

MEMORANDUM OF UNDERSTANDING  
Admission of Minors to Ventura College

Dear Student and Parent:

Ventura College may, under special circumstances, admit minors to attend classes at the college. To be considered for admission, the student must submit a completed application for admission, a completed and signed "Recommendation for Special Admission" form, a transcript or grade report from the school of attendance (high school), and a letter from the school of current or last attendance confirming that the student is able to benefit from advanced scholastic or vocational education (grades K-8). All paperwork must be submitted before the student's application for admission is considered.

Once admission is granted, the student is encouraged to complete matriculation activities of orientation, assessment and advisement. Students may be required to complete assessment to satisfy prerequisite requirements for a given Math, Science or English course. Consult the schedule of classes for more information.

Please read and acknowledge the following by your signature:

1. Once a student of any age is accepted to Ventura College, he/she is 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:

\*Ventura College catalog regarding: student conduct, student grievance, student health services, sexual harassment, sexual assault.

\*Ventura 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.

\*Students must demonstrate the ability to benefit from the advanced scholastic and vocational education and the services offered by the college.

2. Although we consider Ventura College a safe campus, there have been incidences on and around the campus 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 that does not allow the college opportunity to let students know in advance. Take your child on a walking tour of the campus to make sure both of you know where pay phones are, where the Campus Police Office and the Administration Building are.
  - We strongly encourage you to pre-arrange a pick-up location. If your child has to wait, we encourage you to identify a waiting area in our student centers of activity, such as the library.
3. In most circumstances, health services can be delivered to your child only if a signed medical release is on file at the Student Health Office. All students pay the health fee and are eligible for

health services; however, under most circumstances minors can be treated only with parental permission. The medical release form is available at the Student Health Center on campus.

4. Courses taken at Ventura College are intended to compliment the course work your child is doing at his/her home campus, not to replace it. Students admitted to Ventura 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.
5. The course work that your child completes at Ventura College 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 on the use of college courses to fulfill other requirements such as units for graduation or specific required subjects.
6. The coursework that your child completes at Ventura College 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 Ventura College catalog.
7. Ventura 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. Parents having questions about course content should consult the instructor of record prior to allowing their child to register.
8. Parents must sign a special library permission slip if they wish their child to be issued a library card that allows access to all library materials including unfiltered and unsupervised internet access.
9. ***Right of access to student records:*** Navigating the processes of admission, registration and obtaining transcripts is a valuable part of the college experience that will better prepare your child for his/her future at another college or university. 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 Ventura College student.

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Parent's Signature

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Date

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Student's Signature

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Date