



VVC STEPS TO ENROLLMENT for NEW, RETURNING AND TRANSFER STUDENTS

All students are expected to complete the following matriculation steps. Detailed information regarding matriculation policies and provisions can be found in the College Catalog at www.vvc.edu.

STEP 1: APPLY FOR ADMISSION ONLINE

- Complete the Admissions Application online at www.vvc.edu. Allow 2-3 business days for your application to process and receive a welcome to VVC email with your student identification number.
- **RETURNING STUDENTS:** you must reapply for admissions if you missed one or more primary terms (fall/spring).
- **TRANSFER STUDENTS:** If you have completed a pre-requisite at a previous institution for a class you wish to take at VVC, you must submit a PRE-REQUISITE EQUIVALENCY/CHALLENGE form to the Admissions and Records office prior to registering for classes.
- **CONCURRENT STUDENTS graduating from High School:** If you are taking classes at VVC as a high school student AND plan to continue attending VVC, you **MUST** reapply for Admissions as a First Time student in college.

Official sealed TRANSCRIPTS from other colleges/universities attended can be mailed to:
Victor Valley College Admissions and Records Office 18422 Bear Valley Road Victorville, CA 92395

STEP 2: FINANCIAL AID (Optional)

- To apply, complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.
- You can obtain all the necessary forms and instruction on the Financial Aid website at <http://www.vvc.edu/offices/financial-aid/> or go to www.vvc.edu click on Financial Aid.
- Victor Valley College's code is 001335.

STEP 3: SET UP WEBADVISOR ACCOUNT

- After you receive your Welcome email with your VVC student ID# go to www.vvc.edu, click WebAdvisor. Select, "Are you new to WebAdvisor?" and follow steps.
- For questions or resetting User ID/password for WebAdvisor contact the Help Desk at (760) 245-4271 ext. 2740, via email at helpdesk@vvc.edu or go to building 21.

STEP 4: STUDENT ORIENTATION

ALL NEW AND RETURNING STUDENTS MUST COMPLETE ORIENTATION IN ORDER TO REGISTER.

- **ONLINE ORIENTATION:** Log on to your WebAdvisor and click on "Link to Online Orientation".
- **IN-PERSON ORIENTATION:** Schedule appointment Online at www.vvc.edu, click on STEPS TO ENROLLMENT. In step 4, click on NEW: Schedule an "In-Person" New Student Orientation HERE.

STEP 5: COMPLETE ASSESSMENT TEST

You must complete this step unless you meet one of the exemptions listed on the back.

Testing is scheduled **by appointment only - no walk-ins**. *Please wait 24 hours after receiving your VVC ID# to schedule your assessment appointment online, at <https://appointments.vvc.edu/>*

- On your appointment day go to building 55, Assessment center. Late arrivals will not be admitted and will need to schedule a new appointment.
- ALL students must bring a current and valid photo identification card. Examples of a Valid ID: Driver's License, Federal/Military ID, Passport, personal ID card from the DMV, school or other institution, or a Naturalization Card or a Certificate of Citizenship.
- For more information go to: <http://www.vvc.edu/offices/admissions-records/assessment.shtml>

STEP 6: ADVISEMENT (Educational Plan)

- To schedule an appointment online go to <https://appointments.vvc.edu/counseling.htm> or www.vvc.edu click on Counseling then “counseling appointment.” YOU MUST KNOW YOUR VVC STUDENT ID number.
- For your Counseling appointment, you will need to bring your Assessment printout. Transfer students must bring a copy of their transcripts from every prior college to the appointment. Veterans must bring a copy of military transcripts, other college transcripts and DD214.
- Counseling and transfer center is located in building 55.

STEP 7: REGISTER FOR CLASSES

- Your registration date can be found in your WebAdvisor under “My Registration dates”. Registration dates may not be available if you have applied early for a term. Continue to check the VVC website for updates.
- View the Schedule of Classes on WebAdvisor or go to www.vvc.edu click on VIEW COURSE OFFERINGS.
- **Authorization Codes:** If you are given an authorization code by the instructor to add a class you must use your code immediately in WebAdvisor. Steps to use the authorization code can be found at <http://www.vvc.edu/offices/admissions-records/authorization-codes.shtml>

Authorization codes are only valid until the deadline to add classes.

STEP 8: PAY FEES

Enrollment/tuition fees must be paid within 5 business days or you will be dropped for nonpayment.

- Pay **Online:** Log on to **WebAdvisor** click on **Pay Fees**.
- Pay **In person** at the VVC Bursar’s Office in Building 52 after you register for classes.

Students on Waitlist: If you are added to a class (auto enrolled), and do not pay within 5 business days from the date you are auto enrolled, you will be dropped.

IT IS THE STUDENT’S RESPONSIBILITY TO CONFIRM REGISTRATION OF CLASSES, MONITOR WAITLIST, WITHDRAW, AND PAY ANY ADDITIONAL FEES.

VVC IDENTIFICATION CARD is required for VVC students and must be presented to access certain classes, computer labs, the weight room, and the library. After you have registered for classes, take a valid ID and Registration Statement (can be printed from WebAdvisor) to the ASB Office in Bldg 44 to receive your VVC ASB/ID card.

EXEMPTIONS

If you meet one or more of the following conditions, you must provide proof to a Counselor if you choose not to participate in the matriculation activities outlined in **STEP 5** above.

ASSESSMENT EXEMPTIONS

- 1. Completed an Associate (AA/AS) or higher degree from an accredited college.
- 2. Completed the equivalent of at least Math 90 and English 101 at another higher education institution. (See Counseling)
- 3. Have placement recommendations from an ASSESSMENT taken within 3 years at another California Community College.(See Counseling)