



# INTERNATIONAL STUDENT ENROLLMENT STEPS

## 1. COMPLETE AN ONLINE ADMISSIONS APPLICATION

Visit [www.reedleycollege.edu](http://www.reedleycollege.edu) and click on "Apply Now", then "Create an account" under Step 1. After you submit your application, you will receive an email from CCCApply with your application confirmation number. This is NOT your student ID number. Your application will be processed within 3 business days, and your 7-digit Reedley College student identification number will be emailed to you.

## 2. ACTIVATE YOUR SELF-SERVICE AND SCHOOL EMAIL ACCOUNTS

Activate your Self-Service Student Account at [www.reedleycollege.edu](http://www.reedleycollege.edu) > MyPortal. Please note: In order to receive a student ID number, you must first complete the admissions application. Please allow 2-3 business days for your application to clear. Once your application is processed, your 7-digit student ID number will be sent to you via email. Your username is your student ID number. Your password is your first initial (upper case), your last initial (lower case), and your 6-digit date of birth. For example, student John Smith was born on January 1, 1997 and has a student ID number of 0123456. John's login information would be: Username: 0123456 and Password: Js010197

## 3. ORIENTATION

Complete the [Online Orientation](#). Use the username and password instructions described in Step 2 above. Under "Role" select "Student" from the dropdown menu and then click "Login". Once you login, click on "Enroll in Course" and complete each of the orientation modules. After completing the orientation, you will receive a confirmation email to your SCCCD student Email account.

## 4. COUNSELING AND ADVISEMENT

Meet with a college counselor. A Reedley College counselor will help you plan your educational path and, together, you will develop a semester- by-semester Student Educational Plan (SEP) based on your educational and career goals. Email International Students academic counselor:

General international student counselor: David Shoemaker, [Schedule an Appointment](#)

International student counselor for athletes: Javier Renteria, [Starfish Link](#).

## 5. REGISTRATION

Register for classes. International students will need to go through Admissions & Records to register. Please contact [admissions@reedleycollege.edu](mailto:admissions@reedleycollege.edu) for assistance.

## 6. PAY FEES

Tuition must be paid BEFORE you arrive at Reedley College. You may pay your fees in your [Self-Service](#) account. [Pay Online in Self-Service](#) instructional video.

There is an option to enroll in a payment plan. The enrollment fee is \$45. You must use a credit card that is accepted in the US and can be automatically debited for each payment. In addition, you must make your first payment by the Friday before classes begin.

## 7. Purchase Health Insurance through [LewerMark Insurance](#).

Once you purchase your insurance, please email your receipt showing the effective dates to [admissions@reedleycollege.edu](mailto:admissions@reedleycollege.edu). Insurance must be purchased before you attend classes. No exceptions.

## 8. BUY YOUR BOOKS AND PARKING PERMIT

Purchase your books at the [Bookstore](#). Be sure to take your class schedule with you to ensure that you buy the correct books for your course sections. If you plan to park on campus, parking permits are \$30 per semester, and \$20 during the summer and may be purchased via the college website. [Purchase a Parking Permit](#)

**9. FOLLOW-UP COUNSELINGS APPOINTMENTS**

Be sure to meet with your counselor to discuss any pathway changes that you may want to make or to update your SEP if you move to a new pathway or take classes in a different order than listed.

**10. ATTEND CLASS**

Go to class! If you miss the first day of class, your seat may be given away to another student! Be sure to communicate with your instructors via email if you have any questions or concerns.