



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

*Opening the Door to Higher Education*

## RECOMMENDATION FOR DUAL ENROLLMENT (SPECIAL [K-12] ADMISSION)

*This form is required each semester the student participates*

Student Name: \_\_\_\_\_ College ID: 900 \_\_\_\_\_ Term: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Present Grade: \_\_\_\_\_ GPA: \_\_\_\_\_ School Name: \_\_\_\_\_

### CRITERIA FOR DUAL ENROLLMENT (SPECIAL ADMISSION)

- Apply at [www.vcccd.edu/apply](http://www.vcccd.edu/apply) at least 15 days before the registration date. Students may be required to complete assessment to satisfy prerequisites. Details about courses and any prerequisites may be found in the term class schedule.
- Students must show a valid photo I.D. and submit all paperwork in person at the college Admissions & Records Office to register.
- Registration is limited to **11.5** semester units per term. Students are exempt from paying enrollment fees. All other fees apply. Nonresident students are responsible for Nonresident tuition where applicable.
- Submit completed, signed Recommendation for Dual Enrollment/Special Admission and Memorandum of Understanding for Admissions of Minors forms and school transcripts at the time of registration.
- College credit will be granted for course taken. The high school may also grant credit. Student must request an official College transcript be sent to the high school when requesting high school credit.
- Students in 8th grade and below are required to obtain permission from the college instructor of the course they wish to take before registering.

### COLLEGE COURSES RECOMMENDED BY SCHOOL OFFICIAL

*(Courses must be listed by school official – students with blank spaces will not be registered at the college)*

Course	Units	Course	Units

I certify the information contained in this petition is true and represents a request for Dual Enrollment/Special Admission. The student is enrolled for a least a minimum day on a school campus and has demonstrated the ability to benefit from advanced scholastic or vocational education offered by the college. This recommendation for Dual Enrollment/Special Admission is approved in compliance with CA Ed. Code sections 76000 and 48800 et seq.

\_\_\_\_\_  
Signature of Principal or designee \_\_\_\_\_  
Date

By signing below, I certify I have read and understand this petition for Dual Enrollment/Special Admission and the related Memorandum of Understanding. Further, I give permission to VCCCD to share information related to my academic progress with my school and/or school district under a CCAP agreement. I hereby request permission to enroll in the community college classes recommended above.

\_\_\_\_\_  
Signature of Student \_\_\_\_\_  
Date

By signing below, I certify I have read and understand this petition for Dual Enrollment/Special Admission and the related Memorandum of Understanding. Further, I understand my student is giving permission to share their information as detailed above. I hereby request my student be allowed to enroll in the community college courses recommended above.

\_\_\_\_\_  
Signature of Parent \_\_\_\_\_  
Date

For Office Use Only    A&R Staff: \_\_\_\_\_ Date: \_\_\_\_\_    Fee Rate Applies:  CCAP  Non-CCAP



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## MEMORANDUM OF UNDERSTANDING

### Admission of Minors

The colleges of the VCCCD may, under special circumstances, admit minors to attend classes at the colleges. To be considered for admission, the student must complete the following steps: 1. Submit an application for admission online at [www.vcccd.edu/apply](http://www.vcccd.edu/apply) 2. Complete assessment to satisfy prerequisites. Consult the schedule of classes for more information. 3. Complete a "Recommendation for Dual Enrollment/Special Admission" form with appropriate signatures (required each semester). 4. Submit an unofficial high school transcript. 5. Home-schooled students must present their State Affidavit 6. Register for classes in person at the Admissions & Records Office or online through the MyVCCCD portal. Refer to the current schedule of classes for registration dates and further information.

**Please read and acknowledge the following by your signature:**

1. Dual Enrollment/Special Admission students are expected to abide by all college rules and standards of conduct. It is the student's responsibility to know these rules. We strongly recommend you review the following with your student:
  - The college catalog regarding: student conduct, student grievance, student health services, sexual harassment, and sexual assault.
  - The 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 are responsible to drop classes. All course adjustments must be done in person at the Admissions & Records Office by the set deadline. Visit [www.venturacollege.edu/schedule](http://www.venturacollege.edu/schedule) for deadlines. Failure to drop a class by the deadline can result in an "F" grade on your student's permanent record.
  - The potential for course content to be outside of the normal parameters your young student has been exposed to in the K-12 setting.
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. The college is generally considered an adult environment, and does not provide special monitoring of minor students on campus. We strongly recommend the following:
  - Make sure your child always has a way to contact you. Classes can be cancelled on very short notice.
  - Be sure to pre-arrange a pick-up location in case of any emergencies.
3. Courses taken at a college are intended to supplement the course work your student is taking at the home campus, not to replace it. Students admitted to a 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.
4. The coursework your child completes 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.
5. The coursework your child completes 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.
6. 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.
7. **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.
8. **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).

By signing below I confirm that I have read and understand the above information pertaining to my child's participation as a VCCCD College student.

Print Parent/Legal Guardian Name	Parent/Legal Guardian Signature	Date	Emergency Contact Phone Number
Print Student Name	Student Signature	Date	Student College ID (900) Number