

ACADEMIC CHECKLIST

COMMUNICATE

As you move through your list of academic to-dos, please never hesitate to reach out with any questions or concerns. You can reach your CLE Academic Coordinator by phone at 949.270.1234 or via email at mwalker@experiencecle.com.

APPLY TO ORANGE COAST COLLEGE

- First things first! Please apply to Orange Coast College (OCC) online:
<https://www.opencccapply.net/uPortal/f/u66l1s1000/normal/render.uP>
- If you've decided to enroll at a different college campus, please reach out to your CLE Academic Coordinator for support in the process.

SEND MYOCC INFO

- Approximately 3-5 business days after you apply to OCC, you will receive an acceptance letter via the email address you included on your application. This letter will include directions for how to set up your MyOCC account. Once you have done so, please send your username, and password to your CLE Academic Coordinator.
- Once the student's MyOCC account is set up, they should also be able to access OCC's Canvas portal which can be found in MyOCC. Canvas will be an online hub for most OCC classes each semester. Before the semester begins, students should log-on to Canvas and complete the brief Online Orientation course that is available. The orientation goes over student rights and responsibilities at the college. Completing this course is a requirement for priority registration status in future semesters.

APPLY FOR FINANCIAL AID

- It is recommended that students apply for financial aid. Students should fill out the Free Application for Federal Student Aid (FAFSA) once every school year. After filling out FAFSA, students will be awarded loans, scholarships, and or grants based on several factors including financial need and family size. The link to FAFSA can be found here: <https://fafsa.ed.gov/>
- If assistance regarding financial aid is required, please reach out to Orange Coast College's Financial Aid office for support: http://www.orangecoastcollege.edu/student_services/financial_aid/Pages/default.aspx

ORDER TRANSCRIPTS AND COMPLETE PLACEMENT

- Incoming students may be required to submit a copy of their high school transcripts before registering for classes. Please contact your guidance or school counselor to request that an official transcript be sent to Orange Coast College.
- If you would like to transfer college credit from other colleges or universities, please arrange for an official transcript to be sent to Orange Coast College. Every college has different policies and procedures, but generally students can order official transcripts online.



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- California education legislation (AB 705 bill) regarding placement testing is currently in transition. In order to register for math and English classes and qualify for priority registration status, students should take placement tests at the OCC Assessment Center. Information about the tests and the Assessment Center hours can be found here:
http://www.orangecoastcollege.edu/student_services/AssessmentCenter/Pages/default.aspx.
- Alternatively, students can submit a petition to waive the test with high school coursework and grades, or scores from previous colleges that are less than two years old at the time of submission. The online petition form can be found here: <https://occsssp.formstack.com/forms/placementform>.

SUBMIT DSPS APPLICATION AND MEET WITH COUNSELOR

- You can apply for accommodations through the Disabled Students Programs and Services (DSPS) office online! Have electronic copies of your most recent testing or other supporting documents, like your IEP, ready to upload. You can find the application here: http://www.orangecoastcollege.edu/student_services/special_services/Pages/DSPS-Application-Process-and-Forms.aspx
- It will take about two weeks for your application to be processed so the sooner you can submit your information the better! Once you have been approved for services, your new OCC DSPS counselor will reach out to schedule an intake meeting. During this meeting, the counselor will go over approved accommodations and the rights and responsibilities of students in the DSPS program. Please let your CLE Academic Coordinator know when the intake meeting has been arranged so that they may plan to attend and support the student.
- After intake has been completed, students should schedule a follow-up appointment with their counselor to create an initial Student Education Plan (SEP) if this was not completed in the first meeting. This would be the time to ask about recommended courses! For students to qualify for priority registration in subsequent semesters, they are required to have an up-to-date SEP on file.

REGISTER AND PAY FOR CLASSES

- Students can register and pay for classes through the MyOCC portal at any time leading up to the first day of class, but it is important to register for classes as soon as possible as course availability becomes limited over time. Before registering, please reach out your Academic Coordinator to discuss the recommendations from your DSPS counselor. Your CLE Academic Coordinator can also help select appropriate classes if you did not receive recommendations from the college. Feel free to call or email to set up a meeting. It is generally recommended that new students register for only two courses. Previous college experience can be considered if the student wishes to register for more or fewer courses.

During the weeks of Orientation and Academic Preparation, students will complete the following tasks:

1. Looking up textbook information and purchasing or ordering necessary course materials.
2. Taking a campus tour and locating important landmarks and the students' classes.
3. Obtaining a student ID card.
4. Locating and reading course syllabuses for all registered courses.

