



## CONCURRENT ENROLLMENT REGISTRATION CHECKLIST

### STEP 1: APPLY FOR ADMISSION

Complete an admission application online at:  
<https://www.hancockcollege.edu/apply/cccaply.php>

Students will need to know the following:

- Their valid *personal* email address
- Social security number (if applicable)
- Permanent address (if applicable)
- Residential status incl. alien registration number, its issue and expiration dates (if applicable)

Students will:

- Create OpenCCC account with a unique username and password (**Step 1**)
- Submit an admission application for the correct term (**Step 2**)
- Receive an AHC Student ID number (also known as H number) via email
- Receive AHC user name and log-in instructions to myHancock portal via email

### IMPORTANT!

**Print or write down and keep in your records:**

- OpenCCC user name and password
- AHC Student ID also known as H number
- Username and password to myHancock portal

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#### OpenCCC Tech Support (24/7)

Call: 877-247-4836

Email: [support@openccc.net](mailto:support@openccc.net)

### STEP 2: COMPLETE PAPERWORK

Download and complete the following forms:

- [Concurrent Enrollment Petition for Enrollment](#)
- [Concurrent Enrollment Appeal](#) (if applicable)  
*Reasons for Appeal:*
  - Low GPA at AHC
  - Enrolling in more than 6 units

Signatures needed on paperwork:

- Student's
- Parent's or Guardian's
- High School Principal's or their Designee's

How to Sign the Forms

- Print, fill out, and sign
- Fill out electronically, print, collect signatures, and scan with a free smartphone app, such as *Simple Scanner*, *Adobe Scan*, or *CamScanner* or take a picture!  
**Make sure the scan or picture is legible!**
- Complete and sign the form electronically with *Adobe Sign*

Submit ALL completed forms ***to your school***

**NOTE: Incomplete paperwork will be returned to the high school designee and not processed.  
*Hancock Student ID# is required on all forms!***

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#### Questions?

Call: (805) 922-6966 ext 3354 during business hours

Email: [concurrentenrollment@hancockcollege.edu](mailto:concurrentenrollment@hancockcollege.edu)