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**\*PLEASE EMAIL MSJC COUNSELOR WHEN APPLICATION HAS BEEN SUBMITTED\***

## **Online Application Workshop Instructions for High School Students**

### **To Apply Online Begin Here:**

1. Go to: [www.msjc.edu](http://www.msjc.edu)
2. Located in the center of the College Homepage, click the red button that says, "Apply Now"
3. Click on, "APPLY NOW"
4. Read through the online application instructions
5. **Before Applying to college you must first create an OpenCCC Account**
6. Click on, "Create an Account"
7. Click on "**Begin Creating My Account**" – you must have an e-mail account and Social Security Number (SSN). **(If you do not have your SSN, go ahead and move forward with application without inputting in your SSN. PLEASE NOTE- You must remember your USERNAME & PASSWORD in order to sign back in to add your SSN when you have it)**
8. Once you have successfully created an account- Click on, "Start Application"
9. Sign-in with the Username and Password you just created

#### Part I- Enrollment Information

- Select term applying for. **YOU MUST SELECT A TERM! SUMMER 2019**
- Select your program of study AND educational goal- **AVOID selecting, "Undecided" IF UNDECIDED, please select Associates of Arts in Liberal Arts in Social and Behavioral Sciences, Option C**
- Click "Next" or Continue

#### Part II- Personal Information

- Enter in your personal information as it appears on legal documents (DO NOT USE NICKNAMES).
- Enter ALL required information and then click "Next" or continue

#### Part III- Contact Information

- Enter in your contact information
- Please make sure that you enter in the correct address and phone number
- Enter ALL required information and then click "Next" or continue

#### Part IV- Education

- For Enrollment Status:
  - Select "Enrolling in High school (or lower grades) and college at the same time".
- For High School Education:
  - Select "Enrolling in high school (or lower grades) and college at the same time" and leave the High school completion date blank.
- Enter all required information and then click "Next" to continue.

#### Part V- Residency 1

- Enter all required information and then click “Next” or continue. DO NOT USE THE WHEEL ON THE MOUSE TO NAVIGATE!

#### Part VI- Residency 2

- Enter all required information and then click “Next” or continue. DO NOT USE THE WHEEL ON THE MOUSE TO NAVIGATE.

#### Part VII- Needs & Interests

- This information is optional and voluntary. It IS NOT REQUIRED. This information will NOT be used in making admissions decisions and will not be used for discriminatory purposes.
- Enter the information you choose and then click “Next” or continue.

#### Part VIII- Request for Consent

- Read all information and select whether or not you consent, then click “Next” or continue

#### Part IX- Supplemental

- Please select correct information and then click “Submit Application”.
- Please make sure to **check the box that states**, “By Checking here, I, (YOUR NAME) declare that...” Then, submit your application. PRINT OUT CONFIRMATION PAGE IF POSSIBLE, and keep for your records or write down the confirmation number displayed.

## Online Orientation

*The directions below will help guide you through the MSJC Online Orientation- Available 24 Hours after applying to MSJC*

**Step 1** To begin the Online Orientation, login to; [ea.msjc.edu](http://ea.msjc.edu)

**Step 2** Once logged in, click on the Student Eagle Advisor menu tab. The online orientation is listed under Pre Registration. Please note; if this is your first time logging in, you may be prompted to change your password. Change your password and click on the Student Eagle Advisor tab and proceed with the online orientation.

**Step 3** Review all the information in each section of the online orientation- READ through all the information presented to you in each section by Clicking on the Arrow at the bottom of each page. You will be responsible for all the information presented, so please read through the materials carefully.

**Step 4** After reading each section, you will be prompted to take a quick quiz on the information and materials you just read. At the end of the Online Orientation, you will take a final quiz which covers the entire orientation. When you see a Congratulations message you will automatically get credit for completing the online orientation.