

# STEP BY STEP ARAPAHOE COMMUNITY COLLEGE APPLICATION GUIDE



Concurrent Enrollment  
Updated: October 2019

# ACC APPLICATION QUICK GUIDE

1

## GO TO ARAPAHOE.EDU

Under the admissions tab, click on "Apply"!

2

## CREATE AN ACCOUNT

Click on "Create an Account" and fill in your information. DO NOT use your school email when applying or creating account.

3

## ACTIVATE YOUR ACCOUNT

Find your account activation email and click "Confirm email now". If you cannot find the email, check your spam inbox.

4

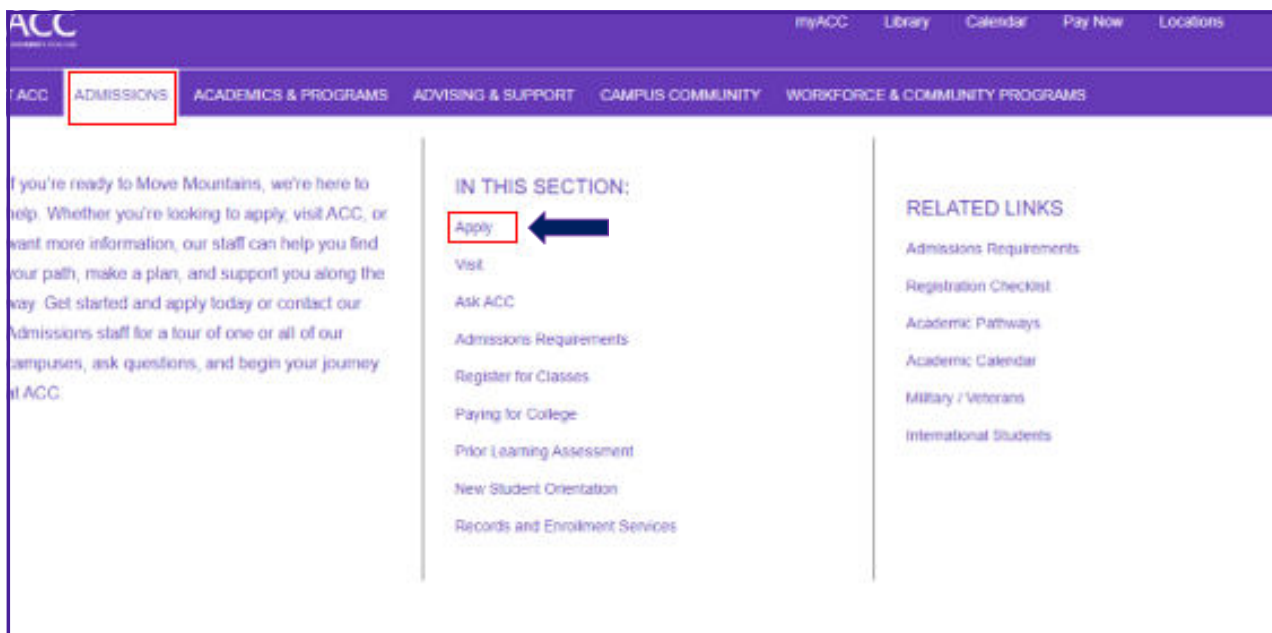
## APPLY

Once your account has been activated, log in and click "my account". Scroll down and click on "start an application".

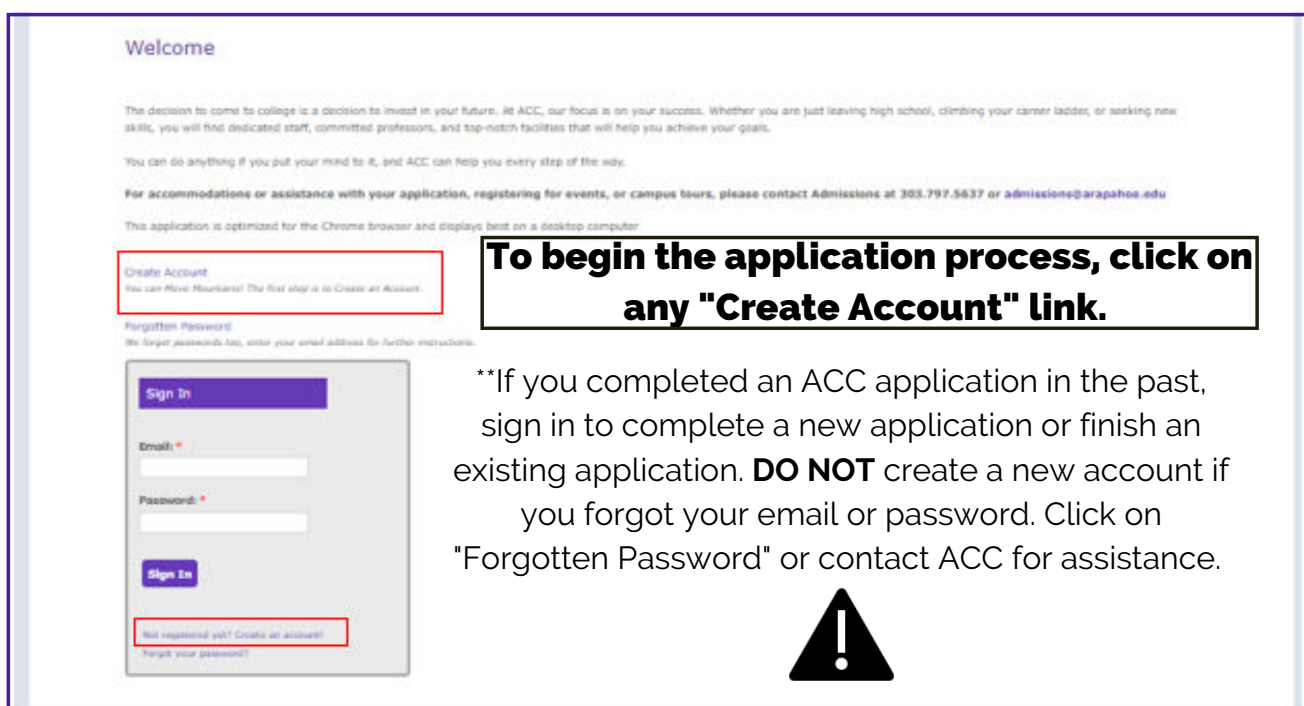
## CONTACT ACC ADMISSIONS FOR HELP WITH YOUR APPLICATION

PHONE: 303.797.4222  
EMAIL: ADMISSIONS@ARAPAHOE.EDU

## STEP 1: GO TO ARAPAHOE.EDU



**Go to arapahoe.edu, hover your mouse over the admissions tab and click on "Apply"**



## STEP 2: CREATE AN ACCOUNT

**Fill in your information. All fields with a red asterisk are required.  
DO NOT use your high school email.**

The screenshot shows the 'Create An Account' page on the ACC website. At the top left is the ACC logo. Below it is a link 'Back To www.accapline.edu'. On the right side of the header are links: 'Log In', 'Create Account', 'Apply Online', and 'Events'. The main heading is 'Create An Account'. Below this is a checkbox question: 'Are you logged in from a public computer?'. A paragraph explains the two-step process. Another paragraph provides tips for completing the application. The main form area is titled 'Contact Information' with a note: 'To allow us to best serve you, please provide all information requested. Items marked with an \* are required.' The form fields include: 'Legal First Name\*' (with 'ACC' entered), 'Legal Middle Name', 'Legal Last Name\*' (with 'TEST' entered), 'Former Last Name', 'Preferred First Name' (with 'ACCTEST' entered), 'Select Phone Type\*' (a dropdown menu showing 'Mobile phone'), 'Enter Mobile Phone' (with a text area containing a disclaimer about text messages), 'Enter Mobile Phone:' (with a note 'Please use (###) ###-#### format.' and a text input field), and 'Text Messaging' (with a note 'Select No to opt-out of any official college business. Students may not opt-out of emergency notifications (e.g. weather closures, hazards, etc.)' and radio buttons for 'Yes' and 'No', with 'Yes' selected).

ACC

Back To [www.accapline.edu](http://www.accapline.edu)

[Log In](#) [Create Account](#) [Apply Online](#) [Events](#)

### Create An Account

☐ Are you logged in from a public computer?

The application is a two-step process that begins with completing the Create Account portion. You will then be directed to the My Account Page where you can start a new application or continue a application.

Here are a few things to keep in mind to complete this application. In general, please carefully consider each of your answers before making your selection. It will be easier to complete if you do not change your answers once selected. Make sure to scroll down to the bottom of the page to select Save as you move from each tab. Remember to always click on the Select button and the Search button at the bottom of the boxes when given.

**Contact Information** - To allow us to best serve you, please provide all information requested. Items marked with an \* are required.

Legal First Name*	Legal Middle Name
ACC	
Legal Last Name*	Former Last Name
TEST	
Preferred First Name	
ACCTEST	
Select Phone Type*	
Mobile phone	
Enter Mobile Phone	
By providing a mobile phone number, I understand that my selected Community College may occasionally send me text messages related to official college business, such as recruitment, advising, registration deadlines, billing, financial aid, etc. I may always opt-out if I no longer wish to receive text messages.	
Enter Mobile Phone:	
Please use (###) ###-#### format.	
<b>Text Messaging</b>	
Select No to opt-out of any official college business. Students may not opt-out of emergency notifications (e.g. weather closures, hazards, etc.)	
<input checked="" type="radio"/> Yes <input type="radio"/> No	

## STEP 2: CREATE AN ACCOUNT

**What is your date of birth? \***  
Please enter date in MM/DD/YYYY format.  
NOTE: Please make sure to check that your birthdate reflects the correct year information. Once you submit this information it cannot be changed on the application.

01/01/2019

**Email Address \***  
AdmissionsTest@Arapahoe.edu

**Confirm Email Address \***  
AdmissionsTest@Arapahoe.edu

**When do you want to start attending college? \***  
(Spring - Starting Mid to Late January) (Summer - Starting Late May to Early June) (Fall - Starting Mid to Late August)

Fall 2019

**Account Information** (Password needs to be at least 6 characters long)


**Password \***

**Confirm Password \***

**Password Question \***  
If you forget your password, we will ask you this question in order to reset it.

**Password Answer \***  
If you forget your password, you must provide this answer in order to reset it.

☐ I'm not a robot



Create Account

Arapahoe Community College | 5900 S Santa Fe Dr., Littleton, Colorado 80160 | 303.797.5637  
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[Sign In](#) [Create Account](#) [Apply Online](#) [Events](#)

### ACC Account - ACTION NEEDED

Thank you for your interest in Arapahoe Community College!

Before starting your application you will need to check your email for instructions to verify and activate your account. Follow the quick and easy steps and you will be on your way to Moving Mountains.

Didn't receive the confirmation email? Be sure to check your SPAM or JUNK folders. If you still don't receive an e-mail, you can request and have the Activation E-Mail Resent to you by clicking the link below.

[Contact us](#) if you need assistance.

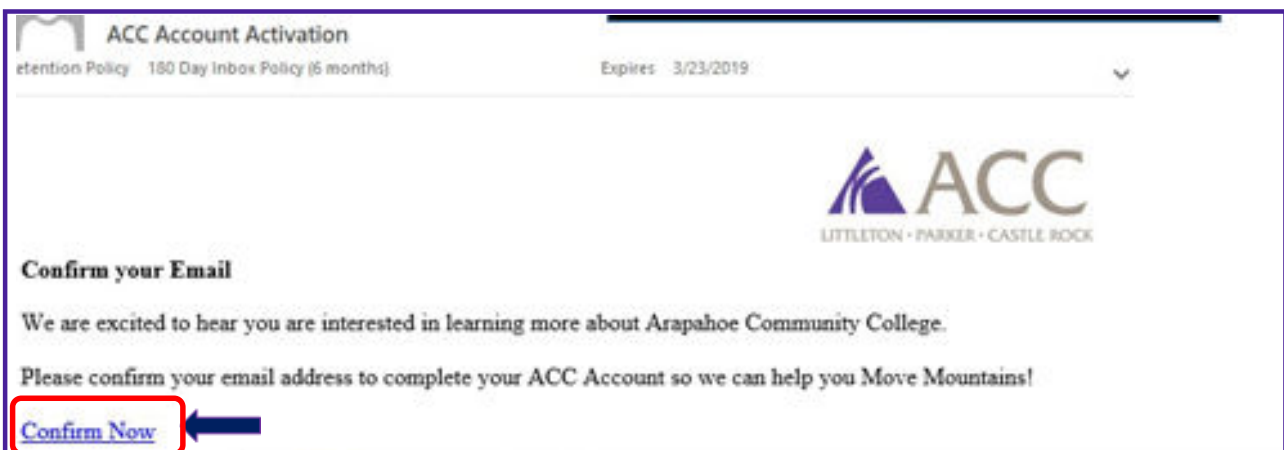
[Resend Activation E-mail](#)



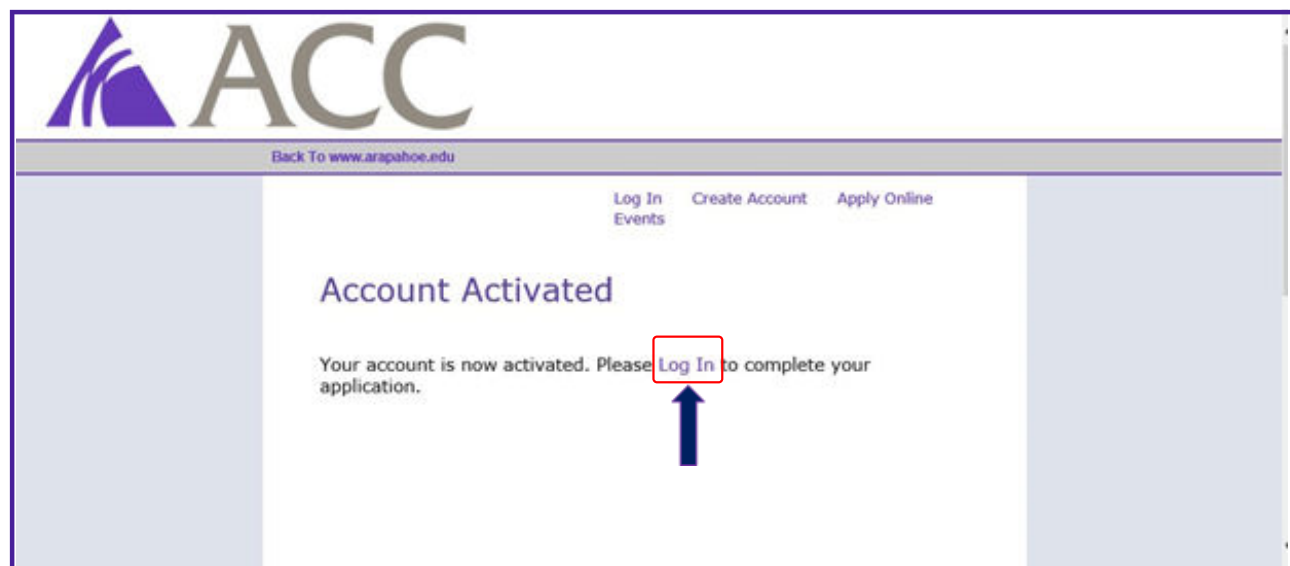
**You are not done!**  
**Activate your account to start your application!**

## STEP 3: ACTIVATE YOUR ACCOUNT

1. Login to the email account that you used when you created your ACC account.
2. Find your account activation email from ACC.
3. Click on "Confirm Now".



4. Once you click "Confirm Now" you will be taken to the page below.
5. Click on "Log in"



## STEP 3: ACTIVATE YOUR ACCOUNT

**You will be taken back to the sign in screen. Provide your email and password to sign in. If you are having trouble, please contact ACC.**

**Create Account**  
*You can Move Mountains! The first step is to Create an Account.*

**Forgotten Password**  
*We forget passwords too, enter your email address for further instructions.*

**Sign In**

**Email:\***

**Password:\***

**Sign In**

Not registered yet? [Create an account!](#)  
Forgot your password?

[Log Out](#) [My Account](#) [Apply Online](#) [Events](#)

**Your Account**

The decision to come to college is a decision to invest in your future. At ACC, our focus is on your success. Whether you are just leaving high school, climbing your career ladder, or seeking new skills, you will find dedicated staff, committed professors, and top-notch facilities that will help you achieve your goals.

You can do anything if you put your mind to it, and ACC can help you every step of the way.

For accommodations or assistance with your application, registering for events, or campus tours, please contact **Admissions** at 303.797.5637 or [admissions@arapahoe.edu](mailto:admissions@arapahoe.edu)

This application is optimized for the Chrome browser and displays best on a desktop computer

**Prospect Homepage**  
Go to your homepage

Have you attended and/or applied during the past year?  
If Yes, you are an Active student and do not need to re-apply

**My Applications**  
View your applications

**Register for an Event**  
Sign up for events here

**Change Password**  
Need to change your password?

**Log Out**  
Click here to log out

You might see this page once you login. Click on "My Account" at the top to access the application home page.

**My Account**

Get Ready to Move Mountains!

Dream of a better life. Of an associate degree and beyond. Of a new career path. Of a promotion. Of your own business. We can help you as we've helped thousands of others. You can do anything if you put your mind to it. ACC can help you every step of the way.

**My Profile**

If you have already submitted an Application for Admission you should change your contact information in your college Student Account.

new text Student ID

testing@staradix.com

**Area of Interest**

Entry Term	Academic Level	Academic Program	Admit Type	Location
Spring 2020				

Update Profile Change Password


**Events**

You are not currently registered for any events. [View Upcoming Events](#)

**Next Steps**

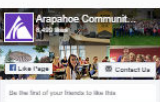
- ☒ 1. Create a Profile Created On: 10/12/2019
- ☐ 2. Start an Application
- ☐ 3. Complete an Application
- ☐ 4. Submit Supplemental Items

**Program Spotlight**



Students start at Arapahoe Community College as learners and go on to **MOVE MOUNTAINS** as world-class leaders.

**Contact Us**  
ACC Admissions  
5900 S Santa Fe Dr.  
Littleton, CO 80160  
303.797.5637  
[admissions@arapahoe.edu](mailto:admissions@arapahoe.edu)



Be the first of your friends to like this

This is the application home page. You can start a new application or finish an existing application.

## STEP 4: APPLY

**1. At the bottom of the application home page, you will see a "Next Steps" box. Click on the words "Start an Application". Do not click on the check box next to it.**

**Next Steps**

- ☒ 1. Create a Profile *Created On 10/17/2019*
- ☐ 2. Start an Application ←
- ☐ 3. Complete an Application
- ☐ 4. Submit Supplemental Items

**2. Click on "Start a new Undergraduate Application".**  
**3. Click on "Complete Selected Application". Make sure you chose the semester that you are planning on taking your Concurrent Enrollment class. If you are not sure which semester to choose, speak with your school counselor before you proceed.**

Sign Out My Account Apply Online Events

**Application Listing**

Start a new Undergraduate Application

Have you attended and/or applied during  
If Yes, you are an Active student and do

My Applications

Sign Out My Account Apply Online Events

**Online Application**

Select an application to complete

● Spring 2020 ←

Complete Selected Application Select a different term for your application



## STEP 4: APPLY PERSONAL INFORMATION

**Fill in your information. Do not use your school email, please use a personal email address. All fields with a red asterisk are required.**

### Online Application

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Please be sure to save your answers. Navigating between tabs without clicking "Save" at the bottom of the page may result in your answers not being saved.

**Personal Information**

Academic Information

Residency Information

Demographic Information

College Opportunity Fund and Certification

**Name**

Legal First Name \*

Legal Middle Name

Legal Last Name \*

Suffix

Preferred First Name

Former Last Name

**Text Messaging**

Select No to opt-out of any official college business. Students may not opt-out of emergency notifications (e.g. weather closures, hazards, etc.)

☒ Yes ☐ No

**What is your birth date? \***

Please enter date in MM/DD/YYYY format.

Email Address \*

**Address**

☐ Check if address is outside of U.S. or Canada

Mailing Address \*

City \*

State/Province Zip/Postal Code

If you need to leave the application at any point, click "Save Application"

Save Application

Save & Continue



## STEP 4: APPLY ACADEMIC INFORMATION

### Student Type:

#### Online Application

Personal Information

**Academic  
Information**

Residency Information

Demographic  
Information

College Opportunity  
Fund and Certification

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Please be sure to save your answers. Navigating between tabs without clicking "Save" at the bottom of the page may result in your answers not being saved.

#### Student Type

**Are you a student at another college and plan to attend our college for one semester only? \***

No ▼

**Did/will you graduate or earn a high school equivalency before you plan to begin classes? \***

▼

Yes, I passed the high school equivalency exam (includes GED, HISET, TASC)

Yes, I am a high school graduate (includes home school)

Yes, I am a current high school student who will graduate prior to the semester for which I am applying

**No, I am a current high school student who will not graduate prior to the semester for which I am applying (aka concurrent enrollment student)**

No, I did not graduate high school, I will not graduate high school, I have not or will not complete the high school equivalency exam (includes GED, HiSet, TASC)

▼

## STEP 4: APPLY ACADEMIC INFORMATION

### Academic Plans:

The screenshot shows a web form titled 'Academic Plans' with several dropdown menus and instructional callouts. A blue arrow points from the 'Select an Area of Interest' dropdown to its expanded list, and another blue arrow points from the 'Which campus do you want to attend?' dropdown to its expanded list.

**Academic Plans**

**What Semester do you plan to begin classes? \***  
(Spring - Starting Mid to Late January) (Summer - Starting Late May to Early June) (Fall - Starting Mid to Late August)

Spring 2020 ▼

**What is your current goal for community College?**

▼

**Select an Area of Interest \***

▼

**Select a degree or certificate \***

▼

**Which campus do you want to attend? \***

▼

**Select an Area of Interest \***

- Arts, Communications, Design
- Business
- Global, Human, Social Studies
- Health
- Math and Sciences
- Public Services
- Technology
- Show Me All Degrees/Certs
- Not Sure / Not Seeking a Degree or Certificate

**Which campus do you want to attend? \***

- ACC Littleton Campus
- ACC Parker Campus
- ACC Sturm Collaboration Campus at Castle Rock
- ACC Online Campus

If you are only taking classes at your high school, choose the ACC Littleton Campus. If you are taking classes at an ACC campus, please choose the correct campus.

## STEP 4: APPLY ACADEMIC INFORMATION

### High School Information:

[Click here](#) for more detailed instructions

School Name (full or partial)  
Highlands Ranch

Country  
United States

State/Province  
Colorado

City (full or partial)  
Highlands Ranch

**Search** **Cancel**

**School Name:**

- Enter School Name
- Country
- City

**Choose SEARCH**

- Select from Results Found

School Name (full or partial)  
Country  
Select Country

City (full or partial)

**Search** **Cancel**

**Results Found:**  
Select an organization

**Select**

**Results Found:**  
Select an organization  
Select an organization  
The organization is not listed  
Highlands Ranch Hs - 060742 (Highlands Ranch, Colorado, United States)

**Results Found:**  
Highlands Ranch Hs - 060742 (Highlands Ranch, Colorado, United States)

**Select**

Highlands Ranch Hs - 060742 (Highlands Ranch, Colorado, United States)

**Browse** **Clear**

## STEP 4: APPLY ACADEMIC INFORMATION

### High School Information:


Highlands Ranch Hs - 060742 (Highlands Ranch, Colorado, United States)

Browse

Clear

Complete School Name and Address if you couldn't find your high school in the list above

Please complete this section if your high school cannot be found in the dropdown list above by typing in the information.

Leave the text box blank! Enter your high school name ONLY if you cannot find it with the search function.

Have you or will you earn a high school diploma or High School Equivalency? \*

▼

Month you earned or anticipate earning your Diploma or High School Equivalency?

▼

Enter your anticipated high school graduation month and year.

Year you earned or anticipate earning your Diploma or High School Equivalency?  
(enter 4 digits for the year, YYYY)

Save & Continue

## STEP 4: APPLY RESIDENCY INFORMATION

### Citizenship Status:

### Citizenship Status

**Citizenship Selection \***

U.S. Citizen  
PR-Permanent Resident  
Visa Holder  
Other

Select your Citizenship Status. If you are not a U.S. Citizen and do not have a Social Security Number or Visa, choose "Other".

**Please enter Social Security Number \***  
Please enter 9 digits for the SSN (no dashes)

Your Social Security Number (SSN) will be treated as confidential disclosure. Providing your SSN helps to identify your records (CCCS), and connect them to critical records including financial aid. Your SSN may be used by authorized college officials for positive identification, state and federal reporting and compliance. It may also be used for college and CCCS programs.

Enter your Social Security Number with NO dashes or spaces. Save your application and go back to it if you do not have immediate access to your SSN. DO NOT enter an "invalid" number. It will delay your application and add additional steps to your

555555555

### In-State Classification

*To determine if you are eligible for Colorado In-State Tuition Classification, please answer the following questions.*

*Questions are not required, however leaving them blank or answering incorrectly may result in higher non-resident tuition. Please verify before clicking as answers cannot be changed once selected.*

**Based on your previous answers, we have calculated your age. DO NOT Change unless pre-selected button is incorrect! Changing this may affect your tuition classification**

☐ Over 23    ☒ Under 23

## STEP 4: APPLY RESIDENCY INFORMATION

### In-State Classification:

The screenshot displays the 'In-State Classification' section of a residency application form. It features two overlapping panels, each with a purple header and instructional text. The first panel contains three residency questions with 'No' dropdown menus. The second panel contains two residency questions with 'Yes' dropdown menus. A callout box on the right provides instructions on how to proceed based on the answer to the first question.

**In-State Classification**

Once you make a selection, if you wish to change your answer, click on the 'blank' option to clear all answers given after the answer you wish to change. Answer back to the 'blank' option.

**Residency Question:**  
Have you attended a Colorado High School for three years and been admitted or will be admitted to a Colorado higher education institution within 12 months of your graduation/GED completion?

No ▾

**Residency Question:**  
Have you been married for at least 12 months?

No ▾

**Residency Question:**  
Has your parent/guardian lived in CO for 12 or more consecutive months by the beginning of the semester that you are applying to?

Yes ▾

**Residency Question:**  
At this time, does your parent/guardian intend to stay in CO?  
Answering 'No' to this question will classify you as a non-resident for tuition purposes.

Yes ▾

**In-State Classification**

Once you make a selection, if you wish to change your answer, click on the 'blank' option to clear all answers given after the answer you wish to change. Answer back to the 'blank' option.

**Residency Question:**  
Have you attended a Colorado High School for three years and been admitted or will be admitted to a Colorado higher education institution within 12 months of your graduation/GED completion?

Yes ▾

Fully read the first residency question. If your answer is "yes", you can move on to the next section. If it is no then there will be a drop down of follow up questions.

## STEP 4: APPLY DEMOGRAPHIC INFORMATION

### Demographic Information:

*Once you make a selection, if you wish to change your answer, you must blank/clear all answers given after the answer you wish to change by changing the answer back to the 'blank' option.*

Choose a Military status

Complete your demographic information. Everything with a red asterisk is required.

Gender/Selective Service

**What was your gender at birth?\***

The answer to this question is tied to the [Selective Service](#) registration requirement for enrollment at a state-supported institution of higher education. Registering for Selective Service can enable students to be eligible to take advantage of programs and benefits including financial aid.

Female ▼

Ethnicity

*This information is collected for federal reporting requirements.*

Hispanic/Latino  
Non-Hispanic/Latino  
Non-Hispanic/Latino ▼



## STEP 4: APPLY DEMOGRAPHIC INFORMATION

### Demographic Information:

#### Supplemental Information

*The Perkins Act of 2006 requires us to ask these questions, however they are not required.*

Have either of your parents earned a Bachelors degree?

Is English your primary language?

☒ Yes ☐ No

Are you a single parent?

☐ Yes ☒ No

**Are you an out-of-workforce individual?** Out-of-workforce individual: A man or woman who (1) is at least 30-35 years old, (2) is unemployed and has not worked as an employee for a substantial number of years but has worked in his or her home providing unpaid services for family members, (3) has been dependent on the income of another family member but is no longer being supported by that income, (4) has been receiving public welfare assistance for having dependent children, (5) is underemployed and finding it difficult to upgrade employment.

☐ Yes ☒ No



## STEP 4: APPLY COF AND CERTIFICATION

### College Opportunity Fund and Certification:

#### College Opportunity Fund (COF)

**Do you allow us to create a College Opportunity Fund Account? \***

The College Opportunity Fund (COF) provides a tuition stipend for eligible undergraduate students. The stipend pays for a portion of your total in-state tuition. In order to receive the stipend, students must create a COF account and allow its use at a Colorado public institution or a participating private institution. Do you allow for this institution to create a COF account on your behalf so you can receive the stipend benefit, if eligible? If you select no, you will need to complete the COF process independently in order to receive the reduced tuition.

Please choose "Yes" regardless of  
Citizenship Status or Residency.

#### Certification

**Do you certify the following? \***

I hereby certify that, to the best of my knowledge, the information furnished on this application is true and complete without evasion or misrepresentation. I understand that, if found to be otherwise, it is sufficient cause for rejection or dismissal. I also understand that if I have not been classified as a resident for tuition purposes by this institution and have not petitioned for such a change before registration, that my tuition classification may not change until the next semester after the proper petition is approved.

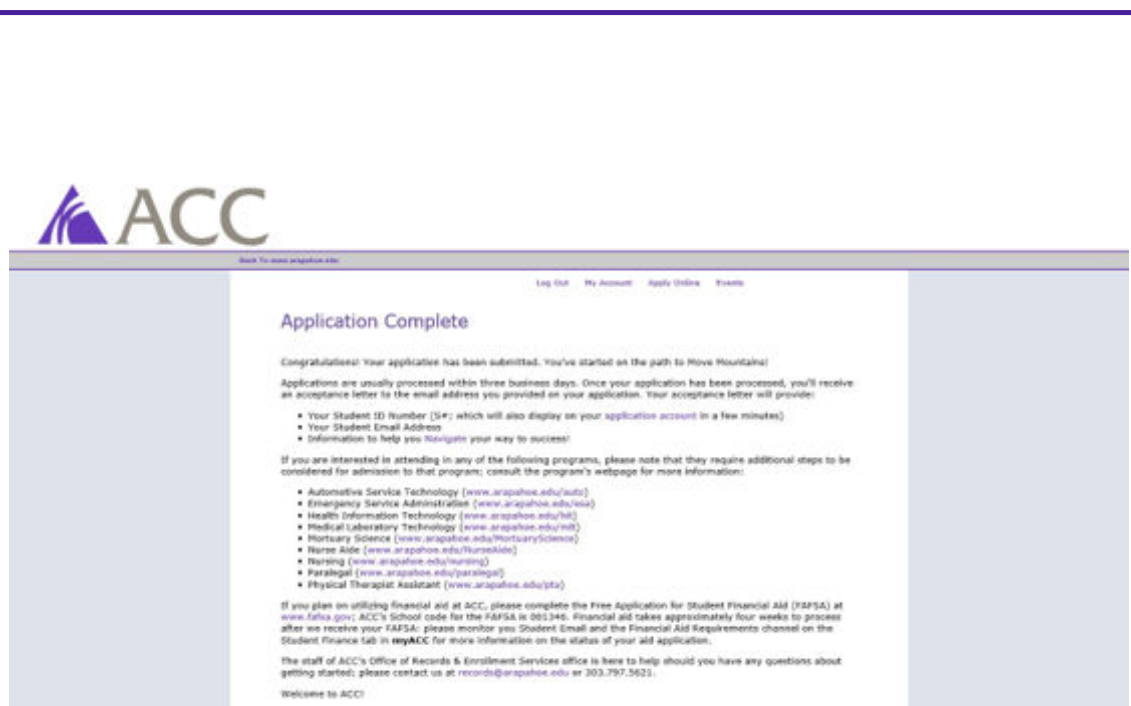
☒ Yes ☐ No

**Student Signature \***

Please enter your electronic signature. By entering your name in the box below, you are electronically signing this application and certifying that you are the person indicated. You must enter your legal name. If you purposely enter false or misleading information, you may be denied admission, continued enrollment, or re-enrollment per SBCCOE Board Policy 4-10.

Type in your full legal name

# APPLICATION COMPLETE! CONGRATULATIONS



**Please visit the Concurrent Enrollment web-page for next steps:**

**<https://www.arapahoe.edu/academics-programs/concurrent-enrollment/getting-started>**