STEPS TO APPLY TO BUTTE COLLEGE

Take Your First Steps Towards College

It is important to be ready before you begin the application process. If available, please have the following information ready before you begin:
- High School Transcripts with **unweighted** GPA
- Social Security Number
  (If you do not have a government issued Social Security Number you may still continue with the application.)

STEP 1
Create an OpenCCC (California Community College) Account

You will apply to Butte College through the CCC application process. Be sure to save your login information for your CCC account. To begin:

- Visit **www.butte.edu/apply**
- Click *Begin My Application*

CCC User Name _____

CCC Password _____

CCC ID _____
This ID is separate from your user name and will be provided at the end of the OpenCCC application.

You will be asked to create security questions for your OpenCCC account.
CCC Account Security Questions and Answers

Q 1. _____

A 1. _____

Q 2. _____

A 2. _____

Q 3. _____

A 3. _____

☑ **Once you create your account you should receive an email from CCC Apply with your CCC ID and a confirmation number stating your application has been submitted.**

Open CCC Technical Support is available at (877) 247-4836

STEP 2
Apply to Butte College

After you have successfully created your OpenCCC account click *Continue* to start a new application to Butte College. Below are some helpful tips while completing the Butte College application.

General Tips
- Complete all sections. As you complete each section of the application the arrow will turn green.
- While completing the application, progress should be saved by clicking the "save" button in the lower left corner.
- Once complete, you will be asked to review a comprehensive summary of your application. You must confirm your application by clicking the blue bar at the bottom of the page.
- Students who have previously attended Butte College will keep their same Student ID number.

Enrollment Questions
Q. Term Applying For?
A. Enter the term you would begin at Butte College (Reg2Go Students should apply for either Summer or Fall terms)

Q. Program of Study or Major and Educational Goal
A. You must make a selection but you may change these at any time.

Continued on next page...

Education Information

All questions should be answered as though you have graduated and are no longer a high school student. The following are typical answers for Reg2Go applicants:

- You are a First Time Student in College (after leaving High School)
- You Received High School Diploma from a US School
- Search for Your High School using state/school name/city
- Enter Your High School Graduation Date
- "Yes" You Received a Diploma

High School Transcript Information

College staff use this information to provide guidance. Your responses **will not affect** your admission to Butte College.

> ****Undocumented Students:** After graduation you will need to attach a copy of your high school transcripts (unofficial transcripts are accepted) to the AB540 California Nonresident Tuition Exemption. This form is available under the Form tab on **www.butte.edu/admissions**

High School Courses in English and Math

Refer to your High School transcript for the class description that best describes your highest courses for English and Math.

Supplemental Questions

Q. What prompted you to apply today?
A. Butte College Employee

Q. Are you completing this application as part of the Reg2Go Program?
A. Yes

☑ **Once you complete your Butte College application you will immediately receive a confirmation email from CCC Apply stating your application is complete.**

☑ **New applicants will also receive an email from Butte College that contains your Butte College ID number and log-in information for your student account (MyBC). This email will come within 2-3 days. Please copy your information in the box below and save for your records.** *If you do not receive this email within 7 days contact Butte College at (530) 895-2511*

Butte College Application Support is available at (530) 895-2511

ACCESS MyBC
Your Online Student Account Information

Once you complete your application you will receive an email that contains your Butte College ID number and login information for your online student account (MyBC) within 2-3 days.
You will need to bring this information to your Basic Skills Assessment test (see next page).

Butte College Student ID Number: 3 _ _ _ _ _ _

Butte College MyBC Login _____

Butte College MyBC Password _____

If you do not receive an email 7 days after submitting your application call Butte College at (530) 895-2511

Log Into Your Online Student Account (MyBC)

You can access MyBC by visiting **mybc.butte.edu** or by clicking the red MyBC Login button on the Butte College home page. You will use your Butte College MyBC login and password. When you attend the Orientation & Counseling component of Reg2Go you will be given instruction on how to use this account.
MyBC will give you access to:
• Assessment Scores   • Registration   • Financial Aid Info   • Account Balances   • Student Email   • and more!