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 high 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 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-High School form**. Be sure that:
   - You complete the Recommendation form with your high school counselor.
   - The high 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.
   - Have your parent sign the Recommendation for Special Admission-High School 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 high school 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 high school 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-High School form, Memorandum of Understanding, valid photo ID, high school transcript and completed add/drop slip are required every semester!

HELPFUL HINTS

MAKE YOUR HIGH SCHOOL AND COLLEGE COUNSELING APPOINTMENTS EARLY! DON’T WAIT UNTIL REGISTRATION DAY TO OBTAIN NECESSARY SIGNATURES.

MAKE SURE ALL FORMS ARE COMPLETED AND SIGNED. INCOMPLETE FORMS WILL RESULT IN REGISTRATION BEING DELAYED.

CHECK THE SCHEDULE OF CLASSES FOR SPECIAL ADMISSIONS REGISTRATION DATES.

**INDICATES FORMS THAT MUST BE SUBMITTED EVERY SEMESTER.