My VCCCD Portal

How to
REGISTER ONLINE

A Step - by - Step Guide

VENTURACOLLEGE
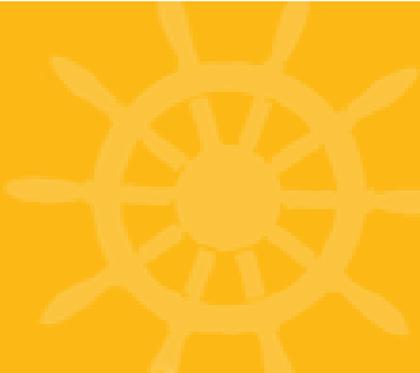
SET YOUR COURSE

MyVCCCD
get connected

Username

Password

Login

Forgot username?
Forgot password?

Sign up for an account

Sign up and Log in help

Student S...

Faculty Support

Copyright © 2017 Ve...

1

- Open your web browser
- Go to **my.vcccd.edu**
- Enter your username (sent to you in the acceptance email)
- Enter your password (you picked this when you activated the portal)
- Click the "Login" button

If you cannot remember your username, click on the "Forgot username?" button
If you cannot remember your password, click on the "Forgot password?" button

If you receive an error message saying that you do not have a recovery email set up, contact
Student Connect at (805) 289-6420
Student Connect can help you reset your email and send you a temporary password
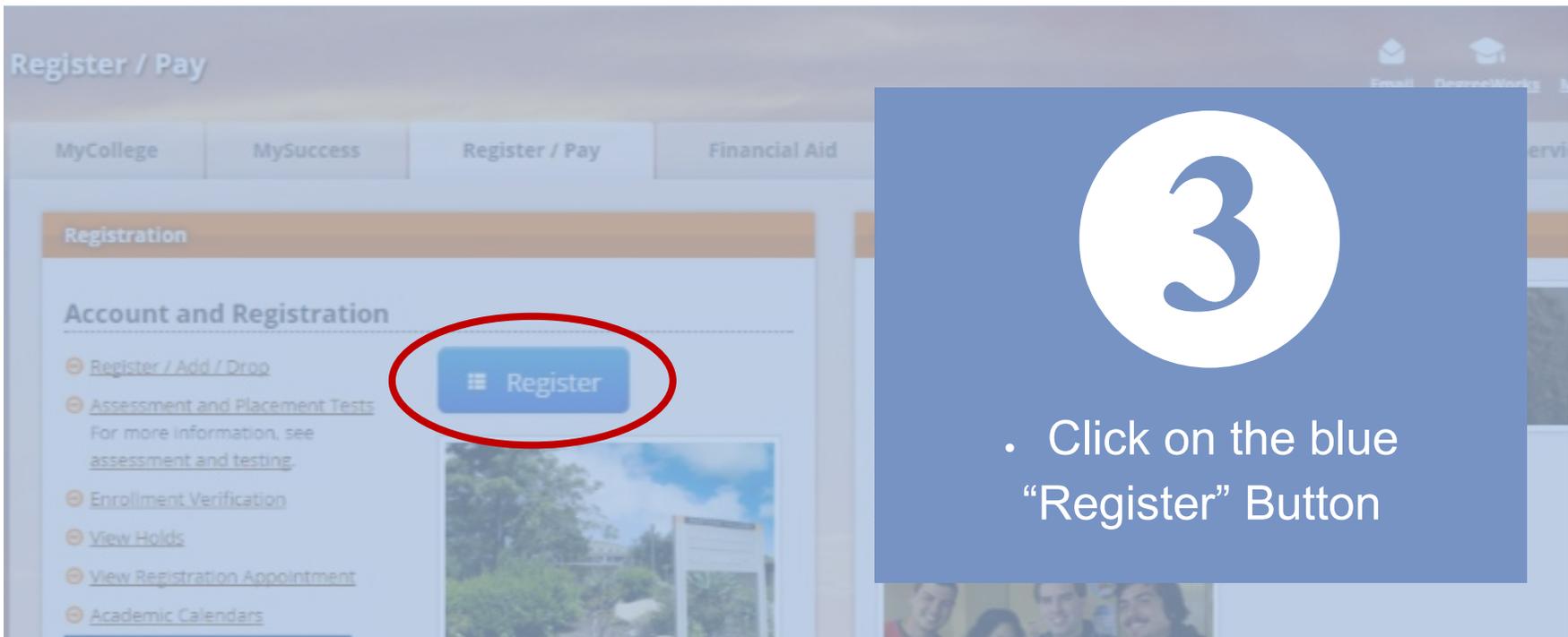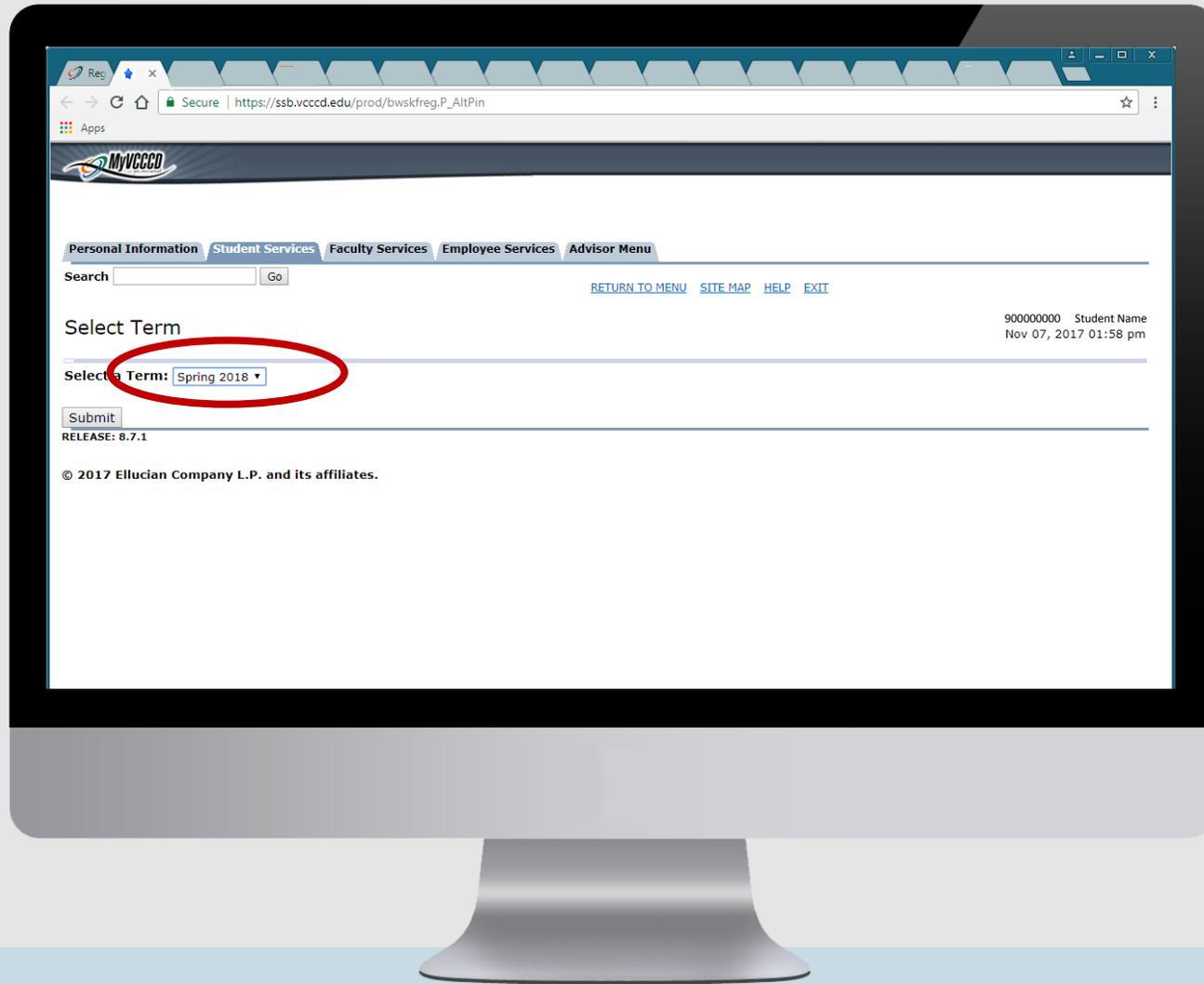
2

Click on the "Register / Pay" Tab
(Third tab over)
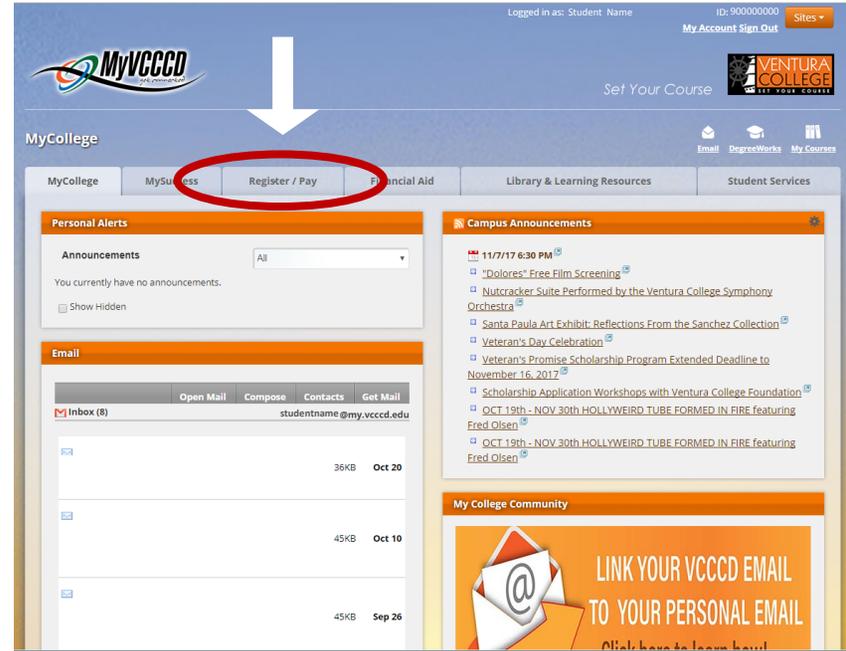
3

Click on the blue "Register" Button

4

- **Click on the "Select a Term" Dropdown Menu**
- **Select the appropriate term to register for**
- **Click the "Submit" button**

MyVCCCD

onal Information   Student Services   Faculty Services   Employee

fore you may proceed on to registration.....

ase review the following:

order for the college to stay in contact and
ase take a moment to review and,if needed

we have your current e-mail address? With
tomated PIN reset function on MyVCCCD. Pl

ank you for your time and patience.

Email Notification   ✕

ATTENTION!

Your student e-mail is the primary way important information is sent to you, including being added into a class from the waitlist and the need to pay additional fees immediately or be dropped from classes. Check your student e-mail often!

Official Student E-mail

E-mail Address: **studentname@my.vcccd.edu**

Questions about your student email and forwarding? See the Student E-mail Help page.

Ok

Records office to correct the legal address record..

change address

d Technical Education Act (CTEA)

uestions before beginning registration. T
d for funding purposes only.

you receive any of the following:
enefits

he economically disadvantaged

Indicate if you are:
rent with custody of a minor child?
d homemaker?

Click here if you wish to decline answering

Decline to answer

I have reviewed this information on this page and i
correct

Continue on to Registration

A Notification Phone Number change:
• Notification information is required unless you

Name:

tudent ID:

te of Birth:

ess:

LG

y,State,Zip:

County:

Nation:

es:

Legal:

cation Phone Numbers:

- **Read the Notification**

- **Click the "Ok" Button**

6

Personal Information

Search [   ]

Before you may proceed on to registra...

Please review the following:

In order for the college to stay in contact and prov...
Please take a moment to review and, if needed, correc...

Do we have your current e-mail address? With your current...
PIN reset function on MyVCCCD. Please take a few moments to...

Thank you for your time and patience.

You will need to confirm your contact information and answer some survey questions every semester before you can access the registration page

Name:	
Student ID:	
Date of Birth:	
Address:	
LG	
City,State,Zip:	
County:	
Nation:	
Phones:	
Legal:	
Notification Phone Numbers:	
Cell:	

If you re...

A Name, ID or DOB ...
• Come to an Admissi...
of identity.

An Address or Phone Number change:
• An address is required in order to register. You ...
update or insert a mailing address only. If your legal
address has changed, insert it here as a mailing address
and contact your campus Admissions and Records office
to correct the legal address record..

[change address or phone]

A Notification Phone Number change:
• Notification information is required unless you wish to
opt out. This information will be used in the event of an
emergency or for academic reasons to notify you and
give important instructions. Click the button below to
change your number or opt out.

☐

I have reviewed t...

[Co...]

Verifying your Information

- **Confirm that your name, date of birth, and address are correct**
- *If not, select the "Change address or phone" button to correct*

6a

- **All students must click on the "Change or Verify Notification Numbers" button**

6b

- **Enter your cell phone number in the box**
- *Or Opt Out by selecting the "To Opt Out" box*

6c

- **Click the "Save Changes or Verify Number" button**
- **Then click the "Return to Pre-Registration Check" button**

6d

- **Answer the survey questions**
- *Or Opt Out by selecting the "Decline to answer" button*

6e

- **Click the "Continue to Registration" button**

6f

earch [   ] Go

Thank you. Your change(s) have been recorded.

AFFIRMATION OF THE VENTURA COUNTY COMMUNITY COLLEGE DISTRICT'S

NON-HARASSMENT/DISCRIMINATION POLICY

The Ventura County Community College District (VCCCD) will not tolerate harassment or discrimination against any person. Discrimination is defined as special or disparate treatment based on ethnic group identification, race, color, national or ethnic origin, age, sex or gender, religion, sexual orientation, ancestry, veteran status, marital status, or physical or mental disability, or on the basis of these perceived characteristics or based on the association with a person or group with one or more of these actual or perceived characteristics. The VCCCD will enforce all state and federal laws and district policy prohibiting discrimination.

Furthermore, VCCCD is committed to maintaining a working and educational environment free of sexual harassment. VCCCD will not tolerate any behavior that constitutes sexual harassment of staff, students, or visitors. It is the policy of the VCCCD that all members of the collegial community including staff, students, visitors, guests, or contrac...   ly harass one another or retaliate against one another for making sexual harassment complaints.

The VCCCD will comply with the accessibility requirements of Section 508 of the Rehabilitation Act...   ...ocurement, maintenance, or use of electronic or information technology and will respond to and resolve discrimination complaints regarding accessibility. To request reasonable accommodations, appli...   ...the District Human Resources Department at (805) 652-5506. Students should contact the Student Services Department at their particular college or center.

Administrators, faculty, classified employees, and students should direct any complaint of har...   ...e Facilitator or to Gary Maehara, Director of Human Resources Operations 805-652-5506. The following individuals have been designated as Intake Facilitators:

College	Name		Contact Information

- **Read the Non-Harassment/Discrimination Policy thoroughly**
- **Screen shot or take note of the contact information provided**
- **Once you have finished reading, click the "Next Page" button**

District Administrative Center			E: gmaehara@vcccd.edu

The VCCCD recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible in accordance with Board Policy 3430, its associated administrative procedure, and Title 5 regulations.

The District disseminates information regarding District policies and appropriate procedures on harassment and discrimination to all employees and students by announcing its existence in prominent places throughout the District including, college catalogs, schedule of classes, employee and/or student portal, on official District bulletin boards, and by direct communication.

📄 Download Printable Version
This information is also available any time in the MyVCCCD portal under "Student Quick Links".

[Next Page]

Personal Information | Student Services | Faculty Services | Employee Services | Advisor Menu

Search [   ] Go

IMPORTANT: Please read the following before

REGISTRATION

Make sure you click both the Submit Changes and the Exit Registration/
registration into your selected classes or notifies you if there is a probl
your registration will be incomplete.

FEES

Students registering for classes are assessed fees as noted in t
not pay their fees may be dropped from enrolled and waitliste
college services.

Students dropped from classes for nonpayment of fees lose

A payment plan is available that allows students to pay the
website.

PREREQUISITES

Students are allowed to enroll in the next level of a cours
District at the time of their registration. Students who do
in the next level course, and will be dropped. Additional i

DROPPING A CLASS

It is the student's responsibility to drop from class by the
and dropping with a "W". All deadline dates are listed in th

STUDENT CODE OF CONDUCT

All students are required to adhere to the "Student Code of C
bookstore.

I have read the information o

RELEASE: VCCCD 7.3

8

- **Read the registration information thoroughly**

- **Once you have finished reading, click the "Continue to Registration" button**

9
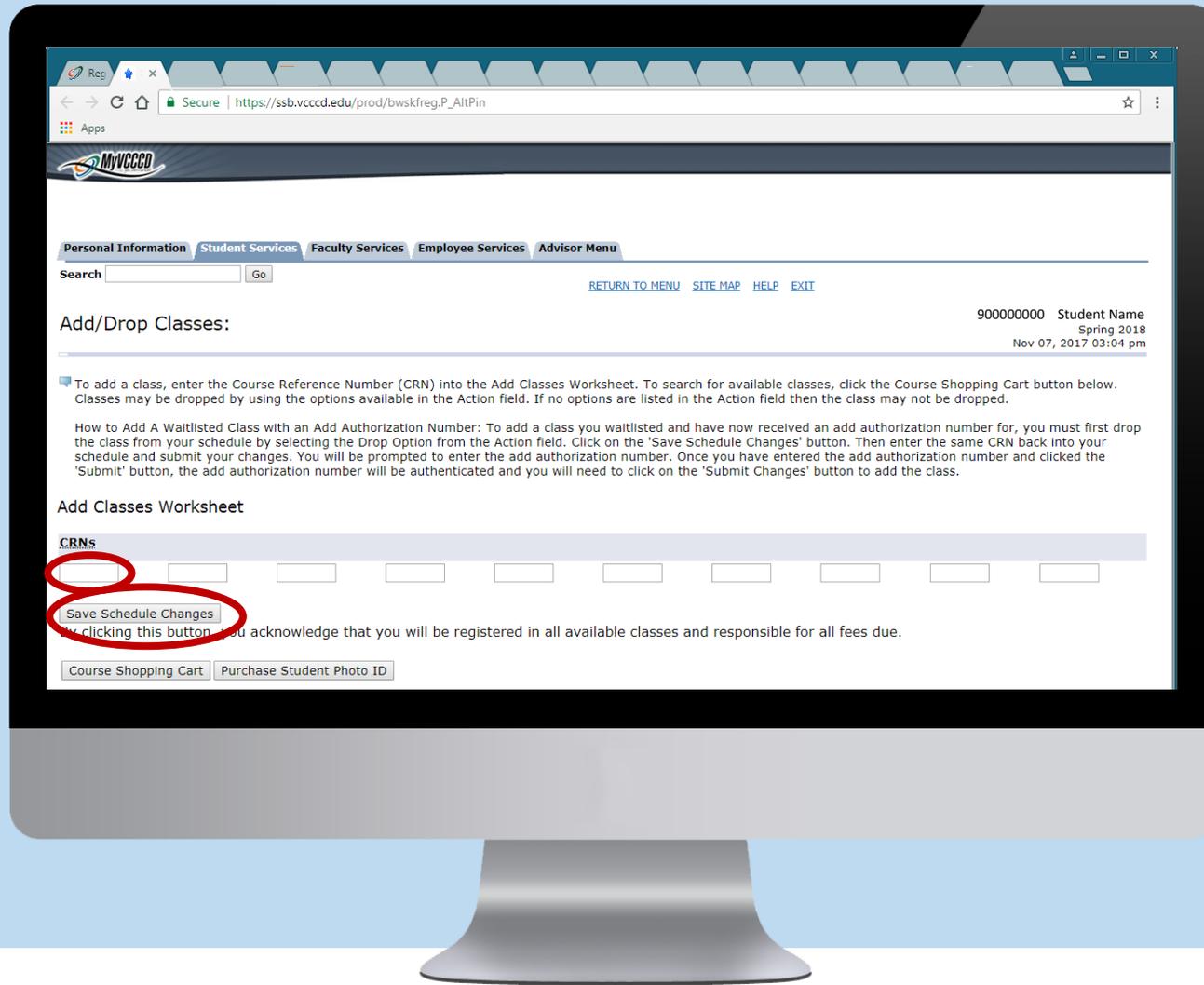
- **To add a class, enter the Course Reference Number (CRN) in the Add Classes Worksheet box**
  - If you want to register in multiple classes, enter 1 CRN per box
- **When you are done, select the "Save Schedule Changes" button**

- **Once you have saved Schedule Changes, you will see your registered classes <u>above</u> the Add Classes Worksheet**

  - **To finalize your registration, click the "Pay Fees & Complete Registration button**

Number (CRN) into the Add Classes Worksheet. To search for available classes, cl
ns available in the Action field. If no options are listed in the Action field then the

Add Authorization Number: To add a class you waitlisted and have now received an ad
y selecting the Drop Option from the Action field. Click on the 'Save Schedule Changes' bu
anges. You will be prompted to enter the add authorization number. Once you have entered
orization number will be authenticated and you will need to click on the 'Submit Changes' bu

	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Titl
n Nov 07, 2017	None	30014	THA	V01	001	Undergraduate	3.000	Letter Graded	Intr
on Nov 07, 2017	None	30037	HED	V01	001	Undergraduate	3.000	Letter Graded	Hea
a** on Nov 07, 2017	None	31421	SOC	V01	003	Undergraduate	3.000	Letter Graded	Intr
red** on Nov 07, 2017	None	32005	PSY	V01	001	Undergraduate	3.000	Letter Graded	Intr

it Hours: 12.000
Hours: 12.000
um Hours: 0.000
aximum Hours: 19.500
Date: Nov 07, 2017 03:12 pm

Add Classes Worksheet

RNs

e Schedule Changes
cking this button, you acknowledge that you will be registered in all available classes and responsible for all fe

e Shopping Cart   Purchase Student Photo ID

Pay Fees & Complete Registration
⚠ Registration is not finished until you click this button and pay fees.

10

11

- This page shows what fees are due

- Select the "Click to View and Print Schedule/Bill" button to review the courses you have registered in

Registration Fee Assessment

💬 **All fees are due immediately:**
Students who do not pay their fees or arrange for payment will be dropped from their classes and required to re-enroll.

- Students who believe they may qualify for financial aid are advised to contact the Office of Financial Aid for eligibility requirements.
- Students who need to arrange for payment by employer or sponsoring agency should contact the student business office. (Address and Phone numbers for the business o
- Students who need to arrange a payment plan should scroll down this page and click on ePayment.

Total Credit Hours: 12.000

Tuition and Fees for Spring 2018

Detail Code	Description	Amount
ENR3	Enrollment Fee VC	$552.00
HLB3	Health Fee	$20.00
SAC3	Student Activity Fee VC	$7.00
SCR3	Student Center Fee VC	$10.00
SRP3	Student Rep Fee VC	$1.00
	Total Charge:	$590.00
	Previous Term Balance:	$0.00
	Total Due:	$590.00

⚠ Registration is not complete until all fees are paid in full.

Additional Purchases:

[Purchase Student Photo ID]

[Moorpark Bookstore] [Oxnard Bookstore] [Ventura Bookstore]
Purchase your textbooks.

Student Activity Fee
This optional fee provides support to student life activities, events, and programs sponsored by campus student organizations and departments including the Associated Stud
and approved by the VCCCD Board of Trustees April 2015. This fee may be waived. For more information on this fee, please see the following pages:

- Moorpark Student Activity Fee
- Oxnard Student Activity Fee
- Ventura Student Activity Fee

Student Schedule/Bill:
[Click to View and Print Schedule/Bill]

Understanding Your Schedule/Bill

Print Page
Hide Course Details

VCCCD
Ventura County Community College
PROPOSED Student Schedule/Bill
Spring 2018

07-NOV-2017

PROPOSED Schedule for: Student Name

Address:

Crn	Subj	Crse	Title	Crd.	Start Date	End Date	Times	Days	Camp	Bldg.	Room
30014	THA	V01	Introduction to Theatre*	3.0	08-JAN-2018	18-MAY-2018	TBA		VC	WEB	
			NOTE: CRN 30014 IS A FULLY ONLINE COURSE.								
30037	HED	V01	Health and Wellness*	3.0	08-JAN-2018	18-MAY-2018	10:00-11:15am	M W	VC	MCW	203
31421	SOC	V01	Introduction to Sociology*	3.0	08-JAN-2018	18-MAY-2018	11:30-12:45pm	M W	VC	MAC	201
32005	PSY	V01	Introduction to Psychology*	3.0	08-JAN-2018	18-MAY-2018	8:30- 9:45am	M W	VC	MCW	110

*Orientation may be required for section(s). See class schedule for details.

Additional Information

Crn	Subj	Crse	Instructor	Email	Refund Deadline	Last Day to Drop Without a W	Last Day to Drop With a W
30014	THA	V01	Cole, Nathan	ncole@vcccd.edu	19-JAN-2018	28-JAN-2018	20-APR-2018
30037	HED	V01	Newton-Eliot, Maureen	meliot@vcccd.edu	19-JAN-2018	28-JAN-2018	20-APR-2018
31421	SOC	V01	Horigan, Andrea L	horigan@vcccd.edu	19-JAN-2018	28-JAN-2018	20-APR-2018
32005	PSY	V01	Capuano, Lucy	lcapuano@vcccd.edu	19-JAN-2018	28-JAN-2018	20-APR-2018

Account Information

It is the student's responsibility to drop class(es) by the appropriate deadline as shown above. Students who remain enrolled after the refund deadline are not eligible for a refund and remain financially responsible for payment of fees even if they drop the class or are dropped by their instructor.

Payment is due immediately upon registration; please refer to the schedule of classes for payment options and financial aid, or visit the website for your campus Financial Aid Office. Any unpaid fees will result in a financial hold placed on your account. Financial holds will prevent students from enrollment, drops and withdrawals, and prohibit access to transcripts, grades and limit access to certain campus services.

Enrollment fees are set by the State and are subject to change without notice and may be retroactive. All other fees are set by Ventura County Community College District Board of Trustees and are subject to change by Board Action. A valid parking permit is required to park on campus during all times that classes are in session. There are no grace periods.

Account Summary for

Account Balance:$590.00

Spring 2018

Detail Code	Description	Charge	Payment	Balance
ENR3	Enrollment Fee VC	$552.00		$552.00
HLB3	Health Fee	$20.00		$20.00
SAC3	Student Activity Fee VC	$7.00		$7.00
SCR3	Student Center Fee VC	$10.00		$10.00
SRP3	Student Rep Fee VC	$1.00		$1.00
	Term Charges:	$590.00		
	Term Credits & Payments:		$0.00	
	Term Balance:			$590.00
	Previous Balance:			$0.00
	Account Balance:			$590.00

⚠ Registration is not complete until all fees are paid in full.

Your Student Schedule/Bill gives you all the information you need to know about your classes

The Schedule/Bill shows you:

Classes you are registered in

The class start date

The class start time

The class location

Your instructor's name

Your instructor's contact info

Drop deadlines

Your account balance

- Click on the "Print Page" button to print this page for your records

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- To finalize your registration, you must pay your account balance

  - Click back into the MyVCCCD portal tab

    - Click on the "Register/Pay" tab

      - Click on the "ePayment" icon

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- Click the "Pay" link under the Your Account box

- *Or, if you cannot pay your balance in full, click on the "Enroll in Installment Plan" link to sign up for the payment plan*

- If you prefer to pay in person visit the Student Business Office in the Student Services Center

COMMON REGISTRATION ERRORS

Prerequisites are additional courses that MUST be completed prior to taking the course you are trying to register in

If you believe you have met the prerequisite requirements, bring unofficial transcripts (showing a grade of C or better in the course that meets the requirement) to the Counseling Office and request they clear you to take the class

Prerequisite Not Met

Closed Section

Class Meets at the Same Time

Closed Section messaging appears when all available seats in a class are filled (including the waitlist)

If a section is closed, you can pick another open section offered at Ventura, Oxnard, or Moorpark.

Time Conflicts occur two classes have overlapping meeting times

In order to successfully complete registration, your schedule may not have any time conflicts between classes. Classes are available at Ventura, Oxnard, or Moorpark to meet your scheduling needs.

WAITLISTING A CLASS

- If you try to register for a full class that still has space on the waitlist, you will see this message

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level
Web Registered on Nov 07, 2017	None ▼	32005	PSY	V01	001	Undergraduat

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.500
Date: Nov 07, 2017 02:05

✓ You've been approved for waitlisting for the class listed below. To place your name on the waitlist, change the [....] Schedule Changes button. More information about waitlists can be found **here**.

❗ **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 4 Waitlisted	None ▼	30610	ANAT	V01	002	Undergraduate	4.000	Letter Graded	General Human Anatomy

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Save Schedule Changes]

What is Waitlisting?

When all the regular seats in a class are full, a waitlist is developed for students who would want to be registered if a spot opens up. If you are moved into the class, you will be notified by email. If you are not moved into the class automatically, you will need to attend the first day and ask the instructor if they will give you an add code for the class. You will then register in the class using the add code.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Nov 07, 2017	None ▼	32005	PSY	V01	001	Undergraduate	3.000	Letter Graded	Introduction to Psychology

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.500
Date: Nov 07, 2017 03:25 pm

✔ You've been approved for waitlisting for the class listed below. To place your name on the waitlist, change the action option to **Wait List** and then press the Save Schedule Changes button. More information about waitlists can be found here.

🚫 **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 4 Waitlisted	Wait List ▼	30010	ANAT	V01	002	Undergraduate	4.000	Letter Graded	General Human Anatomy

Add Classes Worksheet

CRNs

[   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ]

[Save Schedule Changes]
By clicking this button, you acknowledge that you will be registered in all available classes and responsible for all fees due.

- **To add yourself to the waitlist, click on the drop down "Action" menu**

- **Select "Wait List" from the drop down menu**

- **Click the "Save Schedule Changes" button**

- Once your spot on the waitlist is finalized, you will see this message

  - Remember to attend the first days of any class you are waitlisted in

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	
Web Registered on Nov 07, 2017	None ▼	32005	PSY	V01	001	Undergraduate	3
Wait List on Nov 07, 2017 You are 2nd of 2 waitlisted	None ▼	32476	ART	V01	006	Undergraduate	0.0

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.500
Date: Nov 07, 2017 03:28 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Save Schedule Changes]
By clicking this button, you acknowledge that you will be registered in all available classes and responsible for all fees

DROP A CLASS

- Go to your MyVCCCD portal

- Click the "Register/Pay" tab

- Click the blue "Register" button

- Select the appropriate semester from the drop down menu

- Click the "Submit" button

- Under the "Current Schedule" click on the "Action" drop down menu

- Select "Drop Before Class Begins"

- Click the "Save Schedule Changes" button

- Read the dropped classes notification

- Click the "View Drop List" button

- Click the "Print Page" button and save the drop receipt for your records

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cr
Web Registered on Nov 07, 2017	Drop Before Class Begins ▼	30014	THA	V01	001	Undergraduate	3.
Web Registered on Nov 07, 2017	Drop Before Class Begins ▼	30037	HED	V01	001	Undergraduate	3.
Web Registered on Nov 07, 2017	Drop Before Class Begins ▼	31421	SOC	V01	003	Undergraduate	3.
Web Registered on Nov 07, 2017	None	32005	PSY	V01	001	Undergraduate	3.

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 19.500
Date: Nov 07, 2017 03:20 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Save Schedule Changes]

By clicking this button, you acknowledge that you will be registered in all available classes and

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ATTENTION You must **print** your drop list and keep it for your records. Y be required to provide a copy of your drop list to the Admiss and Records Office if you have any questions about this drop transaction.

[View Drop List]   AUTION: If the class you just dropped does not appear on t list, the class is not dropped; **DN0643165**

To add a class, enter the Course Reference Number (CRN) into the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field. If no options are li

How to Add A Waitlisted Class with an Add Authorization Number: To add a class you waitlist drop the class from your schedule by selecting the Drop Option from the Action field. Click o your schedule and submit your changes. You will be prompted to enter the add authorization the 'Submit' button, the add authorization number will be authenticated and you will need to

Current Schedule

Student ID: **900000000**
Drop Code: **DN0643165**

These are the courses dropped for **Spring 2018**
Please print and keep a copy of this page for your records.

[Print Page]

Course	Drop Date	Messages
30014 THA V01	07-NOV-2017 03:20 PM	Drop Before Class Begins
30037 HED V01	07-NOV-2017 03:20 PM	Drop Before Class Begins
31421 SOC V01	07-NOV-2017 03:20 PM	Drop Before Class Begins

[Close Window]

If you have any registration questions,
please contact Admission & Records at
(805) 289-6457

VENTURACOLLEGE

SET YOUR COURSE