

Yavapai College Admission Directions for High School Students

Welcome to Yavapai College! The first step to participating in Yavapai College's Concurrent Enrollment Program is to apply for admission. Please follow the directions listed below to properly complete the admissions application. It is recommended to check your spelling on all pages of the application. The information you provide during the admissions process is used for student identification purposes during your time of attendance. If you encounter problems at any time during the admissions process, please contact the Yavapai College Answer Center at 928-776-2149 or 928-634-6520.

Welcome to Yavapai College Student QuickStart!

Begin by selecting the option below that best describes you.

I'm new to Yavapai College and have never taken classes before.

You'll need to apply for admission before you can register - don't worry, it's fast and free.

[Apply for admission](#)

I am a current or former YC student...

and I know my username and password.

Login

I am a current or former Yavapai College student...

but do not remember my username or password (or was never provided one)

[Search for my account](#)

STEP 1:

Go to www.yc.edu/quickstart and click on **Apply for Admissions**

Apply Online - Become a YC Student

The application process can involve up to nine (9) steps and takes approximately ten (10) minutes to complete based on your responses. There is no cost to apply for admission to Yavapai College.

You may need the following information to complete the application.

- Your social security number
- Driver's license and vehicle registration

[Apply for admission to Yavapai College](#)

Need Help? Call Enrollment Services for assistance - (928) 776-2149 (M-F, 8am-5pm).

STEP 2:

On this screen, click **Apply for admission to Yavapai College**.

Select an Application Type

- New First Time College Student**
- New to Yavapai College with Prior College**
- Personal Interest** - For those interested in taking classes for personal growth, not for degree or certificate completion. **NOT** for Underage applicants.
- Underage Applicants** - For those who are under 18 years old by the start of the semester, or who have not graduated from high school or received a GED by the start of the semester.

Application Type: Underage

Continue

High School Student

[Return to Home Page](#)

STEP 3:

Select the **High School Student** option and then click Continue.

TIP: In order to properly enroll, it is very important to select the HIGH SCHOOL STUDENT application.

Apply for Admissions

Select an **Admission Term** and enter your name. **Capitalize** the first letter of First and Last Name.

Please choose the earliest term that you might attend! (Summer instead of Fall, for example)

* - indicates a required field.

Application Type: Underage

Admission Term:* Select...

First Name:* Select...

Middle Name: Spring 2013

Last Name:* Summer 2013

Fall 2013

Fill Out Application

[Return to Application Menu](#)

STEP 4:

Under Admission Term, choose the term you plan to attend.

Fall is August – December
Spring is January-May

Fill in the remaining fields.

TIP: The entire application must be completed in the same session. If the application is not completed in one session, all information will be lost, and the student must start a new application from the beginning.

Application Checklist

Home > Application Checklist

- Click on **Name** to start and fill in each section the same way.
- A red check mark will appear as each section is completed.
- Click on Application is Complete when all sections have a red check mark.

Name **High School Attending**

Personal Information **Certification of Information**

Address and Phone

Application is Complete

[Questions? Email us.](#)

STEP 5:

Click the **Name** link to begin filling out your admissions application.

TIP: You can revisit any of the sections to update or add additional information until you click on the **Application is Complete** button. Once you select **Application is Complete** the application can no longer be updated.

Home > Name

Name (Checklist Item 1 of 5)

- Click Continue to move to next section
- Click Checklist to see all sections

* - Indicates a required field.

Last Name:*

First Name:*

Middle Name:

Previous Last Name (Maiden Name, etc.):

[Return to Checklist without saving changes](#)

STEP 6:

Double check that your name is spelled correctly, then click the **Continue** button.

TIP: Once you fill in the required information, click on either the **Checklist** or **Continue** buttons to continue to the next section.

TIP: To return to the checklist without entering the required information, click on the **Return to Checklist without saving changes** link.

Personal Information (Checklist item 2 of 5)

[Find a page](#)

- Yavapai College reserves the right to verify citizenship per ARS 15-1803
- You will be issued a college ID number; your SSN is required but will be maintained in a secure area
- If you are unable to provide a social security number, email us at admissions@yc.edu with your telephone number and we will contact you to process your application.
- Click Continue or Checklist

* - Indicates a required field.

Citizenship:*

• Where were you born? List city & state.

Email:*

Verify e-mail address:*

SSN (XXXXXXXX):*

Gender:* Male Female

What is your ethnicity?

Hispanic or Latino

Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

American Indian/Alaska Native Asian Black/African American Pacific Islander/Hawaiian White

Birth Date:* Month Day Year (YYYY)

Family member attended YC?:

Did either of your parents complete a four-year degree?* Yes No

[Return to Checklist without saving changes](#)

STEP 7:

Under **Citizenship**, the correct choice for a US citizen is:

U.S. Citizen Self-Reported

When entering in your social security number, use numbers only.

Fill in the remaining fields.

TIP: The on-line application will not work for students without social security or permanent resident numbers. Students without social security or permanent resident numbers should contact the college at 928-717-7640 for assistance.

Address and Phone (Checklist item 3 of 5)

Apache and Greenlee county residents: Call 928.776.2149 to request an Out of County form to be completed each semester and submitted to Enrollment Services. Failure to do so will result in additional tuition due on your account.

* - indicates a required field.

Permanent

Street Line 1:*

City:*

State:*

Zip Code:*

Country:

Country:

Phone Number (e.g. [928] - [5551234] Ext. [1234]): * - Ext.

[Return to Checklist without saving changes](#)

STEP: 8

Fill in your permanent address information. Be sure to include all address numbers, apt. numbers, etc.

TIP: If your address is not recognized, put an exclamation mark (!) at the end of the line to force the system to recognize it.

High School Attending (Checklist item 4 of 5)

If Unknown High School - UN

- If GED, enter **GED** in both High School Code and High School Name fields; enter City and State
- If Foreign High School - FOR
- If Home School, check the home school box and enter graduation date
- If exact day of HS graduation unknown, use 15 as the day

* - indicates a required field.

Home School (check for yes):

High School Attended:* [Lookup High School Code](#)

If School not found:

High School Name:*

High School City:*

High School State:*

Expected Graduation Date:* Month Day Year (YYYY)

[Return to Checklist without saving changes](#)

STEP 9:

Click on the blue **Lookup High School Code** link. This will direct you to a tool that will find your high school and plug in most of the information required on this screen.

After that, enter your **Expected Graduation Date** and click the **Continue** button.

TIP: If your high school doesn't come up when you Look Up High School Code, follow the instructions at the top of the screen.

TIP: If the exact day of HS graduation is unknown, use 15 as the day.

Certification of Information (Checklist item 5 of 5)

By selecting "Yes" below, you certify that the information in this application is true and complete and that you agree to abide by all Yavapai College policies and rules.

* - indicates a required field.

I certify that the information provided in this application is complete and correct, Yes No and I authorize Yavapai College to verify the information provided.*

[Return to Checklist without saving changes](#)

STEP 10:

Certify the information in your application is correct and true, then click **Continue**.

Application Checklist

Click on **Name** to start and fill in each section the same way.

- A red check mark will appear as each section is completed.
- Click on Application is Complete when all sections have a red check mark.

Name High School Attending

Personal Information Certification of Information

Address and Phone

STEP 11:

Once all the items show red check marks next to them, click the **Application is Complete** button.

TIP: Once the **Application is Complete** button is selected, no additional changes can be made to the application.

Please print this page for your records!

Dear Test for Highschool App - Jeremy,

Your admissions application has been received, and you are almost done! High school students are subject to Conditional Admission requirements. This means that additional paperwork must be completed by you and your parent(s) or legal guardian, which you can pick up at any campus from registration staff. When picking up your paperwork, be sure to bring your AZ driver's license or other proof of citizenship and any assessment scores you may have, including AIMS scores. (Dual Enrollment students will work through the appropriate high school instructor for this paperwork.)

Activate your YC account now [by clicking here](#).

Your Yavapai College username is: [REDACTED]

Your temporary password: [REDACTED]

Please print or save this page for your records. You will not be able to return to this page after you exit. If you need assistance, contact us at admissions@yc.edu or call 928.776.2149.

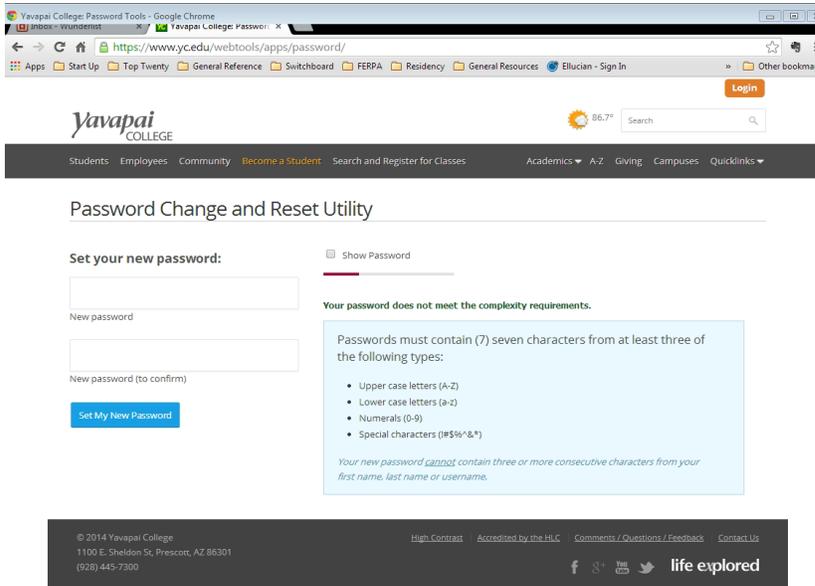
Sincerely,
Terri Eckel, M.A.
Associate Dean

Important: Activate your YC account before closing this page!

STEP 12:

This is your acceptance letter to Yavapai College. Be sure to save this page for your records. Also note that this page shows your username and temporary password. These items are necessary when registering for classes, using a computer on campus or to log in to your student account. Next, click on the **HERE** link to set up your permanent password.

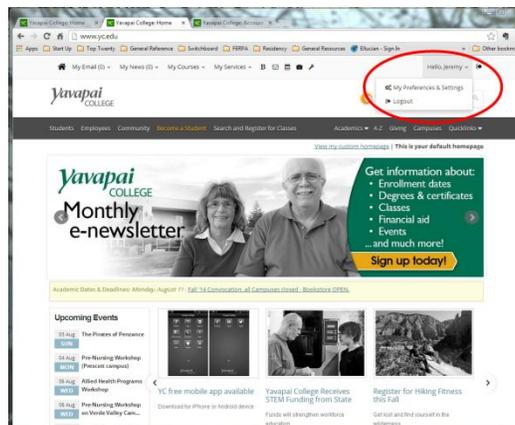
TIP: The text in the model to the left is out of date – the actual text of the letter students see will have up-to-date information. Please follow the instructions on the updated letter.



STEP 13:

When you enter your temporary password from step 12 the system will require you to create a new password. First you will be required to re-enter your username and temporary password, then it will prompt you to create a new password.

On this screen, enter a password that meets the requirements listed in the box at the right.



STEP 14:

Log into the website, click on Hello (your name) in the upper right corner, click on My Preferences and your Y number will be highlighted in bright red.

Congratulations! Your admission application to Yavapai College is now complete.