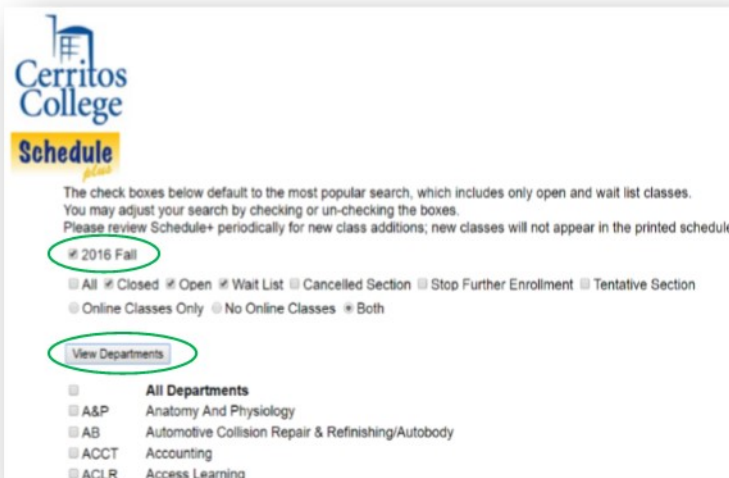
Accessing Schedule +

Schedule + is a detailed list of all classes Cerritos College offers can be found in Schedule +

- ⇒ To access Schedule +, go to www.cerritos.edu
- ⇒ Click on the **Schedule +** banner on the left under **Students**



- ⇒ Select the semester you will be taking classes, the department, and then click **View Departments**



Reading Schedule +

⇒ To access Schedule +, go to www.cerritos.edu

⇒ Click on the **Schedule +** banner on the left under **Students**

BA 115 Management-Business 3.0 Units

This course will cover the principles and techniques in the management of business. (More) (Expand All)

Class	Times	Days	Room	Seats Wait	Status	Instructor	Type	Hours	
Regular Session (8/15/2016 - 12/16/2016)									
20651	7:00pm 9:50pm	W	BE116	13	Closed	Trieu, N	Lecture	54	Books
Fee: Course materials 5.00									
21441	11:00am 12:15pm	Tu Th	BE119	17	Closed	Connelly, G	Lecture	54	Books
Fee: Course materials 5.00									
Fifteen Week A M-F Session (8/15/2016 - 11/25/2016)									
24985		ONLINE		0	Closed	Livingston, R	Lecture	54	Books Online Course
Note: Orientation: All class information will be available at www.cerritos.edu/baonline									
Fee: Course materials 5.00									

SECTION #

ROOM #/ONLINE

SEATS
AVAILABLE

INSTRUCTOR

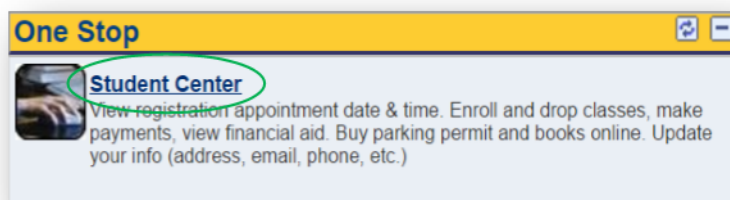
LINK FOR BOOKS

Accessing MyCerritos

⇒ Click on **MyCerritos** from the Cerritos College homepage

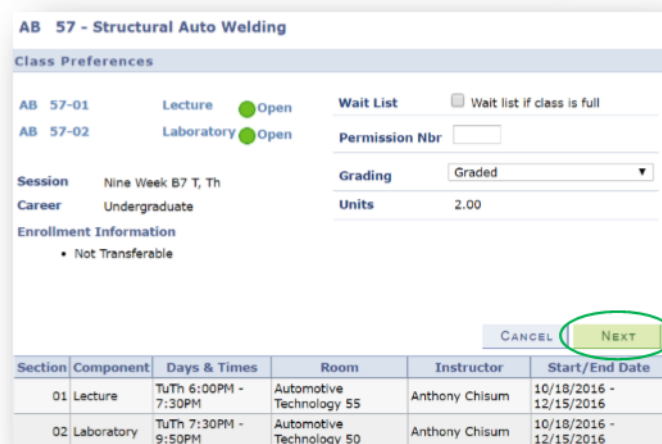
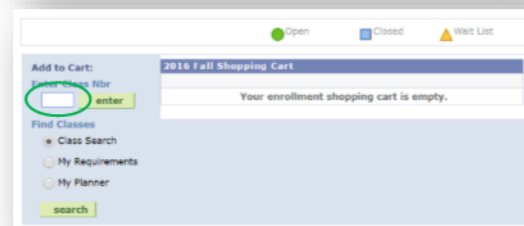
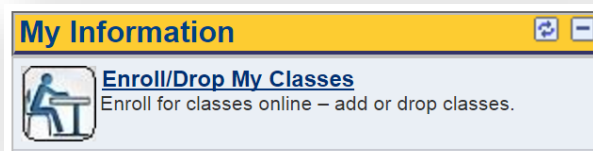


⇒ Next, sign in to your MyCerritos account using your Student ID



How to Enroll

- ⇒ Log into **MyCerritos** from the Cerritos College homepage, www.cerritos.edu
- ⇒ Click on **Enroll/Drop My Classes** under the **My Information** banner
- ⇒ Next, enter the 5-digit section number of the class, then click **Enter**
- ⇒ On the next screen you will be given detailed information about the class. Verify the information is correct and click **Next**. The class will then be added to your shopping cart
- ⇒ You may continue adding multiple classes to your shopping cart. Once you have finished, click on **Proceed to Step 2 of 3**
- ⇒ Click **Finish Enrolling**
- ⇒ Be sure to read the message on the following screen to confirm whether you have been enrolled, added to the waitlist or if the class is closed. This screen will also tell you if there are any other reasons you may



Tuition payment is due within 7 calendar days of enrollment. Board of Governors Fee Waiver (BOGFW) recipients, are still required to pay the Student Activity Fee and the Health Fee. Failure to pay tuition *and* additional fees will result in being dropped from your classes.

Calendar of Important Dates & Deadlines

The Calendar of Important Dates outlines the first and last day to file a petition for a Certificate of Achievement an/or Associate's Degree, and the current semester's holidays.


The Session Dates and Deadlines displays the specific session date, adding/dropping a class, pass/no pass, refund policy and withdraw (with and without a "W") dates.

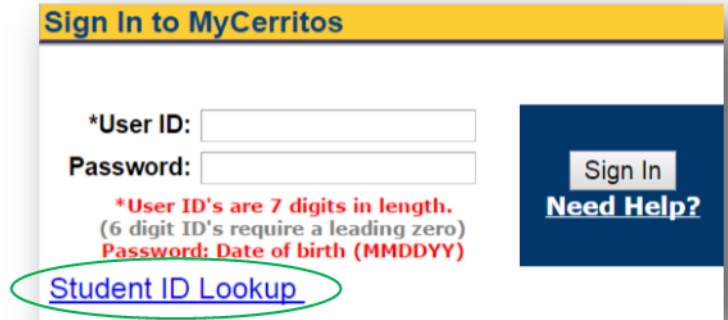
[View Important Dates](#)

Frequently Asked Questions

Q: How do I get my Student ID number if I haven't received it, or can't remember it?

Provided you indicated your Social Security (SSN) number when you applied, your Student ID number is easily accessible

1. Go to the Cerritos College homepage, www.cerritos.edu
2. Click on the  icon
3. Click on **Student ID Lookup** under the **Sign In to MyCerritos** banner
4. Enter your 9-digit Social Security number and Date of Birth using the calendar to the right of the box
5. Click **Lookup**




If you are unable to retrieve your Student ID number, there may not be a Student ID number on file yet (new students) or your Date of Birth and/or Social Security Number do not match the one(s) you originally provided on your application.

Please contact Admissions and Records for further assistance.

Q: Why do I have a hold on my records?

First, you will want to find out the reason for the hold.

To do this:

1. Go to the Cerritos College homepage, www.cerritos.edu
2. Click on the  icon
3. Sign in using your 7-digit Student ID Number as the **User ID** and your 6-digit Date of Birth as the **Password** (MMDDYY)
4. Select **Student Center** under the **One Stop** banner
5. View **Holds** on the right-hand side
6. Click on the **Details** link to view the reason for the hold

In the **Details** section, there will be information about which office placed the hold and where to inquire about how to remove it.

Q: I do NOT have a hold, why can't I enroll in a specific class?

⇒ **Not Term Activated**

This means your Student ID number is inactive. Any time a student is not enrolled for one or more semesters (not including Summer), you are required to reapply to reactivate your Student ID number before receiving an enrollment appointment and are able to enroll.

⇒ **Attempted Class Twice**

If you have attempted to take a class twice, whether you have received two grades, two "W's", or a combination of the two, you need to submit a petition to the Academic Records & Standards Committee to request enrollment for a third time.

To access the Academic Records & Standards Committee petition form:

1. Go to the Cerritos College homepage,
www.cerritos.edu
2. Click on Admissions on the left-hand side
3. Go to the forms tab at the top
4. Scroll down until you see A&S Petition. You may fill out the form online and then print it out to sign it

Please complete one petition per class . **On the last page of the form please state the reason(s) why the committee should allow you to retake the class, including your plan to ensure the course is completed successfully this term.**

You may return the petition(s) to the Admissions & Records office in person
or Fax: (562) 467-5068

The committee meets each Monday, and decisions are available that Wednesday. If you are approved to retake the course, you will be notified by mail within 7-10 business days. If you receive a different "Hold" message and need more information, you may contact **Admissions & Records at (562) 860-2451 Ext. 2211**

Q: How do I apply for Financial Aid?

1. APPLY

Submit a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov

The School Code for Cerritos College is 001161.

2. SUBMIT FORMS

Read Missing Information Letter or view To Do List on MyCerritos.

Download the required forms at www.cerritos.edu/financial-aid and submit to the Financial Aid Office to complete your final

3. REVIEW AWARDS

View your awards on my.cerritos.edu

You must meet Satisfactory Academic Progress (SAP) standards to receive awards

4. RECEIVE DISBURSEMENT

Receive your Refund Selection Kit and select refund choice

The Financial Aid Office will disburse your financial aid

View account activity online for refund status

For more information, please visit the Financial Aid webpage at, www.cerritos.edu/financial-aid