

VENTURA COLLEGE

SET YOUR COURSE

ADMISSIONS & RECORDS OFFICE

4667 TELEGRAPH ROAD, VENTURA, CA 93003 PHONE: (805) 289-6457

Dual Enrollment/Special Admission Guide & Checklist

As a student enrolled at both a K-12 school and the college, the following steps are required before students are permitted to register for classes at Ventura College. We recommend you make an appointment with your school and college (*if required*) counselors early to get the necessary approvals on required paperwork. Incomplete paperwork will not be processed and will result in delayed registration.

DUAL ENROLLMENT/SPECIAL ADMISSION STUDENTS MAY REGISTER IN A MAXIMUM OF 11.5 UNITS PER SEMESTER. Students enrolled as dual enrollment/special admission are exempt from paying enrollment fees. All other fees apply.

CHECKLIST: Complete All applicable steps to be granted access to registration each semester.

- Apply for admission to the college online** at <http://www.venturacollege.edu/apply> if this is the first time you will be taking a college class at Ventura College or it has been more than two semesters since you last attended class with us. Students under the age of 13 must apply in person at the Admissions & Records Office in the Student Services Center.
- Completed Recommendation for Dual Enrollment/Special Admission form** with your school counselor. Include all classes you want to register for on the form. The Recommendation form must be signed by your school counselor.
- Signed Memorandum of Understanding.** Read and sign the form. Signature from the parent and student are required.
- Unofficial transcript.** An unofficial transcript can be obtained from your counselor or Registrar. The transcript may also be used to qualify you for courses with certain prerequisites.
- Home Schooled Students** must include a copy of the completed Private School Affidavit.
- Students registering for courses in person** must show a valid photo ID at the time of registration and submit an Add card with the courses listed on the Recommendation form. If registering in person, the student must be present. No registration by proxy will be permitted.
- College class prerequisites are enforced.** Check the online schedule of classes or the college catalog to see if there are any courses required before you can take the course you want to register for now.
- Students in 8th grade or lower** must have written permission from the college instructor prior to being able to register.

All steps must be completed each semester the student attends Ventura College as Dual Enrollment/Special Admission.

Check the Online Schedule of Classes at
<http://www.venturacollege.edu/apply-and-enroll/schedule-of-classes>
for Current Courses Offerings and Dual Enrollment/Special Admission Registration Dates