**Important Dates:**

Nov 18,2021 – First Chance Online Application Night
from 5:00 pm – midnight

Dec 6, 2021 – Online Application Window Reopens

Jan 31, 2022 – Priority Application Deadline

Applications are available at www.knoxcc.org

## Directions for Online Application Process

1. First chance to apply online is November 18, 2021 from 5:00 pm - midnight. Knox County Career Center application is online and can be accessed on our website www.knoxcc.org. The application will reopen on December 6, 2021.

2. Click on **Apply Now/Online Forms**.

3. Please click **Create A New Account** on the Knox Career Center OneView portal. You will need a **personal (not a school)** email when setting up your account. KCCC will use this email for all communication regarding your application. Under your registration status, please choose **I am here to enroll a new student in the district**. When all fields are complete, please click **Register & Begin**.

4. You will receive an email from the Knox County Career Center confirming the new account with OneView portal.

5. Please click on **Application For Admission**. Follow the directions regarding submitting an application for admissions. Click the blue button to begin the **Student Application For Admission**.

6. Once the required fields have been entered, the application can be submitted.

7. You, KCCC, and your school counselor will receive an email confirming the online application submission from the Knox County Career Center OneView portal.

8. KCCC will review your transcript, current grades, and attendance records to determine provisional acceptance, hold, or denial status. Priority application deadline is January 31, 2022. After the priority deadline, applications will be processed within two weeks from the date of receipt.

9. You will be notified of your application status via email or letter.

10. Your school counselors will send the official transcript to KCCC at the end of the school year, which will determine **final acceptance**. You will receive a letter via mail notifying you of your final status.

11**. Important!** Acceptance is dependent upon your successful completion of the current school year. When your official transcript is received, your status will be finalized.

*Please keep your login information for future reference. You will need this to complete school forms if your student is accepted.*

**Username:** _____     **Password:** _____

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