

EMPLOYEE ADMISSIONS APPLICATION PROCESS

Steps to Enroll

STEP 1

All staff and faculty are required to complete an Admissions application to take classes at Palomar. You may apply online at www.palomar.edu. Select "Apply." You will create an OpenCCC account (or log in if you already have one) and select "Start New Application." Please include your staff/faculty Palomar ID number on your application under the 'supplemental questions'. Applications may take 2-3 business days to process. If by the third day you do not receive the welcome email for 'new' students, please contact admissions.

STEP 2

Once you receive your CCCApply confirmation email, which includes your CCCID and Confirmation #, please forward it to the Admissions Office at admissions@palomar.edu. The Admissions Office will need to download your application. Staff and faculty applications are not automatically downloaded to prevent conflicts in data with employee information maintained by Human Resources.

STEP 3

After your application is successfully processed, we will reply to your email confirming you are eligible to enroll in classes.

STEP 4

You may add classes in your [MyPalomar](#) student portal. Instructions can be found [here](#).