

1. Click on the link
<https://www.swccd.edu/programs-and-academics/continuing-education/steps-to-register-for-a-noncredit-course.aspx>
2. Scroll down and click on the button "Apply Online for Noncredit Courses" which takes you to [Noncredit Application to College](#).
3. Click on the link "Create an account" which takes you to [Create Your OpenCCC Account](#)
4. Click on the button Begin Creating My Account. This takes you to [Creat Account Page 1 of 3](#).
5. Fill in the information on this page.
6. Click on the button Continue to [Contact Information Page 2 of 3](#) and continue filling out the form
7. Click on the button [Continue to Create Account Page 3 of 3](#). You'll create a user name and password and PIN. The password must be between 7 and 20 characters long, include at least one letter and at least one number, and may not include anything other than numbers or letters. The PIN is a 4-digit number. **WRITE THESE DOWN!**
8. Supply 3 security questions and the answers. **WRITE THESE DOWN!**
9. Click in the box to put a checkmark "I'm not a robot".
10. Click the button Create My Account.
11. A screen appears which shows you your CCCID. **WRITE THIS DOWN!**
12. Click the button Continue to go to the screen Noncredit College Application, which is *back at the Southwestern College website*.
13. In Term Applying for, select Summer 2020.
14. In Educational Goal, the only ones that make sense for a non-credit course *for us* is 'Improve basic skills' or 'Undecided on goal'
15. In Intended Major ... chose Noncredit, then
16. Click the button Continue
17. There is another question about your current mailing address. Answer that, then
18. Click confirm to go to the [Noncredit College Application](#) page.
19. There are several tedious questions about how much high school you've complete, any college, etc. Remember, you only have to do this once. Be patient! Complete these, then click the button Continue to go to the [Needs and Interests](#) page.

20. Complete these, then click Continue to go to the [Demographic Information](#) page.
21. Complete these, then click Continue to go to the [Supplemental Questions](#) page.
22. Ya-da, ya-da, ya-da, click Continue to go to the [Submission](#) page.
23. Near the top of the page, under "Review your responses", is a link to "Save as PDF". I recommend you click that link and save this somewhere on your computer where you can find it again.
24. A page pops up "Request for Consent to Release Information". Read it and click the button "I Consent".
25. Scroll down to the section 'Submit your Application', read it, and check the two boxes.
26. Click the button "Submit my application". You'll get a confirmation screen.
27. Take a screen shot, or click the link to "save a copy" and save it in the same place as where you saved the .pdf in step 23.