

# Information for High School Students

If you are currently attending high school and plan to enroll at Oxnard College, you must complete the following steps:

1. Complete our **Online Application** for Admission

- Access the online application using the CCCApply website.
- Applications will be available in our database within 24 hours of submission
- You will be asked to enter an e-mail address. If you do not have your own e-mail account, CCCApply will create an e-mail for you. If your email changes in the future, please access **MyVCCCD** to update your address with us.

2. Submit a **Special Admission Form** and **Unofficial High School Transcript**

- You can obtain the special admission form from your high school, or you may download the **Special Admission Form** or **Special Admission Packet**.
- The form must include classes recommended by your high school counselor. You cannot enroll in more than 6.0 units
- The K-12 district is responsible for determining your ability to be successful with college level coursework.
- Your parent/guardian and your high school principal (or designee) must sign the form.

3. Complete Assessment Testing

- Assessment testing is done on a walk-in basis, no appointment is necessary. For more information, please contact the Assessment Office at 805-986-5864.
- Complete the **Memorandum of Understanding** (One Time Only).

**IF YOU ARE BELOW THE 11<sup>TH</sup> GRADE, YOU MUST ALSO**

- You and your parent must complete a Special Admission Intake Process with the Student Services or Student Outreach Specialist. Please bring your **Special Admission Form** with **authorized signatures, assessment results, and high school transcript**.
- To make an appointment with the Student Services or Student Outreach Specialist, please call 986-5867 or 986-5962.
- Obtain approval from an Oxnard College Counselor if needed.

4. Register for classes in person at the Admission and Records Office

- **Students below the 11<sup>th</sup> grade must obtain instructor approval and add authorization code on the first day of class. Approval is required even if the class is open.**
- High school students are not eligible for web registration, walk-in only. Please check the current calendar for registration dates.
- Picture ID is required for all transactions in the Admission and Records Office.

**Fee Information**

- High School students are exempt from enrollment fees ONLY.
- Fees WILL be charged for health, student rep and student center.
- The Enrollment Fee Exemption does not apply to Special Full-time student enrolled in 12 or more units
- **Non-resident tuition** - mandatory, if applicable
- Foreign Student Capital Outlay Fee - mandatory, if applicable

**Important Notes**

- It is the students' responsibility to drop classes if no longer attending. All drops must be done in person at the Admission and Records Office by the appropriate deadline. Deadlines can be obtained online at [www.oxnardcollege.edu/schedule](http://www.oxnardcollege.edu/schedule) or in person at the Admissions and Records Office. Failure to drop a class will result in a letter grade of an "F" noted on the students' permanent record (Transcript).
- The academic records of all students, including Special Admission students, are private and will not be released without the students' written consent to anyone including the parent/guardian.
- Special Admission students are responsible for complying with all Oxnard College rules, regulations, and deadline dates.
- Special Admission students must submit a transcript request for their records to be sent once their class has been completed. Transcripts are not sent automatically and cannot be sent without the students consent.
- Oxnard College does not send grade cards. Special Admission students may use **MyVCCCD** to access their grades.

If you last attended Oxnard College as a high school student and have since graduated, you must contact the Office of Admissions & Records to update your enrollment status and date of high school graduation. You will be prevented from registering online until you have done this.



# CONCURRENT ENROLLMENT AT OXNARD COLLEGE FOR HIGH SCHOOL STUDENTS

## A Guide for Parents & Students

Oxnard College has a special program that allows students to take college classes while they are still attending high school. This program, called “Concurrent Enrollment,” is available to students from public and private high schools. It is a great opportunity for students to jumpstart their college educations.

**The great news is that Oxnard College waives enrollment fees for high school students who participate in concurrent enrollment.**

Concurrent enrollment is a smart choice because it makes higher education available at a place where an excellent education is convenient and affordable. This is particularly valuable for students who don’t want to wait until they graduate from high school to begin taking college-level transfer courses or occupational certificate classes.

Attached is the Special Admission packet that must be completed prior to registering. These forms must be reviewed by the parents and the student, as a parent signature is required on the Recommendation for Special Part-Time Admission form. We recommend that an early appointment be made with the high school counselor, don’t wait until registration arrives to collect the signatures needed. High students are limited to six units per semester.

**The following requirements must be completed for all high school students who plan on enrolling at Oxnard College:**

- Complete an application for admission on-line at [www.oxnardcollege.edu/apply](http://www.oxnardcollege.edu/apply). The admission application is only completed once.
- Complete assessment testing. No appointment is needed. Please allow two hours to complete the test.
- Complete the Memorandum of Understanding (Submitted Once).
- Complete the Recommendation for Special Part-Time Admission form. This form requires the signature of the parent/guardian and approval from the high school principal or counselor.
- Provide unofficial high school transcripts (Submitted Once).
- If you are home schooled, you will also need to provide a current Private School Affidavit.
- Obtain approval from an Oxnard College counselor if you are a continuing student.
- Students below the 11<sup>th</sup> grade must obtain instructor approval and add authorization code on the first day of class. Approval is required even if the class is open.
- Register for classes in person at the Admissions & Records Office.

**New high school students below the 11<sup>th</sup> grade must also complete the following:**

- Parent & student must complete a Special Admission Intake Process. To schedule an appointment, please call 986-5857 or 986-5962
- Obtain approval from an Oxnard College counselor if needed.
- Register for classes in person at the Admissions & Records Office.



# Ventura County Community College District

## RECOMMENDATION FOR SPECIAL ADMISSION HIGH SCHOOL STUDENTS

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

(Number and Street)

(City)

(State)

(Zip)

College Term \_\_\_\_\_ Present Grade \_\_\_\_\_ GPA \_\_\_\_\_ High School Name \_\_\_\_\_

### CRITERIA FOR SPECIAL ADMISSION

- Apply online at [www.vcccd.edu/apply](http://www.vcccd.edu/apply) at least 15 days before the registration date.
- Students must be present and show a picture I.D. to register.
- Registration is limited to **6** semester units, and students are exempt from paying enrollment fees. All other fees apply including nonresident tuition if applicable. While a high school counselor may recommend more than 6 units, college approval is required.
- Submit completed, signed Recommendation for Special Admission, Memorandum of Understanding, and high school transcripts before or at the time of registration.
- College credit will be granted for courses taken, and the high school may also grant credit. Student must request an official transcript to be sent to the high school if requesting high school credit.
- 9<sup>th</sup> and 10<sup>th</sup> grades students are required to obtain college instructor's permission before registering.

### COLLEGE COURSE (S) RECOMMENDED BY HIGH SCHOOL OFFICIAL

(Courses must be listed by school official only – do not leave blanks, or your student will be sent back to you!)

\_\_\_\_\_  
\_\_\_\_\_

Recommending more than 6 units? Yes \_\_\_\_\_ No \_\_\_\_\_ (Note: This is a recommendation only and requires the additional approval of the College.)

Justification for recommending more than 6 units: \_\_\_\_\_

I certify that the information contained in this petition is valid and represents a special admission request. The student is enrolled for at least a minimum day on the high school campus, and has demonstrated the ability to benefit from the advanced scholastic or vocational education offered by the college. This recommendation for special admission is approved in compliance with California Ed. Code sections 76000 et seq and 48800 et seq.

\_\_\_\_\_  
Signature of Principal or designee \_\_\_\_\_ Date \_\_\_\_\_

Student: Do you intend to enroll at this college after graduation from high school? YES \_\_\_\_\_ NO \_\_\_\_\_

By signing below I certify that I have read and understand this petition for Special Admission. I hereby request that I be allowed to enroll in the community college classes listed above.

\_\_\_\_\_  
Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

By signing below I certify that I have read and understand this petition for Special Admission. I hereby request my son/daughter be allowed to enroll in the community college courses recommended above.

\_\_\_\_\_  
Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Request for more than 6.0 units: Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Signature of EVP or Designated College Official \_\_\_\_\_ Date \_\_\_\_\_

MOORPARK COLLEGE  
[www.moorparkcollege.edu](http://www.moorparkcollege.edu)

• OXNARD COLLEGE  
[www.oxnardcollege.edu](http://www.oxnardcollege.edu)

• VENTURA COLLEGE  
[www.venturacollege.edu](http://www.venturacollege.edu)



# Ventura County Community College District

## MEMORANDUM OF UNDERSTANDING Admission of Minors

Dear Student and Parent:

The colleges of the VCCCD may, under special circumstances, admit minors to attend classes at the colleges. To be considered for admission, the student must complete the following steps: **1.** Submit an application for admission online at [www.vcccd.edu/apply](http://www.vcccd.edu/apply) **2.** Students may be required to complete assessment to satisfy prerequisites. Consult the schedule of classes for more information. **3.** Complete a "Recommendation for Special Part-Time Admission" form with appropriate signatures (required each semester). **4.** Submit an unofficial high school transcript. **5.** Home-schooled students must present their State Affidavit **6.** Register for classes in person at the Admissions & Records Office. Refer to the current schedule of classes for registration dates and further information.

Please read and acknowledge the following by your signature:

1. Special Admission students are expected to abide by all college rules and standards of conduct. It is the student's responsibility to know these rules. We strongly recommend that you review the following with your son/daughter:
  - The college catalog regarding: student conduct, student grievance, student health services, sexual harassment, and sexual assault.
  - The college catalog and schedule of classes regarding: requirements for admission, the procedures for adding and dropping classes, the registration calendar and the "Important Deadlines" calendar for drop and withdrawal deadlines.
    - It is the student's responsibility to drop classes. All drops must be done in person at the Admissions & Records Office by the appropriate deadline. Deadlines can be obtained online at [www.vcccd.edu/schedule](http://www.vcccd.edu/schedule). Failure to drop a class will result in a letter grade of "F" noted on the student's permanent record.
2. Although the colleges of the VCCCD are considered to be safe campuses, there have been incidences on and around the campuses that warrant particular caution where the presence of minors is concerned. In accordance with federal "Right to Know" legislation, crime statistics are available from the Campus Police Office. The college is generally considered an adult environment, and does not provide special monitoring of minor students on campus. We strongly recommend the following:
  - Encourage your child to enroll in day classes. If night attendance is necessary, we strongly recommend that you enroll and attend class with your child.
  - Make sure that your child always has a way to contact you. Classes can be cancelled on very short notice. Take your child on a walking tour of the campus to locate the classroom, Campus Police Office and the Administration Building.
  - We strongly encourage you to pre-arrange a pick-up location. If your child has to wait, identify a waiting area in our student centers of activity, such as the library.
3. Courses taken at a college are intended to supplement the course work your child is doing at the home campus, not to replace it. Students admitted to a college are expected to take classes that are not available at their home campus. Courses must be stated and approved on the "Recommendation for Special Admission" form.
4. The coursework that your child completes will be awarded college credit. It is a permanent record and is subject to all standards of scholarship observed by the college. The courses taken at the college may also be used by your student's "home" campus at that school's discretion. You and your child should confer with a counselor at the home campus for more information.
5. The coursework that your child completes is subject to the same standards of progress that apply to mainstream students. College policies governing academic progress, probation and dismissal are found in the college catalog.
6. College courses are designed for adult college students. The content of the course may include adult materials, and discussions may include adult subject matter. Course content will not be altered because a minor is present in the classroom. Some courses may have physical requirements as well.
7. **Right of access to student records:** In compliance with the Federal Educational Rights and Privacy Act (Buckley Amendment), once a student of any age enters a post-secondary educational institution, the student assumes rights and responsibilities previously conferred upon the parent. Translation: your child must complete and sign the application for admission and registration forms, and is responsible for requesting copies of his/her transcript. Student attendance and progress may not be discussed with the parent unless the student is present or has given written permission.

By signature below I confirm that I have read and do understand the above information pertaining to my/my child's participation as a VCCCD College student.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date


\_\_\_\_\_  
Student ID Number

MOORPARK COLLEGE •  
[www.moorparkcollege.edu](http://www.moorparkcollege.edu)

OXNARD COLLEGE •  
[www.oxnardcollege.edu](http://www.oxnardcollege.edu)

VENTURA COLLEGE •  
[www.venturacollege.edu](http://www.venturacollege.edu)

**COURSE REQUEST CARD \* It is the student's responsibility to drop classes! \***

Date of Birth		Last Name			First	Middle	ID/SSN	
Phone		Address			City	State	Zip	
Term: 20____ Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	CRN#	Course Title	Units	Days	Time	Instructor Sign/Authorization Code	Date of 1 <sup>st</sup> Attendance	EVP/Dean/Counselor Approval
Office Use Below the 11 <sup>th</sup> grade must attend first day of class to obtain instructor approval, even if the class is open.								
ALTERNATE CLASS SELECTIONS								
<input type="checkbox"/> Checked ID 								
Signature _____			Total Units _____			Date _____		