High School Dual Enrollment Student Guide

What is High School Dual Enrollment?

Dual enrollment is for K-12 students who wish to take college classes in addition to their K-12 courses. The goal is to provide students who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

https://www.venturacollege.edu/departments/student-services/admissions-and-records/dual-enrollment-k-12

Steps to starting your Dual Enrollment journey at Ventura College?

- ✓ Apply for admissions to Ventura College
- ✓ Set-up Portal
  - o Portal
    - ▪ Your acceptance email will be sent to the email you used to create your OpenCCC Account when you applied
    - ▪ Acceptance email contains a link to set up the portal
    - ▪ Click on the link to activate your MyVCCCD student portal
    - ▪ Sometimes the acceptance email goes to an "Important," "Other," or "Junk" folder
- ✓ Complete Dual Enrollment E-Form
- ✓ Register for courses

Application Process

- Apply to Ventura College Link & Video
  - o Application - https://www.venturacollege.edu/apply-and-enroll
  - o Video - https://www.venturacollege.edu/video-tutorials
- Receive welcome email to your personal email used to apply - **(note: do not use a high school email or iCloud email to se account, it must be a personal email, set one up for free on Gmail, Yahoo, iCloud, etc. Or you won't receive the welcome email)**
- Set up student portal & access Ventura College student email

Dual Enrollment & Memorandum of Understanding E-Form

- Access form here:
  - o Form - Dual Enrollment - Recommendation e-form
  - o Video - https://youtu.be/F2XE0DZodz0
- Allows the Admissions & Records Office to clear K-12 students for registration. This is a required form for all K-12 students
- Work with your high school counselor/designee to pick your recommended college courses
- Dual Enrollment E-Form Submission Process
  - o One-time parent/guardian consent signature and continues counselor/designee signature required for approval
  - o Select Accurate Term and Year
  - o List ALL recommended courses on your form
    - ➢ A&R must see **subject** & **course number** Examples: ASL V01, ASL M100, ASL R102
    - ➢ If you are taking a high school CCAP course please indicate that on your form. CCAP course CRN# MUST be provided. Ask your counselor/desginee for information

How long does the enrollment process take from application to registration?

- Entire process can take 24- 5 business days
- Admissions application – 24-48 hours
- Dual Enrollment Form [submission-processing] 24 hours – 5 business days depending on counselor \designee and parent\guardian signatures for approval
- Forms are processed in the order received
- Registration – students register themselves via the MyVCCCD student portal once their Dual Enrollment E-Form has been processed, watch your MyVCCCD student email for a notification
- Pay any balance due, to lock-in registration

Why are Dual Enrollment forms denied?

- Incorrect Ventura College Student ID Number (900 Number)
- Received from a non-VCCCD email – If you see a personal email in the "email student" field your form will be denied if you submit it. Please see below for troubleshooting tips
- Lapse of consecutive attendance – If you haven't attended for 2 or more terms you must reapply: https://www.venturacollege.edu/apply-and-enroll

- Hold on account
  - Incomplete portal set-up. Return to welcome email and follow all steps for set up. Please call the Welcome Center for assistance at 805-289-6420
  - Student Business Office. Contact SBO at (805)289-6488
  - Misc. reasons, contact A&R (805)289-6457

- Term
  - Blank
  - Incorrect Term noted
  - Term not available for clearance/registration at this time

- No courses recommended – A&R needs a [subject] & [course number] Examples – ASL V01, ASL M100, ASL R102 (V=Ventura, M = Moorpark, R = Oxnard).
  a. HINT: You can take classes district wide. Include equivalent classes throughout the college district on dual enrollment forms to give yourself more chances to register.
- Signatures
  - Student signature missing
  - Counselor signature missing
  - One-time parent Signature missing
- File Uploads Missing
  - Home school affidavit not attached

When do classes start? What classes are available each term?

- Academic calendar
  - - https://www.venturacollege.edu/apply-and-enroll/academic-calendar
    - Choose Term, Subject, and Campus
  - Registration date:
    - Look in your student portal – From your dashboard use the menu on the left. Under the heading "Pages" click registration & payments, then registration appointment as shown below.
    - Select the term in question and click submit

Registration Appointment Date

View the specific registration appointment date that starts your enrollment period for the term.

→ **Registration Appointment**

Who can I contact for pre-requisite clearance?

- Yia Vang - yvang@vcccd.edu, (805)289-6525
- https://www.venturacollege.edu/departments/student-services/counseling/prerequisites/requesting-clearance.

Home school students & 8th grade and below

- Homeschool/ Private School Student – Private School Affidavit needed for current fiscal year: https://www.cde.ca.gov/sp/ps/
- 8th grade and below – You are required to meet with the Vice President of Academic Affairs or designee to clear one-time student hold

Registration Process

1. Log into your student portal
2. Use the menu to the left in your dashboard and scroll down to the "Pages" section.
3. Click Registration and Payments
   o You must complete your preregistration tasks before you can register. Also, make sure you don't have any current holds. Both will prevent you from registering.
4. Click registration planner and the following will appear for you to register –

Registration Planner
(Register/Add/Drop)
Select courses, list your availability, compare potential schedules, register your classes, drop courses, and plan courses in advance. You may use the alternate **method**.

→ **Registration Planner**
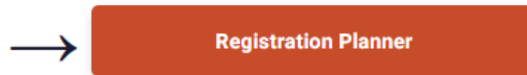
5. Select the correct term, save and continue.
6. Select the college, then save and continue.
7. Click Current Schedule from the tab at the top of the screen as shown in image below.
8. Add your section CRN number for your upcoming term and click register. Please note if you need to drop or edit a class you can also do that from this screen.
9. Pay your bill to lock in your registration, this can be done through your dashboard or you can contact the student business office for more info - (805)289-6488

| ⏱ Build Schedule | 🛒 Shopping Cart (0) | 🗓 Current Schedule (0) | ← Step 7 | $$ Payment Options | ⑦ Help | ➡ Sign out |

REGISTRATION PLANNER
Ventura County Community Colleges

My Current Schedule for

✉ Email | ✏ Edit or Drop Classes | 🖨 Print
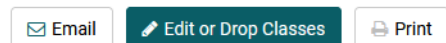
Registration is not complete until all fees are paid. See your Payment Options to complete the enrollment process.

Enter Section (CRN) | Register ← Step 8

Add "," comma for multiple adds (e.g., 1234, 1200). Waitlist and add codes cannot be added here, please click on Build Current Schedule.

Waitlist

A waitlist allows the student to wait for an open seat in a full class. Being on a waitlist does not guarantee enrollment in the class. If an enrolled student drops, the open seat may be filled by the next student on the waitlist in priority order. Payment within 24 hours is required to complete enrollment in the class. See "what is a waitlist" here: https://www.venturacollege.edu/apply-and-enroll/registration

Registration assistance – Online: https://vcccd.edu/students/register-easy-1-2-3

Troubleshooting Tips

- Use a regular laptop or desktop computer – tablets, smartphones, or chromebooks/acer computers won't work, they read more like a tablet and cause errors.
- Clear your history or cache in your browser, or try a different browser – Chrome & Firefox are recommended. Edge, Internet Explorer, & Safari cause errors.
- Reboot your computer.
- If you are having trouble signing or receiving a signed document try closing the browser after you sign to electronically release the document & push it forward. This would be for everyone signing (Students, Counselors & Parents)
- Did you forward emails to a Gmail account? If you have forwarded your @my.VCCCD email account to an outside Gmail account it can cause your auto-populated forms to have an error such as a non MyVCCCD email. Update those settings via the MyVCCCD student portal and remove forwarding settings.
- Did you recently apply? If you have applied or re-established your account in the past 24 hours, it may take time for your account to come active, the processing takes anywhere from 24-48 hours and early attempts can cause errors, such as populating a personal email in the form. Try attempting a little later to see if your Ventura College student email populates in the form, after 48 hours, if the form does not automatically add your MyVCCCD email reach out to admissions and records **805-289-5457**.
- Need assistance with your submitted application? The Compass Welcome Center's staff offers one-on-one assistance to prospective, new and continuing students, providing computer-related support services to ensure a successful transition to and navigation through Ventura College call 805-289-6420 or visit the website https://www.venturacollege.edu/departments/student-services/the-compass-welcome-center