



VENTURA COLLEGE

ADMISSIONS and RECORDS

4667 TELEGRAPH ROAD, VENTURA, CA 93003
(805) 289-6457 | VCADMISSIONS@VCCCD.EDU

COMMUNITY CLASS REGISTRATION PETITION

Student Last Name:

First Name:

Student ID (900 #):

POLICY:

Any student participating in a class at Ventura College must either be enrolled in the specific class or request Community Class (CC) Flat Fee Participation. Students who wish to participate in an activity course (lab/athletic/studio), but are not able to enroll due to exhaustion of all repeatable units, may request to participate via Community Class Flat Fee. (Repeatability varies by course and is verified in the College Catalog.) Students may petition to the instructor on the "last day to add" for that class in the Online Schedule of Classes. The instructor may accept the request only if there is available space with official class capacity and the added impact will not adversely affect college enrolled students. Acceptance of the request is at the instructor discretion regardless of available space.

This method of class participation does not accrue credit units and is only appropriate for those community members who have previously taken the course and have no further academic goals in regard to that course. As such, any form of financial aid is non-applicable and no record of community participation is noted on transcripts. All participants agree to abide to the governing rules of Ventura College and the Ventura County Community College District and all policies of attendance and participation as indicated in the course syllabus. Students who are exclusively CC students are not eligible to purchase student parking passes, use other college services, or use college funds to participate in class related travel expenses. **Students enrolled in CC classes are required to purchase all necessary materials for participation in the class (texts, paper, clay, music, film, etc.).** Students registered for the class for credit must be given priority access to all class equipment before CC participants are given access to these resources. Class participation will not influence enrollment figures for class viability.

This request must be submitted to the VC Admissions and Records (A&R) office for processing and registration. Upon approval, applicants will be required to submit payment to the VC Student Business Office before attending class. Fees are outlined below and all community class fees are nonrefundable.

- 1 unit - \$110
- 1.5 units - \$130
- 2.0 units - \$145
- 2.5 units - \$170
- 3.0 units - \$199

If repeatability has not been exhausted you may register for the class for credit.

Section 1:	Petition for:	Term:	Spring 20__	Summer 20__	Fall 20__
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Ventura College Subject (ART): _____ Course (V01): _____ CRN: _____ Units: _____

Section 2:	Previously Completed Courses:
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Course Repetition Limits from College Catalog:

List all credit attempts, including Ws and substandard grades:

Term/Year:	Spring 20__	Summer 20__	Fall 20__	Ventura College Subject (ART):	Course (V01):	Grade:
Term/Year:	Spring 20__	Summer 20__	Fall 20__	Ventura College Subject (ART):	Course (V01):	Grade:
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Section 3: Certification and Waiver of Liability

Certification:

I have exhausted credit course repetitions and this course is unavailable for audit. I understand I am responsible to pay all nonrefundable community class fees and receive confirmation of this petition's approval from Admissions & Records prior to participating in the course.

Waiver of Liability:

By signing this waiver, I agree to release and hold harmless the Ventura County Community College District, Ventura College, its agents and employees from any claim arising from my or my child's participation in a Community Education class or activity including classes or activities which involve some inherent personal risk, including but not limited to boating, and other recreational classes. In the event of illness or injury, I consent to whatever emergency medical care is considered necessary in the best judgment of the attending physician, surgeon or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. It is understood that resulting expenses will be the responsibility of the participant or participant's parent or guardian, if the participant is a minor. I agree to hold harmless Ventura County Community College District for theft, damage or loss or any personal items brought to Community Education classes.

I have read and fully understand and agree to the above Certification and Waiver of Liability.

Student Signature: _____ **Date:** _____

Section 4: Instructor Review **Approved** **Denied**

Comments:

Instructor Name:

Instructor Signature: _____ **Date:** _____

Forward petitions to vcadmissions@vccd.edu for review and processing. We will only review petitions from MyVCCCD email accounts.

Section 5: Admissions & Records Review **Approved** **Denied**

Y N Credit Course Repetition is exhausted Y N Course is unavailable for audit

Comments:

Technician Name: _____ **Date:** _____

Ventura College does not discriminate on the basis of race, color, national origin, sex, disability, age or sexual orientation.

A & R Office Only: Upon receipt of the completed form, verify the petition was submitted by a VCCCD email. Review the college catalog to determine if the course is unavailable for audit. Review the college catalog to find the credit course repetitions for the course. Compare to the student's completed courses to ensure all credit course repetitions have been exhausted. Only courses unavailable for audit and where all credit attempts have been exhausted may be approved for community course registration. No Banner processing is required. Form will be forwarded to the Bursar for fee assessment. Once the bursar's portion is complete, place the form in OneDrive 1-Scan Bin. Notify student of petition decision and, if approved, remind them to pay the fees prior to participating in the course. Notify the faculty of approved petitions.