


# How to Complete Dual Enrollment E-Form

## Signature Process: Student → Counselor → One-Time Parent Signature

If Parent Signature has been received in past submissions

**Dual Enrollment Recommendation**

Ventura County Community College District



**DUAL ENROLLMENT RECOMMENDATION**

To Counselors/Principals:  
This submission is recommending your student to enroll in Ventura County Community College District (VCCCD) courses taught at the high school, at VCCCD, or online. Please note that the one-time Dual Enrollment Parent/Guardian Consent Form must also be completed prior to registration.

To Students:  
Please remember being cleared for a course does not automatically enroll you. You must clear any prerequisites with your home college counselor (if applicable) and register for your courses in your MyVCCCD Portal.

**Student Information**

ID*	First Name*	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Last Name*	
	<input type="text"/>	
Primary College	Parental Authorization Hold Status	Phone Number*
VC	<input type="text"/>	<input type="text"/>
Year*	Grade Level When Classes Begin*	K-12 School Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Term*		
<input type="text"/>		

You will see a "N" in this

**Authorizations**

**Counselor/Principal Authorization**

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

Completed before additional Dual Enrollment requests can be made.

**IMPORTANT:**  
Please be sure to enter only ONE (1) email address. Multiple addresses cannot be processed by the system. Also, Email addresses must conform to the following format, below are a few examples:  
myemail@example.com  
firstname.lastname@example.com

Our available extensions are as follows:  
.COM .EDU .GOV .BIZ .ORG .NET .ME .US .MIL .INFO .CO .JO

Failure to enter properly formatted emails will result in the need to recomplete the Dual Enrollment form.

Counselor email will always be needed for signature

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**

Course (i.e. ACCT R101)*	Add
<input type="text"/>	Remove

List ALL recommended courses SUBJECT + COURSE NUMBER

**Optional Attachments**

Private School Affidavit must also be submitted with your dual enrollment form for home school students.

**Upload Area (0)**

A&R Submission Attachment

Attach A&R Submission Attachment

Attach homeschool affidavit if applicable

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

**Dual Enrollment Memorandum of Understanding**

- 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 for dropping 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 safe campuses, there have been incidences on and around the campuses that warrant particular caution where minors are 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 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.
- Right of access to VCCCD 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/guardian. Student attendance and progress will not be discussed with the parent/guardian unless the student is present and 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 prohibited by Section 49011 of the Education Code.
- Dual Enrollment Students may register at a maximum of eleven (11) units per semester. You may be subject to full tuition and fees if you withdraw from course(s) and enroll in additional units beyond 11 units.
- 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 the 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.\*

Always click box to acknowledge and sign

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#### If Parent Signature is NEEDED

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To Students:  
Please remember being cleared for a course does not automatically enroll you. You must clear any prerequisites with your home college counselor (if applicable) and register for your courses in your MyVCCCD Portal.

**Student Information**

ID\*  First Name\*  Date of Birth   
 Last Name\*   
 Primary College  Parental Authorization Hold Status  Phone Number\*   
 Year\*  K-12 School Name\*   
 Term\*

**Authorizations**

**Counselor/Principal Authorization**  
Your request to register for courses will be sent electronically to your Counselor/Principal for approval. Please enter their email in the field below so it can sent for approval.  
 Note: If you currently have a hold on your application, an initial Parent Approval must be completed before additional Dual Enrollment requests can be made.  
 Counselor/Principal Email\*

**Authorizations**

**Counselor/Principal Authorization**  
Your request to register for courses will be sent electronically to your Counselor/Principal for approval. Please enter their email in the field below so it can sent for approval.  
 Counselor/Principal Email\*

**Parent Authorization**  
Your student record shows you have a Hold on your application. Your first Dual Enrollment application must have a parental authorization form completed before registration can occur. Please enter their email below and an  
 Parent Email\*

**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 (i.e. ACCT 8101)\*

**Optional Attachments**  
Private School Affidavit must also be submitted with your dual enrollment form for home school students.  
 Upload Area (0)  
 Add Submission Attachment  
 Attach A&A Submission Attachment

You will see a "Y" in this field

Counselor email will always be needed for signature

Will then be prompted to provide parent email

List ALL recommended courses SUBJECT + COURSE NUMBER

\*Once parent signature is collected, you will no longer be expected to provide one in future forms\*