

## Completing the Dual Enrollment Form

**DUAL ENROLLMENT RECOMMENDATION & MEMORANDUM OF UNDERSTANDING**

The following will auto-fill into the form upon signing in: ID, Primary College, First & Last Name, Student email, Grade level, & DOB.

**Student Information**

ID\*  First Name\*  DOB   
 Last Name\*   
 Primary College  Email Student   
 Year\*  Grade Level You Will Be In When Classes Begin\*  Phone Number\*   
 Term\*  K-12 School Name\*   
 Students: Complete the Year, Term, Grade Level, Phone, and K-12 School

**Authorizations**

Your request to register for courses will be sent electronically to your Counselor/Principal and Parent/Guardian for approval. Please enter their email in the fields below so it can sent for approval.

Counselor/Principal Email\*  Parent/Guardian Email\*   
 Make sure all email information is correct, if it is wrong the e-form will not route correctly.

**Course Information**

List one course per line. If you need to add additional courses, please click on "ADD" on the right to specify each course.

Course Information     
 List all course information correctly. A&R needs Subject & Course number. Example MATH V01, ASL R101, ART M01.  
 List classes across the college district at Moorpark, Oxnard, or Ventura for more chances to register into the classes you need. A form is required for each term. Click here to add more classes

**Optional Attachments**

Private School Affidavit must also be submitted with your dual enrollment form for home school students.  
 8th grade or lower must submit an instructor permission prior to registering.

Upload Area (0)

A&R Submission Attachment   
 If you are homeschooled attach your private school affidavit here  
 If you are 8<sup>th</sup> grade or below, attach your instructor authorization here

**MEMORANDUM OF UNDERSTANDING – Admission of K–12 Students**

- Dual Enrollment students are expected to abide by all college policies in the college catalog including the Student Code of Conduct, requirements for admission, and deadlines for adding and dropping classes including payment of applicable fees. Students are responsible to drop classes by published deadlines. Failure to drop a class by the deadline can result in an "F" grade on the student's permanent record.
- 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. Outside the classroom setting there is no provision for monitoring of minor students. Be sure to pre-arrange a pick-up location in case of any emergencies or early dismissal.
- The coursework completed 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 K-12 campus at that school's discretion. You and your child should confer with a counselor at the K-12 campus for more information. The coursework 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.
- 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.
- 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).
- 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.
- Enrollment in a course offered through a College and Career Access Partnership (Dual Enrollment Pathway) shall not be assessed any fee that is prohibited by Section 49011 of the Education Code.
- Dual Enrollment Students may register at a maximum of eleven (11) units per semester.
- Dual Enrollment students that have an IEP or 504 must meet with the college Disabled Student Programs and Services (DSPS/EAC/ACCESS) office prior to start of the semester for evaluation and approval of eligible and appropriate accommodations to a college course.

By checking this box, I confirm that I have read and understand the information above.\*

Once the student signs the document, they will be prompted to click save to submit changes, they must do this in order to officially submit the document to A&R and begin the routing process for all signatures.