As a special admission student, you are required to complete the following steps before being allowed to register for a Ventura College class. We recommend that you make early appointments with your school and college counselors to get the necessary approvals and paperwork required. Incomplete paperwork will result in registration delays.

**SPECIAL ADMISSION STUDENTS MAY ONLY REGISTER IN A MAXIMUM OF 6 UNITS PER TERM.** (Students are exempt from paying enrollment fees. All other fees apply including nonresident tuition if applicable)

**CHECKLIST:** Complete all steps prior to registration.

- **Apply for admission to the college online at** [http://www.venturacollege.edu/apply](http://www.venturacollege.edu/apply) *(if age 13 or over)* or in person *(if under 13 years old). You must apply if this is the first time you will be taking a college class or it has been more than two semesters since you last attended)*.

- **Complete the Recommendation for Special Admission K-8 form.** *(Required every semester)* Be sure that:
  - You complete the Recommendation form *with your school counselor*.
  - The school counselor lists the class(es) you are being advised to take at the college, and signs the form.
  - You receive an unofficial copy of your high school transcript or grade reports *and* a letter from the Principal supporting your ability to benefit from advanced scholastic or vocational (college-level) education.
  - Your parent signs the Recommendation for Special Admission K-8 form and the Memorandum of Understanding.

- **You and your parent must read and sign the Memorandum of Understanding.** *(Required every semester)*

- **IF** your class has prerequisites that are enforced at registration, you must make an appointment with a Ventura College counselor for prerequisite approval *(bring your unofficial transcript)*.

- **Registration card:** must be completed with course numbers, titles, and student’s signature. *(Required every semester)*

- **ALL** students must **bring** a copy of an unofficial transcript. *(Required every semester)*

- **ALL** students must **show** a valid photo ID card at registration. *(Required every semester)*

- **ALL** students must **be present** to register.

- **Home school students must also bring** a copy of the Affidavit required to be filed with the California Dept. of Education. *

**Recommendation for Special Admission K-8 form, Memorandum of Understanding, valid photo ID, transcript or grade report; AND “Instructor Authorization to Admit a Special Admission Student” form; AND add/drop slip are required every semester!**

**HELPFUL HINTS**

REGISTRATION FOR STUDENTS IN GRDES K-8 BEGINS ON THE FIRST DAY OF THE SEMESTER; K-8TH GRADE STUDENTS MUST ATTEND FIRST CLASS MEETING AND OBTAIN A SIGNED “INSTRUCTOR AUTHORIZATION TO ADMIT A SPECIAL ADMIT STUDENT” FORM.

MAKE SURE ALL PAPERWORK IS COMPLETED AND SIGNED OR REGISTRATION WILL BE DELAYED.