



## Public Safety Department Application Instructions Agency Affiliated

All academy attendees must establish a student account by completing the Yuba College application for Admission. The link is provided below, please be advised the application is a 2-step process.

<https://yc.yccd.edu/admissions/new-students>

1. Utilizing the link above, under Step One, 'Click Apply Now'.
2. If you do not have an OpenCCC account, you will click 'Create an Account'. If you already have an OpenCCC account, you will 'Sign In' to access the application for the specific semester (spring, summer, fall) and skip Steps 3 & 4, move on to Step 5.
3. An email address is required in order to establish your account; on the page that loads you will click 'Begin Creating My Account'.
4. You will then be required to fill out 3 pages of personal information as well as establish a user name and password. Please keep this information for your records. After creating your account, you will receive an email from OpenCCC with your CCC ID. \*This is not your Yuba College ID number.
5. You must now sign in to access the Yuba College application for scheduled semester. You will know you are in the application as there is a menu on the left hand side that displays green check marks each time you complete one section and move onto the next. You must complete each section thoroughly and submit your application. You will then receive an email from Yuba College and a student ID number.

The above link will display several steps for new students to take. You will only need to complete Step One, the college application. Your training manager will submit your medical and DOJ clearance to the Public Safety office on your behalf. The Public Safety Administrative staff will process registration for you once your application has been submitted online. Please contact Kristyn McFarland, [kmcfarla@yccd.edu](mailto:kmcfarla@yccd.edu) after the application is complete. Kristyn will ensure your application is in and that there are no additional issues with your account. Please be advised applications take one hour from submission to make it into the college system.

An invoice will be sent to your training manager after the course has started. Should you receive an invoice from Yuba College in the mail showing fees, please disregard. The Fiscal Services Department processes a bulk grab of student accounts with fees throughout the year and we do not yet have a way to exclude our academy/agency students. Agency affiliated attendees have their fees extended to allow your agency time to process and submit payment.

If you have any questions while completing the application process, please contact the Public Safety Administrative Staff at the number listed below.