

## High School Dual Enrollment Student Guide

### What is High School Dual Enrollment?

Dual enrollment is for K-12 students who wish to take college classes in addition to their K-12 courses. The goal is to provide students who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

<https://www.venturacollege.edu/departments/student-services/admissions-and-records/dual-enrollment-k-12>

### How to get started at Ventura College?

- Apply
  - Apply for admission to Ventura College
- Portal & Orientation: Activate your portal & complete orientation
  - Portal
    - Your acceptance email will be sent to the email you used to create your OpenCCC Account when you applied
    - The acceptance email contains a link to set up the portal
    - Click on the link to activate your MyVCCCD student portal after your acceptance email is received
    - Sometimes the acceptance email goes to an "Important," "Other," or "Junk" folder
    - View this How-to-Video for assistance setting up your portal.
  - Orientation
    - Complete the orientation online through your MyVCCCD portal under the MySuccess tab
    - <https://www.venturacollege.edu/departments/student-services/admissions-and-records/dual-enrollment-k-12>

### Application process?

- Apply to the CCCRegistry
- Receive welcome email to your personal email used to apply - (note: do not use a high school email account, it must be a personal email, set one up for free on Gmail, yahoo, iCloud, etc., or you won't receive the welcome email).
- Set up student portal & access Ventura College student email.
- Apply to Ventura College Link & Video
  - Application - <https://www.venturacollege.edu/apply-and-enroll>
  - Video - <https://www.venturacollege.edu/video-tutorials>

**How long does the entire dual enrollment process take from application to registration? The entire process can take anywhere from 24 hours to 7 business days.**

- Application – 24-48 hours
- DE Form [submission-processing] 24 hours – 5 business days depending on Counselor\Principal and Parent\Guardian for approvals. Forms are processed in the order received
- Registration – students register themselves via the MyVCCCD student portal once their Dual Enrollment form has been processed, watch your MyVCCCD student email for a notification.
- Pay any balance due, to lock-in registration.

### What is a Dual Enrollment & Memorandum of Understanding form?

- Allows the Admissions & Records Office to clear K-12 students for registration. This is a required form for all K-12 students.
- Work with your high school principal/designee to pick your recommended college courses according to your educational path.
- List all recommended courses on your form.
  - A&R needs a {subject} & {course number} Examples – ASL V01, ASL M100, ASL R102 (V=Ventura, M = Moorpark, R = Oxnard).
  - HINT: You can take classes district-wide. Include equivalent classes throughout the college district on dual enrollment forms to give yourself more chances to register and avoid submitting multiple forms.
  - If you are taking a high school CCAP course please indicate that on your form. Ask your HS counselor for specific information regarding CCAP.
- Form and video links
  - Form - [Dual Enrollment - Recommendation e-form](#)
  - Video - <https://youtu.be/F2XE0DZodz0>

### Why are Dual Enrollment forms denied?

- Incorrect Ventura College Student ID Number (900 Number)
- Student Business Office Hold – You have a balance that must be paid. Contact the SBO at 805-289-6420.
- Received from a non-VCCCD email – If you see a personal email in the “email student” field your form will be denied if you submit it. Please see below for troubleshooting tips.
- Lapse of consecutive attendance – If you haven’t attended for 2 or more terms you must reapply: <https://www.venturacollege.edu/apply-and-enroll>
- Hold on account,
  - Incomplete portal set-up. Return to welcome email and follow all steps for set up. Please call the Welcome Center for assistance at 805-289-6420
  - Student Business Office. Contact SBO at (805)289-6488
  - Misc. reasons, contact A&R (805)289-6457
- Term
  - Blank
  - Incorrect Term noted
  - Term not available for clearance/registration at this time
- No courses recommended – A&R needs a {subject} & {course number} Examples – ASL V01, ASL M100, ASL R102 (V=Ventura, M = Moorpark, R = Oxnard).
  - HINT: You can take classes district wide. Include equivalent classes throughout the college district on dual enrollment forms to give yourself more chances to register.
- Signatures
  - Counselor Signature Missing
  - Parent Signature Missing
  - Student Signature Missing
- File Uploads – Missing
  - Homeschool/ Private School Student – Private School Affidavit not attached
  - Instructor Authorization Form –8<sup>th</sup> grade and below – You must have an instructor authorization form on record 1<sup>st</sup> before we can process a dual enrollment form for you. Please contact the instructor via email and request to be added to the class, admittance is up to the instructor. Emails can be found in the class schedule. [https://ssb.vcccd.edu/prod/pw\\_pub\\_sched.P](https://ssb.vcccd.edu/prod/pw_pub_sched.P) Simple SEARCH

### When do classes start? What classes are available each term?

- Academic calendar
  - Fall 2022 = Classes begin 8/12/2022 - <https://www.venturacollege.edu/apply-and-enroll/academic-calendar/fall-2022>

- Spring 2023 = TBA - <https://www.venturacollege.edu/apply-and-enroll/academic-calendar>
- Class schedule: [https://ssb.vcccd.edu/prod/pw\\_pub\\_sched.P\\_Simple\\_SEARCH](https://ssb.vcccd.edu/prod/pw_pub_sched.P_Simple_SEARCH)
  - Choose Term, Subject, and Campus
- Registration date:
  - Look in your student portal – From your dashboard use the menu on the left. Under the heading “Pages” click registration & payments, then registration appointment as shown below.
  - Select the term in question and click submit

### Registration Appointment Date

View the specific registration appointment date that starts your enrollment period for the term.



Registration Appointment

### Who can I contact for pre-requisite clearance?

- Yia Vang - [yvang@vcccd.edu](mailto:yvang@vcccd.edu), (805)289-6525
- <https://www.venturacollege.edu/departments/student-services/counseling/prerequisites/requesting-clearance>.

### Home school students & 8<sup>th</sup> grade and below -

- Homeschool/ Private School Student – Private School Affidavit needed for current fiscal year: <https://www.cde.ca.gov/sp/ps/>
- Instructor Authorization Form –8<sup>th</sup> grade and below – You must have an instructor authorization form on record 1<sup>st</sup> before we can process a dual enrollment form for you. Please contact the instructor via email and request to be added to the class, admittance is up to the instructor. Emails can be found in the class schedule. [https://ssb.vcccd.edu/prod/pw\\_pub\\_sched.P\\_Simple\\_SEARCH](https://ssb.vcccd.edu/prod/pw_pub_sched.P_Simple_SEARCH)
  - i. 8<sup>th</sup> grade and below students cannot register until the first day of classes.

### Registration Process –

1. Log into your student portal
2. Use the menu to the left in your dashboard and scroll down to the “Pages” section.
3. Click Registration and Payments
  - You must complete your preregistration tasks before you can register. Also, make sure you don’t have any current holds. Both will prevent you from registering.
4. Click registration planner and the following will appear for you to register –

### Registration Planner

**(Register/Add/Drop)**

Select courses, list your availability, compare potential schedules, register your classes, drop courses, and plan courses in advance. You may use the alternate **method**.



Registration Planner

5. Select the correct term, save and continue.
6. Select the college, then save and continue.
7. Click Current Schedule from the tab at the top of the screen as shown in image below.
8. Add your section CRN number for your upcoming term and click register. Please note if you need to drop or edit a class you can also do that from this screen.
9. Pay your bill to lock in your registration, this can be done through your dashboard or you can contact the student business office for more info - (805)289-6488



# REGISTRATION PLANNER

Ventura County  
Community Colleges

## My Current Schedule for

[Email](#)[Edit or Drop Classes](#)[Print](#)

Registration is not complete until all fees are paid. See your Payment Options to complete the enrollment process.

**Step 8**

Add \*, comma for multiple adds (e.g., 1234, 1200). Waitlist and add codes cannot be added here, please click on Build Current Schedule.

### Waitlisting

A waitlist allows the student to wait for an open seat in a full class. Being on a waitlist does not guarantee enrollment in the class. If an enrolled student drops, the open seat may be filled by the next student on the waitlist in priority order. Payment within 24 hours is required to complete enrollment in the class. See “what is a waitlist” here: <https://www.venturacollege.edu/apply-and-enroll/registration>

### Troubleshooting Tips

- Use a regular laptop or desktop computer – tablets, smartphones, or chromebooks/acer computers won't work, they read more like a tablet and cause errors.
- Clear your history or cache in your browser, or try a different browser – Chrome & Firefox are recommended. Edge, Internet Explorer, & Safari cause errors.
- Reboot your computer.
- If you are having trouble signing or receiving a signed document try closing the browser after you sign to electronically release the document & push it forward. This would be for everyone signing (Students, Counselors & Parents)
- Did you forward emails to a Gmail account? If you have forwarded your @my.VC CCD email account to an outside Gmail account it can cause your auto-populated forms to have an error such as a non MyVCCCD email. Update those settings via the MyVCCCD student portal and remove forwarding settings.
- Did you recently apply? If you have applied or re-established your account in the past 24 hours, it may take time for your account to come active, the processing takes anywhere from 24-48 hours and early attempts can cause errors, such as populating a personal email in the form. Try attempting a little later to see if your Ventura College student email populates in the form, after 48 hours, if the form does not automatically add your MyVCCCD email reach out to admissions and records **805-289-5457**.
- Need assistance with your submitted application? The Compass Welcome Center's staff offers one-on-one assistance to prospective, new and continuing students, providing computer-related support services to ensure a successful transition to and navigation through Ventura College call 805-289-6420 or visit the website <https://www.venturacollege.edu/departments/student-services/the-compass-welcome-center>