Steps to Enrollment: Dual Enrollment

1. Go to **www.venturacollege.edu/apply** and select **Dual Enrollment** and then follow the steps below for the application process.

> ▾ DUAL ENROLLMENT - I am in high school and want to take college classes
>
> APPLY
>
> • Students age 13 and up: **Apply for admissions** to Ventura College
>
>   ○ *Students age 12 and under*: Submit a **paper admissions appl**
>   Admissions & Records

2. Begin by creating an account or sign in if you already have one existing.

Note: You might have an existing account without knowing. IF you have previously taken a dual enrollment course use that username and password.

Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applicati

You Must Have an Email Address

The California Community Colleges and OpenCCC will use email to send you impor

Free email accounts are available from many sources:

- Google Gmail
- Yahoo Email
- Microsoft Outlook
- Other Providers

Note: While all of the providers listed above have millions of users and are widely tr

All information is kept secure and private as explained in the Privacy Policy. By crea

Begin Creating My Account or Return to Sign In

If you already have an existing account and signed in, skip to **Step 9**.

3. If not, continue with this next step and enter your full name.

Legal Name

Enter your legal name as it appears on official documents such as your government issued ID.

First Name	Jack

☐ Check this box if you do not have a first name

Middle Name	

☑ Check this box if you do not have a middl

Last Name	Sparrow
Suffix	None ▾

○ Yes   ● No   Do you have a previous name (such as a maiden name)?

○ Yes   ● No   Do you have a preferred name that is different than your legal and/or previous nam

> Use your FULL name. If you DO NOT have middle name check the box

4. If you have a social security number, select **Social Security Number** put in your social security number, and continue

   If you are "undocumented/Dreamer", check the box that states do not have a social security or tax payer Identification number. Check the FIRST box only and continue.

Please indicate the type of number:

○ Social Security Number   ○ Taxpayer Identification Number

By providing my Social Security Number (or Taxpaye   , or indica
Policy.

Your Social Security Number must be accurate to ens   anent rec

Social Security Number or Taxpayer Identification N

[   ]

> Enter your full 9-digit SSN with no dashes or spaces OR Check the box

Repeat Social Security Number or Taxpayer Identification Number

[   ]

☑ Check this box if you **do not** have a Social Security Number or Taxpayer Identification Num
International students, nonresident aliens, and other **exceptions**, may not have a Social Security Number (or

☐ I am an international student, nonresident alien, or other exception, and I do not have a S
Check this box if you are an international student, or other legitimate exception, and not required to have a S

5. Make sure to provide a personal email. You will not have access to your school email once you have graduated high school.

Email

An email address is required for important messages, including information about coll...

Email Address

Repeat Email Address

> Enter a PERSONAL email **DO NOT** use a school email

Telephone

Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class can...

Extension

Main Telephone Number ☑ I authorize text messages to the telephone number above, and accept respo...

up to four digits

Extension

Second Telephone Number ☑ I authorize text messages to the telephone number above, and accept respo...

up to four digits

Note:
Only one phone number is required
Do not put anything in the "Extension" box.

Permanent Address

☐ My permanent address is outside the United States.

☐ I have no permanent address because I am currently ...

International, F1, M1, or J1 visa students MUST provide a permane...

Street Address | 1234 Pirate Way

Include apartment numb...

City | Ventura

State | California

ZIP Code | 93003

> Enter a permanent address OR select one of the two options above. (Only enter numbers and letters. No symbols)

6. You will now proceed by creating your own personal username and password. **It is important to remember both username and password.**

Note: This is specifically for your OpenCCC account.

Username and Password

To enable you to sign in later, you must choose a unique username for your a...

Username | FuturePirate2019

The Username you entered is available.
Minimum 6 characters (letters, numbers, ...

Password

7 to 20 characters (letters and at least one...

Repeat Password

Security PIN

For additional security, please create a 4-digit Personal Identification Number...

PIN

Repeat PIN

> Create a 4 digit you can easily remember & write it down (Ex: Birthday year).

7. In case you forget your password or username, select three security questions for an alternative log in.

Security Questions

If you forget your username or password, or if you want to change your password or PIN, you will b... ...estions you...

First Security Question
-- Please Choose a Question --

Answer to the First Security Question

Second Security Question
-- Please Choose a Question --

Answer to the Second Security Question

Third Security Question
-- Please Choose a Question --

Answer to the Third Security Question

> You **must c**hoose three security questions that will not have the same answer.
> Try to pick three questions with answers that will not change over time. (I.e Elementary school you attended)

8. Finish by creating your account

Make sure the "I'm not a robot" box is checked. *Wait 5 second before clicking "Create My Account"*

A confirmation email will be sent to you, write down or take a picture of your CCCID. It may be requested by Admissions and Records.

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and pass[...]

Your CCCID is: BGH0560

Next Step

Continue to a Secure CCC Application

Your CCCID is **NOT** your Ventura College ID

CONTINUE TO STEP 2

STEP 2

9. Once you have created your account return to www.venturacollege.edu/apply and select apply again. However, this time you will sign in with your username and password you just created.

Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applica[...]

You Must Have an Email Address

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- Microsoft Outlook
- Other Providers

Note: While all of the providers listed above have millions of users and are widely t[...]

All information is kept secure and private as explained in the Privacy Policy. By cre[...]

Begin Creating My Account or **Return to Sign In**

California Community Colleges | OpenCCC

To continue to a California Community College secure web application, please sign in or create a new account.

| Sign In | Forgot? |

Username — FuturePirate2019

Password — •••••••••••• — **Sign In**

Create a New Account

10. Begin the application process by selecting **Start A New Application**
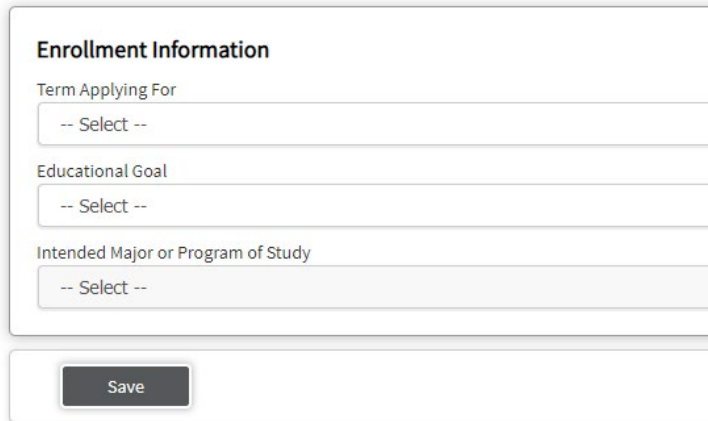
My Applications

Jack Sparrow | Edit My OpenCCC Account

Start A New Application

11. Identify what your plans are while enrolling at Ventura College.

Note: In this case, you will be selecting either Summer 2020 or Fall 2020 depending on when you would like to start Dual Enrollment.

Welcome to the Application for Adm

Enrollment Information

Term Applying For

-- Select --

Educational Goal

-- Select --

Intended Major or Program of Study

-- Select --

Save

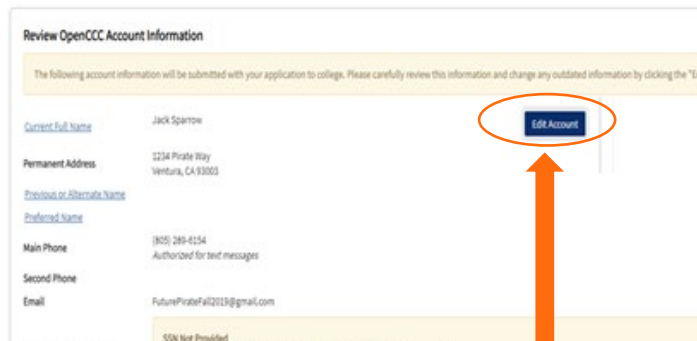**Term** The semester you will begin Fall (August), Spring (January), Summer (May, June, July).
Ed. Goal For Dual Enrollment chose the option of *Undecided on goal*.
Intended Major For Dual Enrollment chose option of *Undecided/Liberal Studies for AA Degree*.

12. Review your account information you entered when creating your account and make sure you entered it correctly and make any edits if necessary.
Review your personal information & make sure it is correct.

Account Information

Review OpenCCC Account Information

The following account information will be submitted with your application to college. Please carefully review this information and change any outdated information by clicking the "Ed

Current Full Name	Jack Sparrow
Permanent Address	1234 Pirate Way
	Ventura, CA 93003
Previous or Alternate Name	
Preferred Name	
Main Phone	(905) 280-0154
	Authorized for text messages
Second Phone	
Email	FuturePirateFall2019@gmail.com

Edit Account

SSN Not Provided

If you did not provide a SSN but you have one, you can come back & **Edit Account.** Otherwise, continue forward.

13. Make sure to read the following statements carefully.

Parent/Guardian Information

By California law, qualification for resident tuition is based on the residency of yo guardian information for the purposes of determining residency. Your response
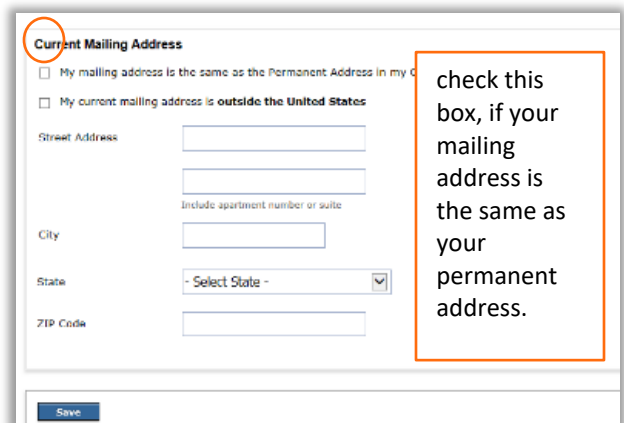
Select the statement that applies to you:

○ At least one of the following statements is true about me.

- I am or have been married.
- I am legally emancipated.
- I do not have a living parent or guardian.
- I was in foster care at any time after my 13th birthday.
- As of 05/19/2019, I will be on active duty in the armed services.
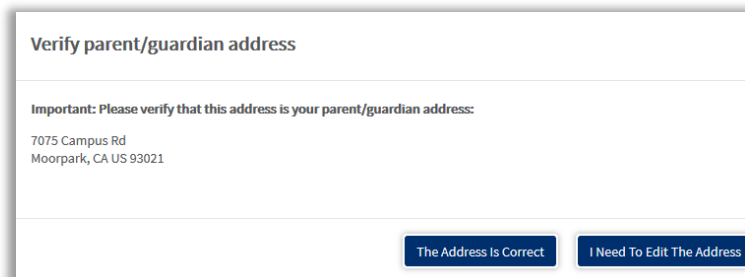- As of 05/19/2019, I will have been self-supporting for at least one year.

● None of the statements above is true about me.

Select the circled option, then enter the name of a parent/guardian, and their relationship to you

14. Only fill out if your mailing address is not the same as permanent address.

Current Mailing Address

☐ My mailing address is the same as the Permanent Address in my C
☐ My current mailing address is **outside the United States**

Street Address

Include apartment number or suite

City

State   - Select State -

ZIP Code

Save

check this box, if your mailing address is the same as your permanent address.

15. Note: Verify parent/guardian address, if correct Select **The Address is Correct.** If not correct, make adjustments.

Verify parent/guardian address

Important: Please verify that this address is your parent/guardian address:

7075 Campus Rd
Moorpark, CA US 93021

The Address Is Correct   I Need To Edit The Address

16. College Enrollment status will: **Enrolling in HS and college at the same time**. Dual-Enrollment students, you are still in HS or lower and enrolled at VC at the same time.

Education

College Enrollment Status

As of 08/18/2019, I will have the following college enrollment status:

-- Select enrollment status --

17. High School Education level will automatically be selected

High School Education

High school education level as of 08/19/2018

Will be enrolled in high school (or lower grade) and college at the same time

18. Select which type of school you attended or select the last check box:

Note: Make sure to select the right name of which school you attended

Last High School Attended

- ◉ I attended high school.
- ○ I was homeschooled in a registered homeschool organization.
- ○ I was independently homeschooled.
- ○ I did not attend high school and was not homeschooled.

Country	United States of America (the)
State	California

Enter the name or city of your high school or homeschool organization. Then make

Ventura High, Ventura

Change

School or Organization	Ventura High
City	Ventura

If you need to change your school, click here and re-search the correct school name

19. High school transcript information, you will select **No** unless you are currently a Senior.

20. College Education, you will leave it as **No degree.**

21. College/universities Attended select, **None.**

High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.

○ Yes ◉ No   Have you completed the 11th grade?

College Education

College education level as of 08/19/2018

No degree

Colleges/Universities Attended

Specify the number of colleges you have attended including those you are currently attending.
◉ None ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 or More

22. Select your citizenship and military status below.

* If none of the Citizenship options apply to you choose the **Other** option given.

Note: Choose the option which applies to you. You do not need to be a US citizen to attend Ventura College. If you need further assistance reach out to Admissions and Records: (805) 289-6457, vcadmissions@vcccd.edu OR Video Chat.

23. For Military status leave as **None Apply to Me**

Citizenship/Military

Citizenship

Citizenship Status   -- Select Status --

-- Select Status --
U.S. Citizen
Permanent Resident
Temporary Resident / Amnesty
Refugee / Asylee
Student Visa (F-1 or M-1)
Other

U.S. Military/Dependent of

U.S. Military status as of 08/18/2019

-- Select Status --

24. Based on you and/or your own family, answer the following questions below:

Residency

California Residence

○ Yes   ○ No   Has your parent or guardian lived in California continu...

Out-of-State Activities

As of 05/19/2017, has your parent or guardian engaged in any of the following activities?...

☐ Taxes were paid outside of California
☐ Registered to vote outside of California
☐ Declared residency at a college or university outside of California
☐ Filed for a lawsuit or divorce outside of California

> If none apply to you, leave blank

Special Residency Categories

○ Yes   ● No   At any time in the last 24 months were you determined...

- High school or school district homeless liaiso...
- Emergency shelter or transitional housing pro...
- Director of a runaway or homeless youth basi...

○ Yes   ● No   Have you ever been in court-ordered foster care?

25. Review and select the options that apply to you and/or your family.

Financial Assistance

○ Yes   ○ No   Are you interested in receiving informatio...

○ Yes   ○ No   Are you receiving TANF/CalWORKs, SSI, o...

> **TANF** Temporary Assistance for Needy Families
> **CalWORK** a public assistance program that provides cash aid and services to eligible families that have a child(ren) in the home
> **SSI** Supplemental Security Income
> **General Assistance** provides relief and support to indigent adults who are not supported by their own means, other public funds, or assistance programs

Supplemental Questions

Ventura College would like to gather some additional information on your application to college. The following
process. Please check each item that applies to you.

Supplement A

○ Yes   ● No   You have a physical limitation such as a hearing, speech, visual, mobility

○ Yes   ● No   You are in the first generation of college students in your family. Neither

○ Yes   ● No   You are interested in participating in Student Activities.

○ Yes   ● No   You need to arrange for child care in order to attend classes.

○ Yes   ● No   You have been laid off or terminated from your job, are long-term unem

○ Yes   ● No   Are you a military veteran with a service-connected disability?

> Also known as IEP or 504 plan

> Your parents have not attended college. Even if your siblings have you are still first generation

26. Once you have finished your application, make sure to click on the **Review My Application** and look over one last time before submitting.

Submission

Review Your Responses

Save as PDF

We recommend that you review your responses to ensure you've provided complete and accurate information.

[Review My Application]

27. After carefully reviewing your application select **Submit My Application** and be sure to check email for further instruction.

the financial aid office at the college. The application is also available on-line.

after you submit this application. You can also find financial aid information at www.icanaffordcollege.com, and on most college websi

[Submit My Application]

IMPORTANT: Once you submitted your application, you will receive **3** emails. Check your email frequently, your **MyVCCCD Student Portal** set-up link will expire after 20 days. For **Portal** Set-up: visit the Outreach web-page, or go to Venturacollege.edu/outreach.