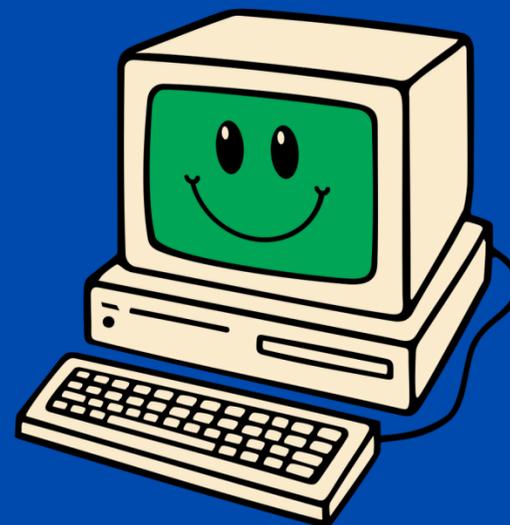
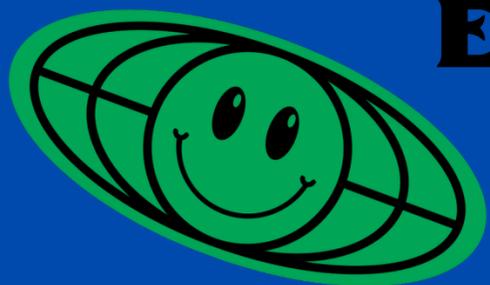




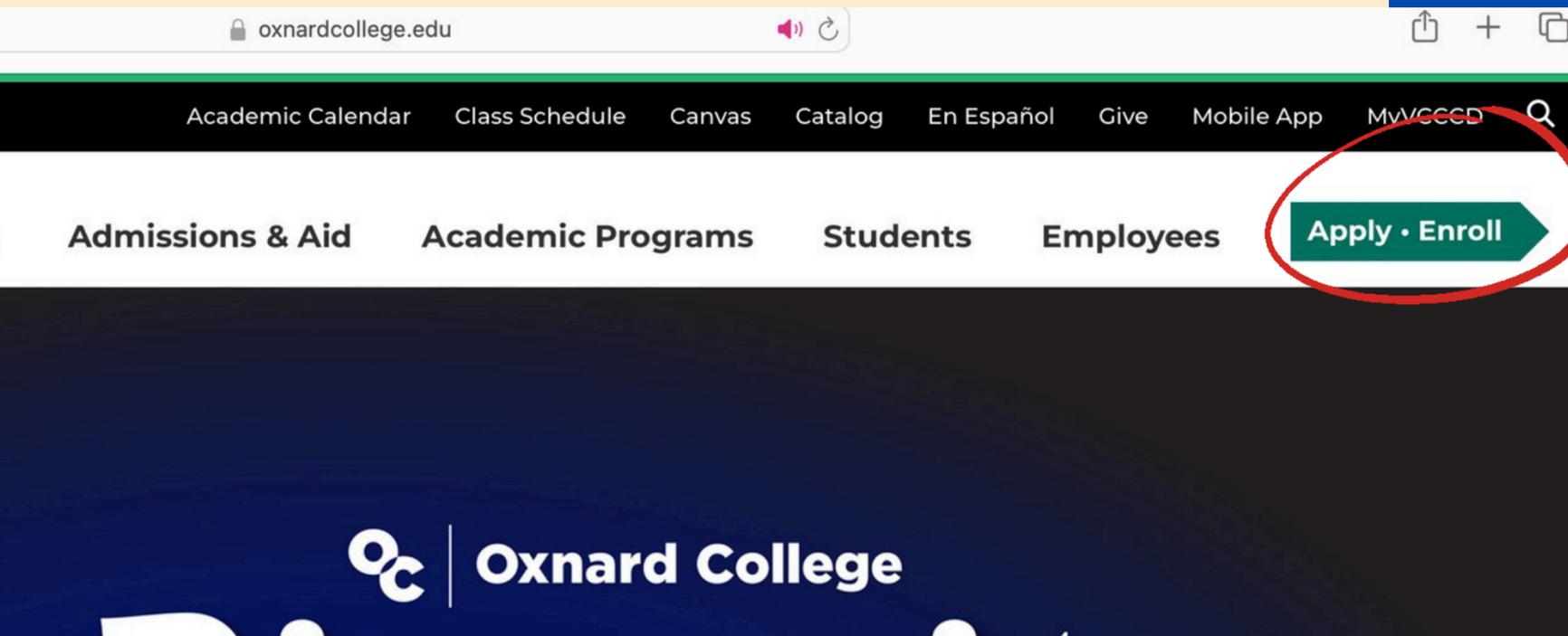
Oxnard Dual

Enrollment Application Steps



Steps in Application

1. Oxnard Homepage Click Apply/Enroll



What Type of Student Are You?

New - I have never attended college before

High School Senior - I am graduating High School and I want to take classes at Oxnard College

Returning - I previously attended MC, OC, or VC and want to take classes again

Transfer from Another College - I have attended another college/university but am new to MC, OC, or VC

Dual Enrollment - I am a current high school/middle school student and want to take classes at OC

Noncredit - I want to take noncredit, tuition free classes at OC (Quiero tomar clases de inglés, gratis, en Oxnard College.)

International - I currently have or would like to apply for a student visa (F1) at OC

2. Click on Dual Enrollment



Enrollment Process

- Click on "Apply for admission to Oxnard College " button - you will be directed to www.opencccapply.net

Log-in OR Create an OpenCCC account

If creating a NEW account, use a personal email, NOT your "oxnardunion" one please

Dual Enrollment - I am a current high school/middle school student and want to take classes at OC

APPLY

- [Apply for admission](#) to Oxnard College
- *Dual Enrollment Students:* Complete the [Recommendation for Dual Enrollment e-Form](#) with your principal/designee and parent/guardian. **This form is automatically routed for processing when you click submit.**

For detailed information about Dual Enrollment, visit the [Dual Enrollment](#) page.



Enrollment Process

1. Once you are logged in you will click on "Start a New Application"



2. Begin by selecting term:

- Spring
- Summer
- Fall
- Winter



3. Educational Goal:



Complete credits for high school diploma or GED.

Welcome

Enrollment Information

Term Applying For [?](#)

-- Select --

Educational Goal [?](#)

Complete credits for high school diploma or GED

Major Category [?](#)

-- Select --



Enrollment Process Next.....

Social Security:

- If you know your social security number, great, please provide it. If not, it's ok, we can add it later.

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

Why am I being asked for my social security number? [?](#)

Do you have a social security number or taxpayer identification number?

- Yes, I have a social security number or taxpayer identification number.
- No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

[i](#) Just Remember...

Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented), students taking noncredit courses, students whose qualified tuition and related expenses are waived or paid with scholarships or paid by an institutional third party



IMPORTANT

IMPORTANT

IMPORTANT



Check this box if you are a student enrolled exclusively in noncredit courses, an undocumented student, an international student, a nonresident alien, or another exception and do not have a social security number or taxpayer identification number.

**DO NOT CHECK
THIS BOX**



Enrollment Process Next.....

Education Section:

Please select the following

This will automatically
select on its own.



Education

Your responses will be kept private and secure and will not be used for discriminatory purposes.

College Enrollment Status

As of July 01, 2024, I will have the following college enrollment status: [?](#)

Enrolling in high school (or lower grade) and college at the same time 

High School Education

High school education level as of July 01, 2024 [?](#)

Will be enrolled in high school (or lower grade) and college at the same time 

Please select the
highest grade
completed in high
school?



If you are in:

9th grade = currently enrolled in 9th
grade or lower

10th grade = 9th grade

11th grade = 10th grade

12th grade = 11th grade

High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.

What was the highest grade you completed in high school?

12th grade

What was your **unweighted high school GPA** (grade point average)? Please enter a value between 0.00 and 4.00. If you are still in high school, enter your **unweighted high school GPA** as of the end of 11th grade. [?](#)

3.00

What was the highest English course you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

12th grade English Composition or Literature

What grade did you receive?

A

What was the highest **math course** you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end. [?](#)

Statistics



Steps in Application



Make sure to click
“Submit My
Application” at
the end.

Enrollment	✓
Profile	✓
Education	✓
Citizenship/Military	✓
Residency	✓
Needs & Interests	✓
Demographic Information	✓
Supplemental Questions	✓
Submission	🕒

Submission

Review Your Responses

[Save as PDF](#)

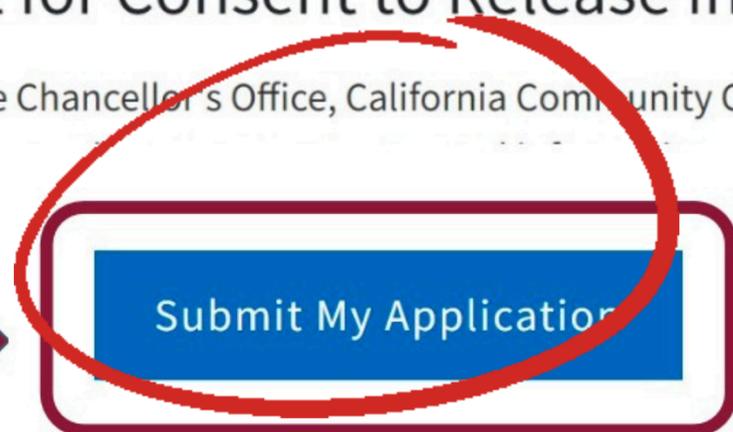
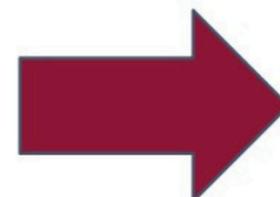
We recommend that you review your responses to ensure you've provided complete accurate information.

Review My Application

Request for Consent to Release Information

I authorize the Chancellor's Office, California Community Colleges, and the communi

Submit My Application





Great Job,

Your application was submitted.
You're almost done.

Continue your journey at Oxnard College.

Confirmation

Dear

Congratulations!

You have successfully submitted an application. Your confirmation number is: 2[REDACTED]. Please check your email and get back to you with next steps.

Need Help Right Away? Please contact us for application status, registering for classes, financial aid, or other questions. Call (805) 986-5800.

You should see this screen and immediately receive this email

Your Student ID number or "900 Number" are required for all requests and transactions.

Set up your portal account now!

If you are a new student in the Ventura County Community College District, or a returning student who has not used MyVCCCD, you can activate your MyVCCCD account by clicking on the link below.

[Start the MyVCCCD Setup Wizard](#)

You must set up your account within 20 DAYS! .. If this link expires, call (805) 678-5800 for assistance.

This email will be received within 48-72 hours of application. Set up your portal with this link



Next Steps

STEP 1

Emails/Student Portal

- **STUDENT ID EMAIL**
- **STUDENT PORTAL SET UP EMAIL**

You should receive the email within 48-72 hours of application

STEP 2

e-form

- SIGN AND SUBMIT THE DUAL ENROLLMENT ELECTRONIC FORM. COUNSELOR AND PARENT MUST ALSO SIGN DIGITALLY**
-

This is AFTER the portal set up :)

STEP 3

Register

ONCE ALL PARTIES SIGN THE FORM & THE COLLEGE ACCEPTS, YOU WILL RECEIVE AN EMAIL THAT YOU ARE APPROVED TO REGISTER. PLEASE REGISTER FOR THE CLASS(ES) WHEN REGISTRATION OPENS.

This is the FINAL step and guarantees your seat in the class

Dual Enrollment (Parental) Form

- Meet with your counselor to determine which classes will give you high school credit.
- The form must be signed by you, parent, and counselor in order for you to register for the courses.

Dual Enrollment - I am a current high school/middle school student and want to take classes at OC 

APPLY

- [Apply for admission](#) to Oxnard College
- *Dual Enrollment Students:* Complete the [Recommendation for Dual Enrollment e-Form](#) with your principal/designee and parent/guardian. **This form is automatically routed for processing when you click submit.**

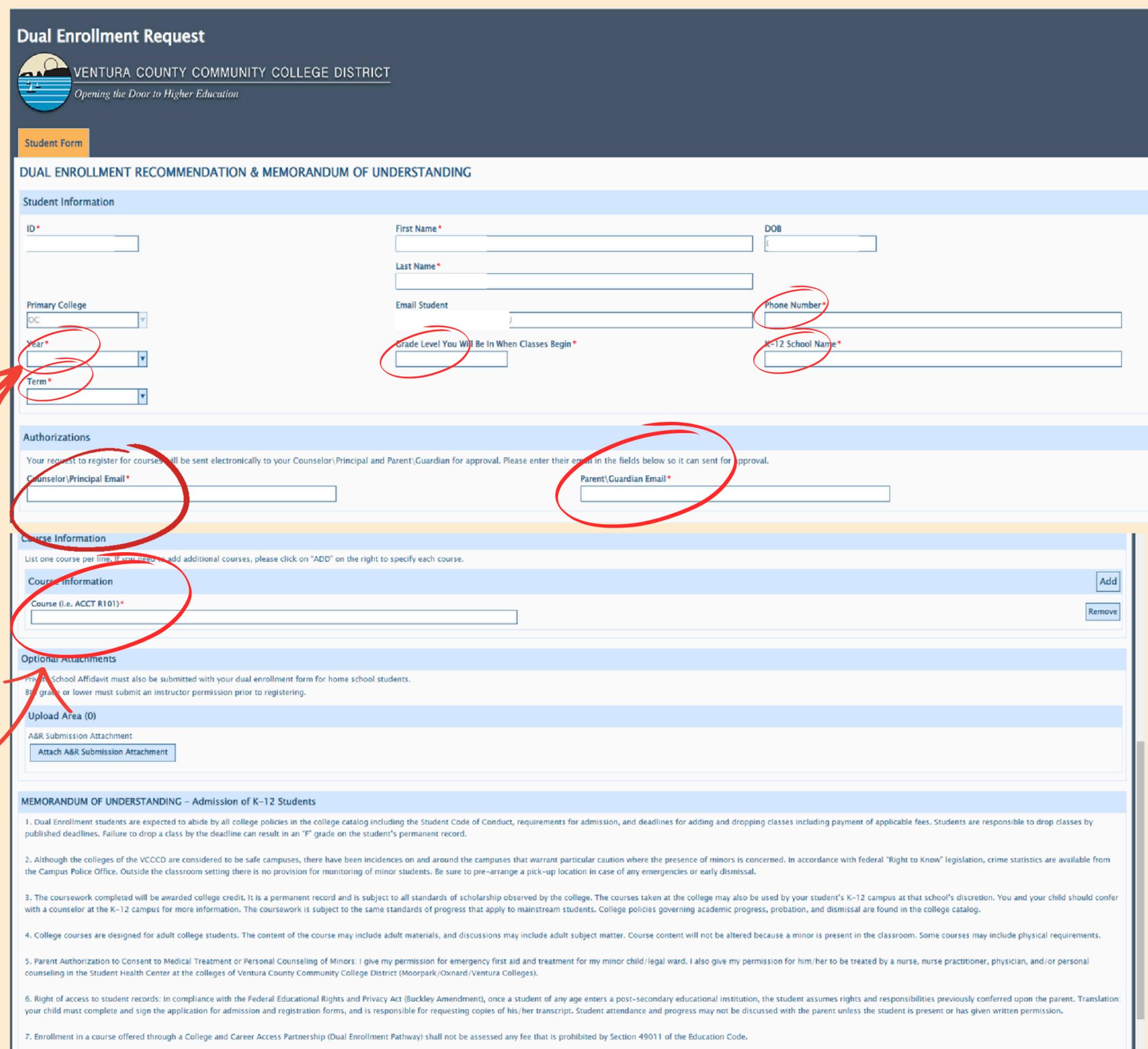
For detailed information about Dual Enrollment, visit the [Dual Enrollment](#) page.



FILLING OUT THE EFORM

1. Please make sure you are selecting the correct term of the application.
2. Type in your high school counselor and parent/guardian emails
3. Type in the subject, number and title of the course(s), you wish to enroll in (Example: HIST R160 World History II)

 Must fill out everything with red circle



Dual Enrollment Request
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Opening the Door to Higher Education

Student Form

DUAL ENROLLMENT RECOMMENDATION & MEMORANDUM OF UNDERSTANDING

Student Information

ID* First Name* DOB
Last Name*
Primary College Email Student Phone Number*
Year* Grade Level You Will Be In When Classes Begin* K-12 School Name*
Term*

Authorizations

Your request to register for courses will be sent electronically to your Counselor/Principal and Parent/Guardian for approval. Please enter their email in the fields below so it can be sent for approval.

Counselor/Principal Email* Parent/Guardian Email*

Course Information

List one course per line. If you need to add additional courses, please click on "ADD" on the right to specify each course.

Course Information	
Course (i.e. ACCT R101)* <input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Remove"/>

Optional Attachments

Private School Affidavit must also be submitted with your dual enrollment form for home school students.
8th grade or lower must submit an instructor permission prior to registering.

Upload Area (0)

A&R Submission Attachment

MEMORANDUM OF UNDERSTANDING – Admission of K-12 Students

1. Dual Enrollment students are expected to abide by all college policies in the college catalog including the Student Code of Conduct, requirements for admission, and deadlines for adding and dropping classes including payment of applicable fees. Students are responsible to drop classes by published deadlines. Failure to drop a class by the deadline can result in an "F" grade 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. Outside the classroom setting there is no provision for monitoring of minor students. Be sure to pre-arrange a pick-up location in case of any emergencies or early dismissal.
3. The coursework completed 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 K-12 campus at that school's discretion. You and your child should confer with a counselor at the K-12 campus for more information. The coursework 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.
4. 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 include physical requirements.
5. Parent Authorization to Consent to Medical Treatment or Personal Counseling of Minors: I give my permission for emergency first aid and treatment for my minor child/legal ward. I also give my permission for him/her to be treated by a nurse, nurse practitioner, physician, and/or personal counseling in the Student Health Center at the colleges of Ventura County Community College District (Moorpark/Oxnard/Ventura Colleges).
6. 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.
7. Enrollment in a course offered through a College and Career Access Partnership (Dual Enrollment Pathway) shall not be assessed any fee that is prohibited by Section 49011 of the Education Code.

Counselor/Principal

I certify that the information above is valid, this student is enrolled for at least a minimum day at their K-12 campus, has demonstrated proficiency in the Career Access Pathways program, and is recommended for admission to the college. This recommendation for Dual Enrollment is

DUAL ENROLLMENT PATHWAY

The student named above is participating in a Dual Enrollment Pathway and no future submissions or approvals are necessary for

Counselor/Principal Signature *

Parent\Guardian

By signing below I certify that I have read, understand, and agree to this Memorandum of Understanding and request Dual Enrollment

Parent\Guardian Signature *

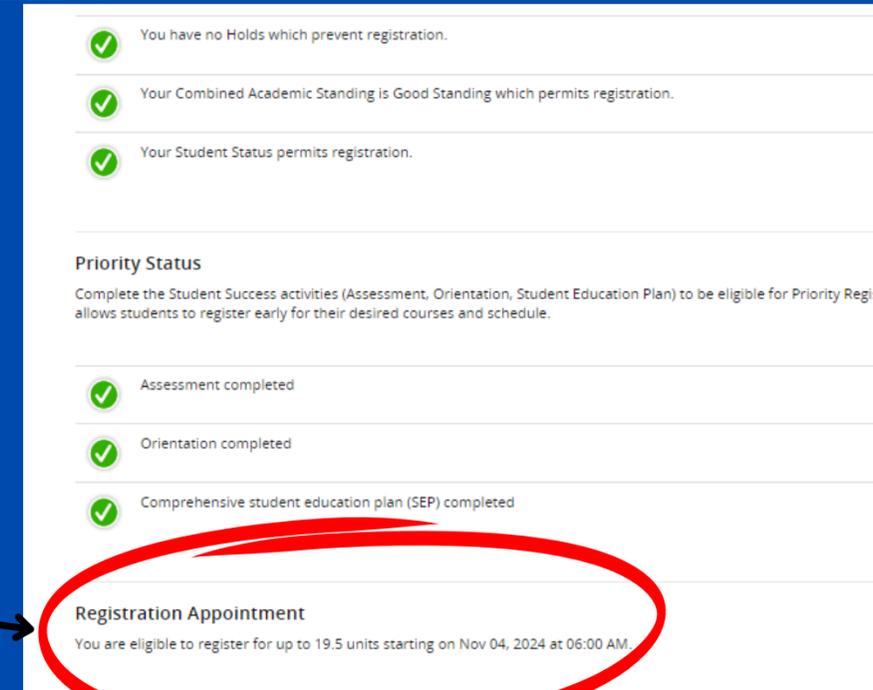
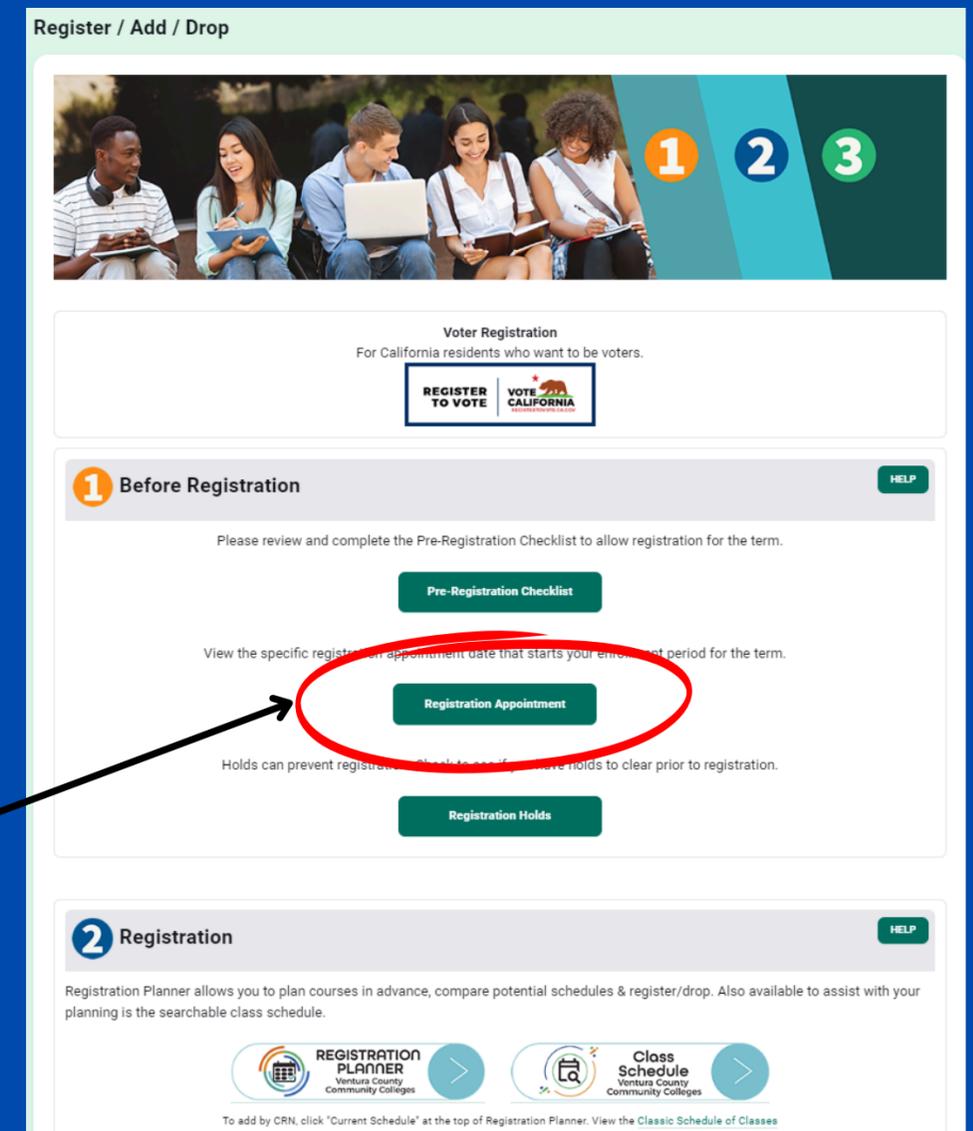
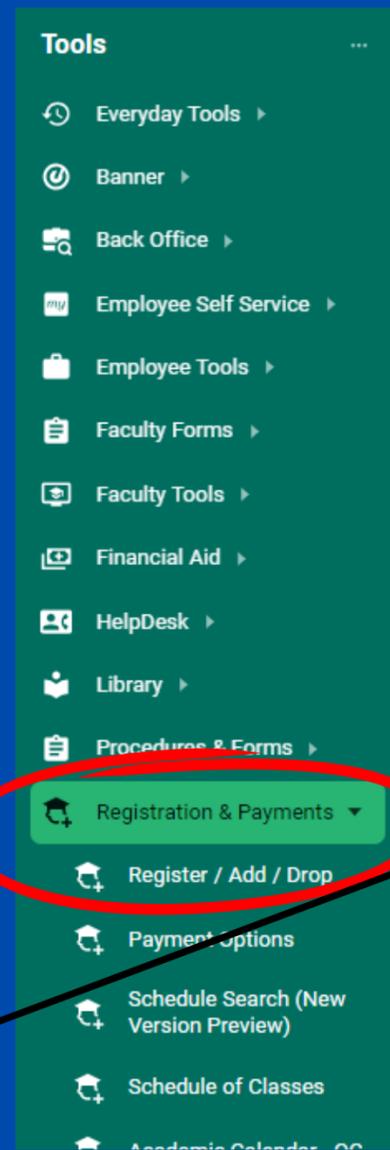
Admin Area

Total Courses

- Once you submit the form, your HS Counselor + Parent/Guardian will need to digitally sign.
- After ALL parties sign, within 24-72 hours you will receive an email letting you know you are able to register when the registration window opens for Dual Enrollment students.
- It is YOUR responsibility to REGISTER into the course, in order to guarantee your spot in the class [This is the FINAL step, do not forget to do it.](#)

Let's find your Registration Date

- Login to your VCCCD portal - Under “Tools” Select “Register / Add / Drop”
- Click on “Registration Appointment”
- Identify your registration date and time



In order to Register you must first identify the Class Section (CRN) you want

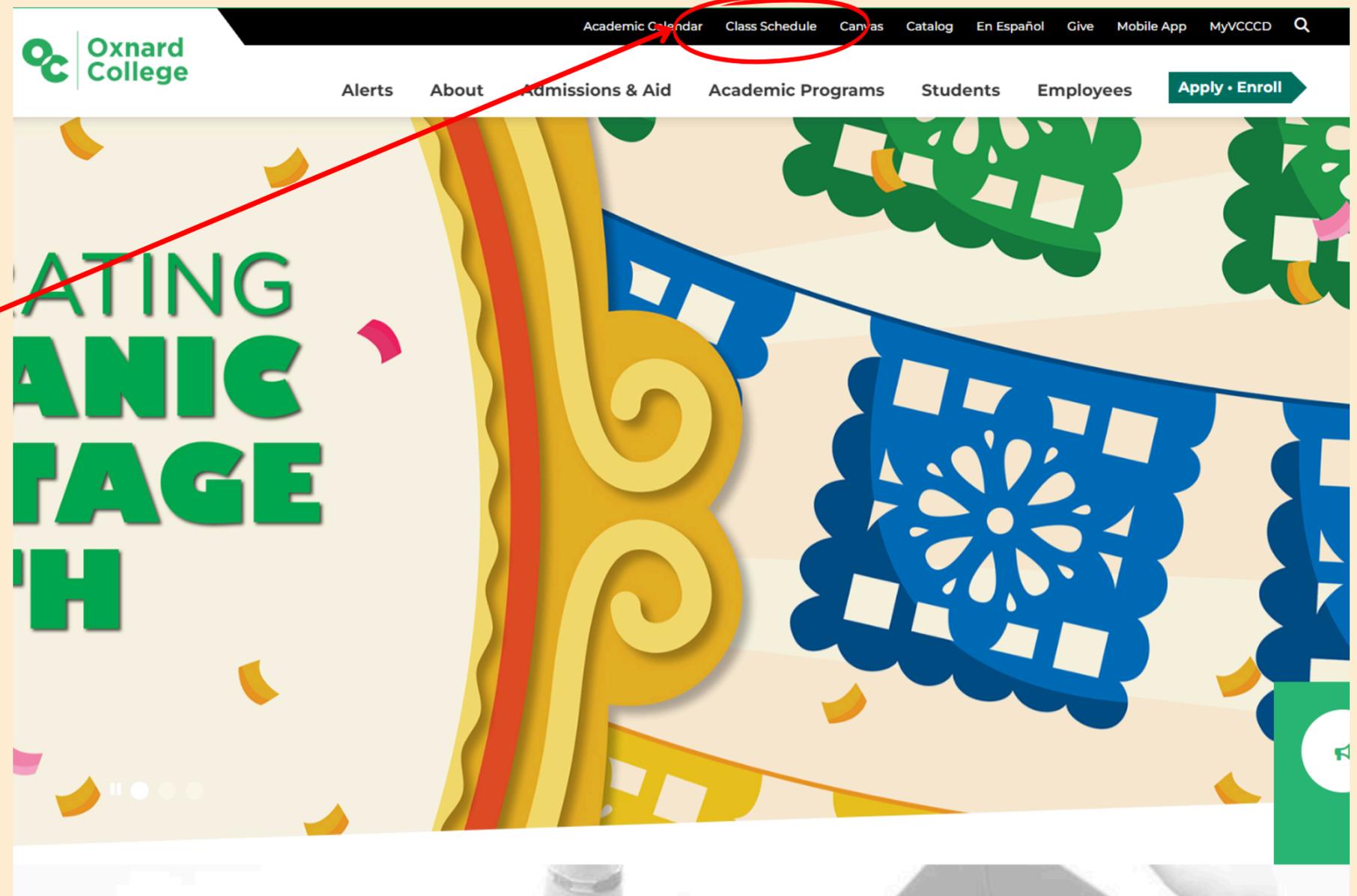
The next steps will show you how



Let's find the Class Schedule



- Visit Oxnard College's homepage
- Click on "Class Schedule"
- <https://www.oxnardcollege.edu/>



Now, let's find the CRN



- Select the “Semester”
- Add the “Subject” you wish to search
- Add the “Location” (You can add ALL 3 of our campuses OC/VC/MC)
- Write down the CRN of the class section you wish to register into

Class Schedule Search for:

Basic Options

Open Classes Only:

Subject: ART Art X

Location: Oxnard College X

More Options

You have 27 class(es) displayed...

ART Art

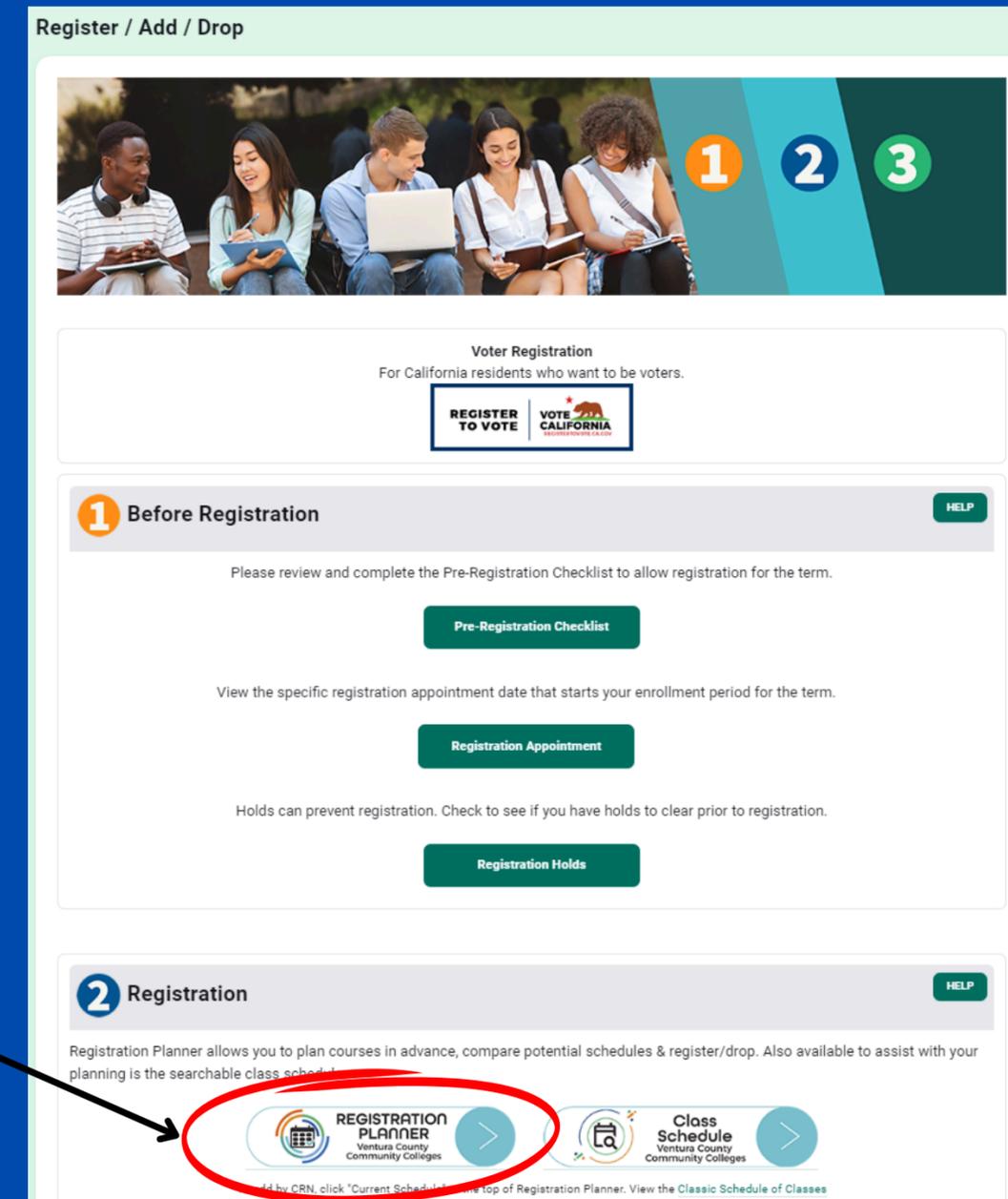
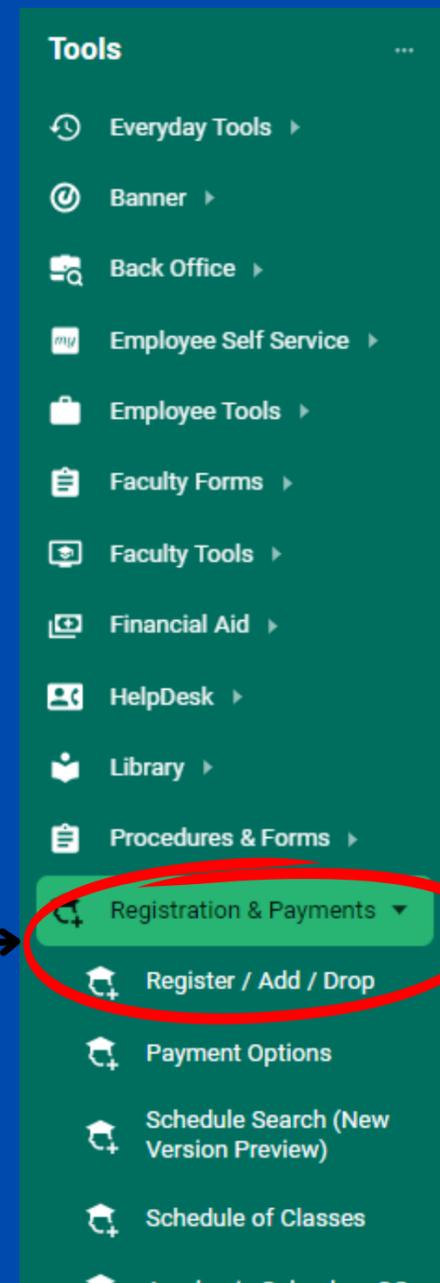
ART R101 - Introduction to Art and Visual Culture

Status	CRN	Pre/Coreq	Cred	Meeting Time	Location	Cap	Act	Rem	Instructor	Date	Weeks
OPEN	31693		3.0	W	Oxnard Liberal Arts 6	50	0	50	Brennan_Kindah	01/13-05/23	18
OPEN	32141		3.0	M W	Oxnard Letters & Science 8	60	0	60	Mack_Rainer	01/13-05/23	18
OPEN	32902		3.0		Oxnard Online Class	85	0	85	Mack_Rainer	01/13-05/23	18
OPEN	31491		3.0		Oxnard Online Class	60	0	60	Brennan_Kindah	03/17-05/23	9
OPEN	31117		3.0		Oxnard Online Class	85	0	85	Mack_Rainer	01/13-05/23	18
OPEN	30164		3.0	W	Oxnard Liberal Arts 6	55	0	55	Brennan_Kindah	01/13-05/23	18



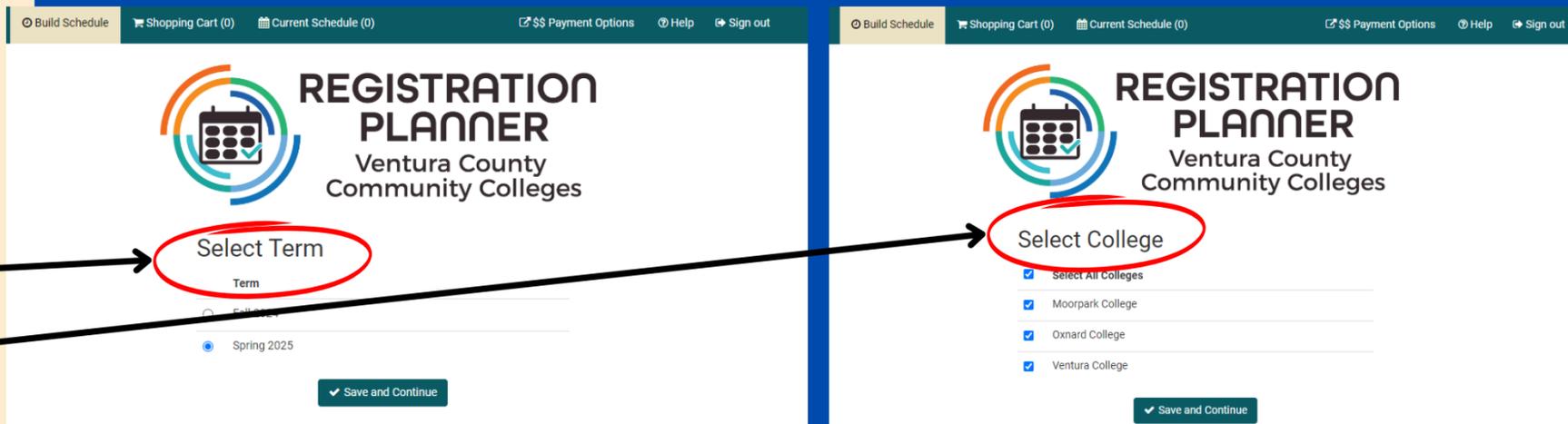
Let's Register for Classes

- Now you are ready to register
- Login to your VCCCD portal - Under "Tools" Select "Register / Add / Drop"
- Click on "Registration Planner"

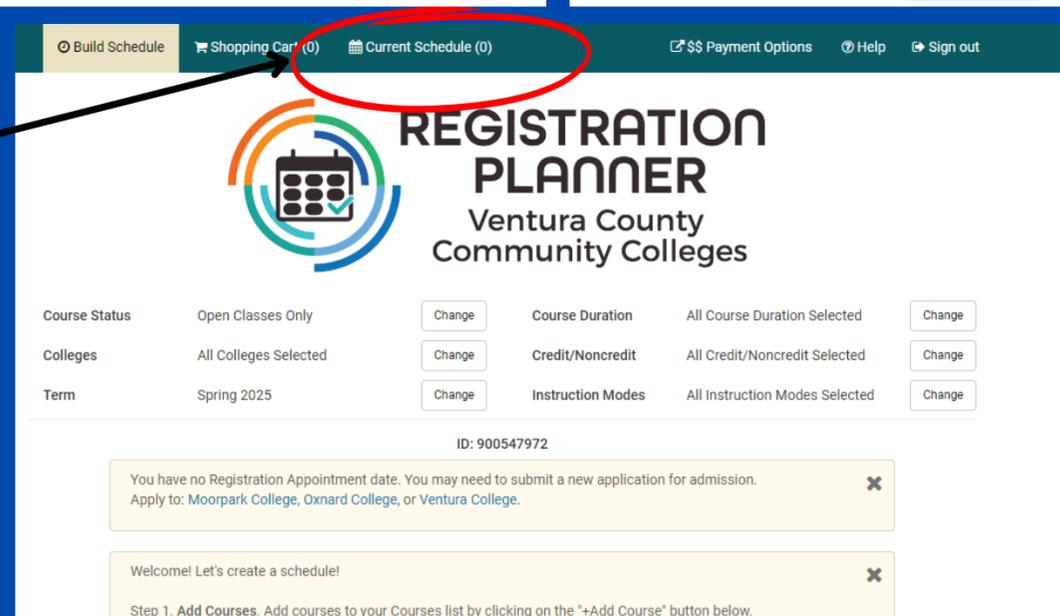


Let's Register for Classes Continued...

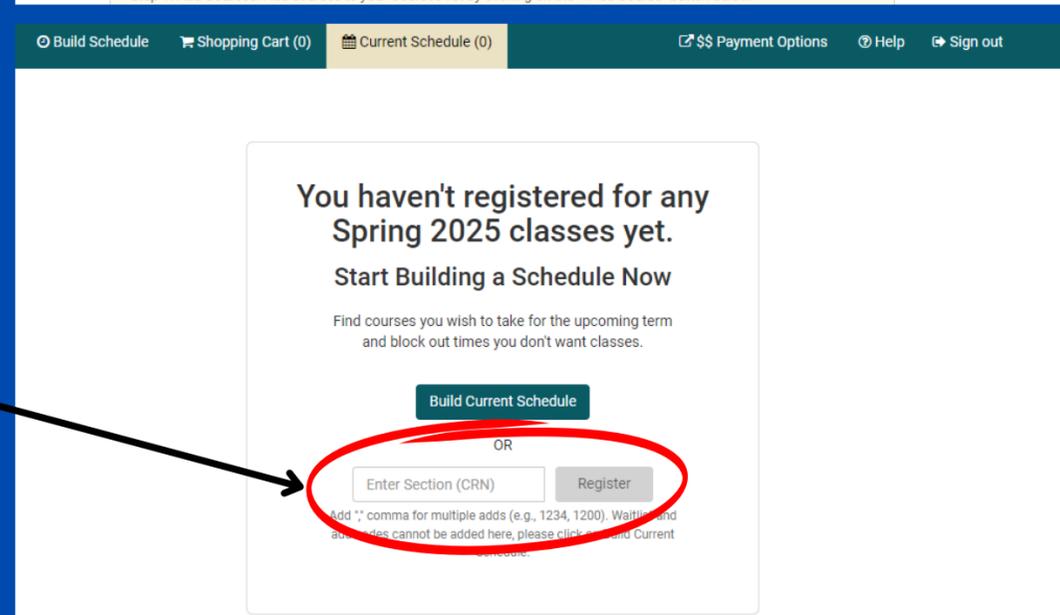
- Select the Term and College



- Click on "Current Schedule (0)"



- Enter the CRN of the class you plan to take



ALL
DOWN

