

How to Complete Your Intake Card Online

(For Continuing Students)

Visit www.ccc.edu/coronavirus for COVID-19 updates and guidance.

Current Students: Keep Learning

Virtual Student Services



WELCOME

City Colleges Student

Register for Summer and Fall Classes

my.CCC.edu
CITY COLLEGES OF CHICAGO

LOGIN

» [Search Classes](#)
Search for classes and see dates, times, descriptions and availability.

» [Class Search Guide](#)
Use this guide to help navigate the class search and to get the best results.

» [Need Help Logging In?](#)
Find out how to locate your username or reset your password.

» [Want to Learn More?](#)
Explore your career options and find the City Colleges program that works for you.

» Additional Links

[Home](#) | [About Us](#) | [Admission](#) | [Academics](#) | [Financial Aid](#) | [Student Services](#) | [Faculty Services](#) | [Contact Us](#)

To complete the Online Student Intake Card, go to:

my.CCC.edu

and click on “LOGIN”

Sign in with your City Colleges of Chicago username and password

Sign in

Enter your CCC username and password.

If you can't login, reset your password at passwordreset.ccc.edu.

If you don't know your username, [retrieve it here](#).

To get additional help or open a support ticket, visit www.ccc.edu/help.


my.CCC.edu Student Home

Countdown

8

Registration Countdown
Classes fill quickly!
[View academic calendar and registration dates](#)
There are 8 days until the Summer 2020 registration deadline.

Alerts/Tasks/Holds
Hi Student
Take action on the following items:



1 To Do's


Announcements

- [CCC's Response to COVID-19](#)
- [Protect Yourself Against Cyber Attacks](#)
- [Make Tuition Payment Arrangements](#)
- [View Your Account Statement](#)
- [Check Your Student Refund](#)
- [Select Refund Option Using BankMobile](#)

[View More...](#)


Academic Records

View the classes you have taken.




Manage Classes

Load your shopping cart or complete preregistration.



Academic Progress


An at-a-glance view of where you are in your academic journey.



The Academic Requirements report is not available.


Student Finance Account

View student account overview.




Financial Aid

View your financial aid.




Quick Access

Helpful tools and links.




Profile

View your personal information.



Adult Ed Student Intake Card

Update your required Adult Ed information.



773-COLLEGE | LIVE CHAT | ONLINE HELP

You can access the Adult Ed Intake Card in two ways:

- Option 1: Click on “To Do’s” in Alerts/Tasks/Holds
- Option 2: Click on “Adult Ed Student Intake Card”

Note: If you don’t have any “To Do” items or you don’t see the “Adult Ed Student Intake Card” square, you have either already confirmed all registration information for the year or you are not required to do so.

✕ Exit
Next >
⋮

Emplid 123456789

Welcome <input type="radio"/> Visited	<h2>Welcome</h2> <p>Please complete the Adult Education Student Intake Card for 2020-2021 school year.</p> <p>(En español abajo)</p> <p>Disclaimer: By submitting this application, I certify that the information contained on this form is true to the best of my knowledge. I authorize the release of my GED/High School equivalency testing results to the City Colleges of Chicago for the purpose of being included in state and federal outcomes reporting and for use in institutional research.</p> <p>Directions:</p> <ol style="list-style-type: none"> For each tab along the left, update any information about yourself that has changed. <ul style="list-style-type: none"> NOTE: You cannot change your name, home address, social security number (not required), or date of birth in this form. Please reach out to the contact listed below to change any of this information. Click on the green "Confirm" button in the right corner for each tab. When all tabs have green circle & "Complete," select the "Complete" tab to submit the form. <p>If you need help completing this form, please contact:</p> <p>Daley College, Arturo Velasquez and off-sites:</p> <ul style="list-style-type: none"> Email: DaleyAdultEd@ccc.edu Phone: 773-838-7500 <p>Kennedy-King College, Dawson Technical Institute and off-sites:</p> <ul style="list-style-type: none"> Email: KKAdultEd@ccc.edu Phone: 773.602.5340 <p>Malcolm X College, Westside Learning Center and off-sites:</p> <ul style="list-style-type: none"> Email: MXAdultEd@ccc.edu Phone: 312-850-7300 <p>Olive-Harvey College, South Chicago Learning Center, and off-sites:</p> <ul style="list-style-type: none"> Email: OHAdultEd@ccc.edu Phone: 773-291-6292 <p>Truman College and off-sites:</p> <ul style="list-style-type: none"> Email: TrumanAdultEd@ccc.edu Phone: 773-907-4350 <p>Wright College, Humboldt Park, and off-sites:</p> <ul style="list-style-type: none"> Email: WrightAdultEd@ccc.edu Phone: 773-481-8823
* Personal Details <input type="radio"/> Not Started	
* Addresses <input type="radio"/> Not Started	
* Emergency Contact <input type="radio"/> Not Started	
* Ethnicity <input type="radio"/> Not Started	
* About Me <input type="radio"/> Not Started	
* Education <input type="radio"/> Not Started	
Complete <input type="radio"/> Not Started	

The first page is the "Welcome" screen, which includes instructions for completing the form and contact information for each Adult Education Office if you need help.

You can move beyond the "Welcome" page by selecting next in the top right corner or by clicking on any tab to the left.

You can complete the sections of this form in any order.

- Welcome**
 Visited
- * Personal Details**
 In Progress
- * Addresses**
 Not Started
- * Emergency Contact**
 Not Started
- * Ethnicity**
 Not Started
- * About Me**
 Not Started
- * Education**
 Not Started
- Complete**
 Not Started

Personal Details

Confirm

Date of Birth 01/01/1920

Gender Male

Names

+	
Name	Type
[Student Name]	Primary >
[Student Name]	Preferred >

All information already on record will auto-populate for you to confirm.

The first step is to confirm Personal Details.

You are NOT able to edit “Personal Details” in the portal because it requires documentation.

If you need to change your name, date of birth, or gender, contact your Adult Education Office.

If everything is correct, select “Confirm.”

<p>Welcome ○ Visited</p>	<p>Addresses 01/01/1920</p> <p>Home Address</p> <table border="1"> <thead> <tr> <th>Address</th> <th>From</th> </tr> </thead> <tbody> <tr> <td>[Student Address] Chicago IL 60637</td> <td>Current</td> </tr> </tbody> </table> <p>Mailing Address</p> <p>No address defined</p> <p>Add Mail Address</p> <p>Permanent Address</p> <p>No address defined</p>	Address	From	[Student Address] Chicago IL 60637	Current	<p>Confirm</p>
Address	From					
[Student Address] Chicago IL 60637	Current					
<p>Personal Details ✔ Complete</p>						
<p>Addresses ● In Progress</p>						
<p>Emergency Contact ○ Not Started</p>						
<p>Ethnicity ○ Not Started</p>						
<p>About Me ○ Not Started</p>						
<p>Education ○ Not Started</p>						
<p>Complete ○ Not Started</p>						

You are NOT able to edit your home address in the portal because it requires verification.

You are able to add a mailing address, which can be different from the home address and does not require documentation.

If you need to change your home address, contact your Adult Education Office.

When this information is correct, select “Confirm.”

- Welcome**
○ Visited
- * Personal Details**
✔ Complete
- * Addresses**
○ Not Started
- * Emergency Contact**
● In Progress
- * Ethnicity**
○ Not Started
- * About Me**
○ Not Started
- * Education**
○ Not Started
- Complete**
○ Not Started

Emergency Contact

Confirm

+

Contact	Phone	Preferred
[Emergency Contact 1]	555/555-5555	✔
[Emergency Contact 2]	555/555-5556	

Cancel
Edit Contact
Save

*Name

*Relationship ▼

Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

+

Phone	Type

Next is Emergency Contacts.

If the information did not change, select "Confirm" to move on.

You can add new emergency contacts by selecting + above the word "Contact" or update existing emergency contacts by selecting > next to each contact row.

When updating contact information, remember to select save.

Welcome <input type="radio"/> Visited
* Personal Details <input checked="" type="radio"/> Complete
* Addresses <input type="radio"/> Not Started
* Emergency Contact <input type="radio"/> Not Started
* Ethnicity <input checked="" type="radio"/> In Progress
* About Me <input type="radio"/> Not Started
* Education <input type="radio"/> Not Started
Complete <input type="radio"/> Not Started

Ethnicity

There are certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, students are invited to voluntarily self identify their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

1) Are you Hispanic or Latino? [Explain](#)

Yes-I am Hispanic or Latino

No-I am not Hispanic or Latino

2) What is your race? Select one or more. [Explain](#)

American Indian or Alaska Native

Asian

Black or African American

Primary

Hispanic or Latino

Native Hawaiian or Other Pacific Islander


White

The information is correct as entered.

Submit

The next tab is Ethnicity.

Note: There is no confirm button. For this page, select "Submit" at the bottom.

<p>Welcome ○ Visited</p>	<p>About Me Confirm</p>
<p>* Personal Details ● Complete</p>	<p>*Marital Status <input type="text" value="Civil Partnership"/></p> <p>*Military Status <input type="text" value="No Military Service"/></p>
<p>* Addresses ○ Not Started</p>	<p>*Is English your native language? <input type="text" value="No"/></p> <p>Select your native language <input type="text" value="Bulgarian"/></p>
<p>* Emergency Contact ○ Not Started</p>	<p>*Career Pathway <input type="text" value="Agriculture, Food & Nat Res"/></p> <p>*Primary Goal <input type="text" value="Earn GED/Secondary Education"/></p>
<p>* Ethnicity ○ Not Started</p>	<p>*Highest Grade Completed <input type="text" value="Associate's degree"/></p> <p>*Work Status <input type="text" value="Employed w/notice or military"/></p>
<p>* About Me ● In Progress</p>	<p>*Did you parents complete 4 year degree <input type="text" value="A: Father Only"/></p> <p>*Family Income <input type="text" value="\$21,000 - 23,999"/></p>
<p>* Education ○ Not Started</p>	<p>No of children under 18 <input type="text" value="2"/></p> <p>Number of Other Dependents <input type="text" value="1"/></p>
<p>Complete ○ Not Started</p>	<p>*Special Needs <input type="text" value="Documented disability by ADA"/></p> <p>How did you hear about the program <input type="text" value="Community Organization"/></p>
	<p>Referral <input type="text" value="N/A"/></p> <p>Citizenship Status <input type="text"/></p> <p>Citizenship Date <input type="text" value=""/> </p> <p>Have you passed the Constitution exam? <input type="text" value="No"/></p> <p>Please check all that apply:</p>

Like other tabs, “About Me” will auto-populate with any information already in the system.

You may make changes as needed.

Only questions with an * are required. Any field without *, like Citizenship Status, is optional.

Please check all that apply:

- Dislocated Worker No
- In a Correctional Facility No
- Ex-Offender No
- English language learner No
- Youth in foster care No
- In a Comm. Correctional Prog No
- Exhausting TANF within 2 years No
- Low Income No
- Homeless person/runaway youth No
- Long-term unemployed No
- In Other Institutional Setting No
- Individual with a disability No
- Single Parent No
- Migrant and season farmworker No

“About Me” continues with Yes/No sliders.

All of these questions are optional.

Change the No to Yes by clicking on the circle next to No.

Welcome ○ Visited
* Personal Details ✔ Complete
* Addresses ✔ Complete
* Emergency Contact ✔ Complete
* Ethnicity ✔ Complete
* About Me ✔ Complete
* Education ● In Progress
Complete ○ Not Started

Education

Confirm

High School or Equivalency information

Please select information about the high school (or GED test/high school equivalent) you last attended or from which you graduated.

*School Status **Attended, did not graduate** ▼

I attended a school outside USA No

I was home schooled No

*School Name

Find my school No

*Last Date of Attendance 

Next is Education.

Enter your high school education or equivalency information.

Select “School Status” from the drop down.

If you attended outside the U.S. or were homeschooled, you can add last date of attendance and confirm.

If not, you will need to “Find my school” (see next page for instructions).

Education

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Confirm

High School or Equivalency information

Please select information about the high school (or GED test/high school equivalent) you last attended or from which you graduated.

*School Status **Attended, did not graduate** ▾

I attended a school outside USA No

I was home schooled No

*School Name

1

Find my school No

School name is required: to enter school name, click circle next to "No"

*Last Date of Attendance 05/27/2005

5

Confirm

Education

Search my School

Find My School

Please enter partial search strings for school name and/or city and click search.

2

School Name "contains" WHITNEY YOUNG

City CHICAGO

3

Search School

Go Back

Select your school from the list below

I cannot find my School

4

Select	School Name	City	State
Select	Whitney M Young Magnet Hs	Chicago	IL

To add your school's name:

1. Click on "No" next to "Find my school."
2. Type in your high school name and city.
3. Select "Search School."
4. If the name is in the list, click "Select" (if not, select "I cannot find my school").
5. Select "Confirm."
6. Select "Confirm" again.

<p>Welcome</p> <p><input type="radio"/> Visited</p>
<p>* Personal Details</p> <p><input checked="" type="checkbox"/> Complete</p>
<p>* Addresses</p> <p><input checked="" type="checkbox"/> Complete</p>
<p>* Emergency Contact</p> <p><input checked="" type="checkbox"/> Complete</p>
<p>* Ethnicity</p> <p><input checked="" type="checkbox"/> Complete</p>
<p>* About Me</p> <p><input checked="" type="checkbox"/> Complete</p>
<p>* Education</p> <p><input checked="" type="checkbox"/> Complete</p>
<p>Complete</p> <p><input type="radio"/> Visited</p>

Complete

Thank you for completing the Student Intake Card. If you have any questions, please reach out to your Adult Education Office.

Gracias por completar la Tarjeta de admisión de estudiante. Si tiene alguna pregunta, comuníquese con su Oficina de Educación para Adultos.

When all of the tabs on the left are marked “Complete,” you are finished.

If you click on the “Complete” tab, you will see a confirmation message.