

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.