

MyVCCCD Online Services

MyVCCCD is the gateway to online services, providing college and district information for current students. New applicants and reapplying returning students will be provided a link to the portal setup in their acceptance email from the college (my.vcccd.edu).

MyVCCCD provides access to the following online services and features:

- Registration status, appointments, and calendars
- Registration, add and drop classes
- Financial aid: Track and manage awards
- Apply for the VC Promise and VC Foundation Scholarships (VC only)
- Pay fees, purchase parking permits, and VC Student Photo ID cards
- Purchase parking permits (can only be done online!!)
- Sign up for payment plan (can only be done online!!)
- Check progress toward a degree, certificate or transfer requirements using DegreeWorks
- Access online classes
- View/Print unofficial transcript
- View/Print schedule
- Print official enrollment verification
- Search for classes using the registration "shopping cart" or the "searchable" schedule of classes (find drop deadlines, prerequisites, and more)
- Update personal information (address, phone, emergency contact numbers, major, program of study, educational goal) Forward college email to a personal email account (REQUIRED if you want to receive college emails to your personal email account.)
- Change portal password

Updating Student Records

Once a student application is on file, any necessary communication with the student is conducted through the contact information provided and through the VCCCD e-mail account given to all students, via phone call or text message to either the contact information or emergency numbers on file in the student's records, or through the MyVCCCD Student Portal. It is important that address, phone, and alternate e-mail address updates or corrections be recorded in student academic records. Students may update this information at any time by logging into the MyVCCCD Student Portal and selecting the MyCollege tab. Name changes must be filed in-person at the Admissions and Records Office on campus, and they require that the student present a picture ID (driver's license or California ID card), and at least one other piece of identification bearing the new name. Name changes cannot be completed online.

Transcript Requirements

All new, continuing and returning students are encouraged to submit official transcripts from all high schools, colleges and universities they have attended. *EXCEPTION: Students do not need to submit transcripts from Moorpark and Oxnard Colleges.*

The transcripts should be directed to: Ventura College Admissions and Records Office, 4667 Telegraph Rd., Ventura, CA 93003.

Students are encouraged to have their transcripts submitted to Ventura College before enrolling for their first semester, to prevent delays in processing their registration.

All transcripts submitted to Ventura College become the property of the college and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized college personnel only.

Official transcripts are **required** to be submitted for degree and/or certificate requirements even if the courses are not being used to satisfy requirements. Special programs with special requirements such as nursing, athletics and financial aid may require a student to file all high school and college transcripts to verify eligibility.

The college is not required to keep external transcripts. Therefore, students should be aware that records are periodically purged and external transcripts are destroyed.

Acceptance of Transfer Coursework

FROM REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES:

Institutions must be regionally accredited by one of the following accrediting bodies:

- Middle State Association of Colleges and Schools, Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Career Institutions
- North Central Association of Colleges and Schools, The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Schools and Colleges, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior College
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities.

Coursework presented on official transcripts from regionally accredited colleges and universities will normally be granted lower division credit by Ventura College. Exceptions may apply, see a counselor.

All transcripts submitted become the property of the college, and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized college personnel only.

FROM OTHER ACCREDITED INSTITUTIONS:

Coursework presented on official transcripts from nationally or professionally accredited colleges and universities may be eligible for lower division credit from Ventura College based on an approved Petition for Variance, recommendations for lower division baccalaureate credit by the American Council on Education, or other evaluative alternatives utilized by college counselors.

All transfer coursework is evaluated based upon the current information and practices specified in the Accredited Institutions of Postsecondary Education by the American Council on Education. Students transferring to colleges of the Ventura County Community College District are required to declare all previous college attendance. Failure to provide complete information may result in dismissal from the Ventura County Community Colleges.

FROM FOREIGN COLLEGES AND UNIVERSITIES:

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts translated and evaluated as being equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credentials Evaluation Services or one approved by the California Commission on Teacher Credentialing. Evaluations from other professional credentials evaluation services will be reviewed for acceptability on a case-by-case basis. The evaluation must be a detailed or comprehensive evaluation that includes course-by-course descriptions, unit values and/or grade point average, and identification of lower and upper division courses. Evaluations must be mailed directly to Ventura College from the evaluation service. Contact the Ventura College Registrar's Office for more information regarding credential evaluation criteria.

Students must submit official transcripts to a qualified agency and request that the agency forward the official evaluation to the College.

Completed coursework will be considered for lower division unit credit only. However, foreign coursework cannot be applied to CSU General Education Breadth or IGETC (except Area 6) certification unless the foreign institution has U.S. regional accreditation. The individual CSU campus may opt to give students credit for foreign coursework, but community colleges do not have that prerogative. Requests for equivalent Ventura College course credit are evaluated on an individual basis by a counselor. This review is based upon the recommendations of the transcript evaluation service and by the appropriate college discipline faculty.

Credit for Military Service

CREDIT FOR MILITARY SERVICE

The colleges of the Ventura County Community College District will recognize and grant credit to service personnel for formal educational training completed in the United States armed forces provided such credit is not a duplication of work taken previously.

Service personnel may be allowed credit for formal service school courses offered by the United States military service recommended in the Guide to the Evaluation of Educational Experiences in the armed services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide.

Service personnel may be allowed full advanced standing credit for college level courses completed under the auspices of the Defense Activity for Nontraditional Education Support (DANTES) or the United States Armed Forces Institute (USAFI) as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. Such credit will be treated in the same manner and under the same policies as allowing credit from regionally accredited colleges and universities.

Any work completed at a regionally accredited college or university by service personnel while in military service and for which the college or university issues a regular transcript showing the credits allowable toward its own degrees, will be allowed advanced standing credit toward the associate degree in the same manner as if the student had pursued the courses as a civilian.

Service personnel should be aware that other colleges and universities may have different policies concerning credit for military educational training. There is no assurance that the granting of these units by the colleges of this district will be accepted by other institutions of higher education. Students must submit an official transcript of military course work to the Records Office for evaluation. Contact the Admissions and Records Office for more information.

Fees

ENROLLMENT FEES ARE SET BY THE STATE, ARE SUBJECT TO CHANGE WITHOUT NOTICE AND MAY BE RETROACTIVE. ALL OTHER FEES ARE SET BY THE VENTURA COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES AND ARE SUBJECT TO CHANGE BY BOARD ACTION. ALL FEES MUST BE PAID IMMEDIATELY (OR COMMITTED TO BE PAID) TO COMPLETE A STUDENT'S REGISTRATION. IF THE REGISTRATION PROCESS IS NOT COMPLETED, THE STUDENT WILL NOT BE ENROLLED IN CLASSES.

Enrollment Fee:\$46.00 per unit
23.00 per 1/2 unit
11.50 per 1/4 unit

Health Fee (mandatory).....\$19.00 fall/spring
16.00 summer

This health fee enables the College to provide you with a variety of health care services. In accordance with the California Education Code and Board policy, students are required to pay the health fee, regardless of the units taken, unless they meet one of the exemptions. See Health Fees section located on next page for more information. Waiver forms are available at the Admissions and Records Office.

**Nonresident Tuition: Non-California
resident and International students**\$235.00 per unit

**International and Nonresident
Domestic Student Surcharge**\$14.00 per unit

International Student Application

Processing fee.\$50.00

Materials Feessee Instructional
Material Fee

Student Center Fee\$1.00 per unit
(maximum of \$10 per fiscal year)

Student Activities Fee (optional).....\$7.00 per term

This optional Student Activities Fee is collected at the time of registration. This fee provides support to student life activities, events, and programs sponsored by the Associated Students of Ventura College, campus student organizations, and departments including the Student Activities Office. Authorized by Education Code 70902(b)9, and approved by the VCCCD Board of Trustees April 2015. This fee may be waived for religious, political, financial or moral reasons. Waiver forms are available at the Student Business Office.

Student Representation Fee (optional).....\$1.00 per term

This Student Representation Fee provides support for students or representatives who share positions and viewpoints before city, county, and district governments, and before offices and agencies of the state and federal governments. Authorized by Education Code, Section §76060.5, this fee may be waived for religious, political, financial, or moral reasons. Waiver forms are available at the Student Business Office.

Credit by Exam Fee\$46.00 per unit

Audit Fee (non-refundable):

Students enrolled in 10 or more
credit unitsno charge

Students enrolled in fewer than 10
credit units\$15.00 per unit

Note: auditing students also pay the health fee.

Student Photo ID card (optional)\$6.00 per semester

Note: year ends last day of summer session. \$10.00 per year

Students who owe outstanding fees may not register until their fees are paid and student account is cleared.