

REGISTRATION PROCEDURES

New Students receive enrollment priority after completing an orientation, assessment and a student educational plan. These may be accomplished in different ways including but not limited to completing the online orientation or attending an in-person session; taking the assessment tests, submitting transcripts of other college work completed and/or other test scores for evaluation; completing a one- or two-semester “abbreviated” educational plan, or developing a comprehensive educational plan that is approved by an academic counselor.

Continuing Students receive enrollment priority based on the number of completed and in-progress degree-applicable units taken at any of the colleges in this district. Transfer units are not used to calculate enrollment priority.

Limitations

- Continuing students who have earned more than 90 units will lose enrollment priority and will register during open registration unless they successfully petition for a waiver that reinstates them to their previous enrollment priority. The petition for reinstatement of enrollment priority is initiated through a counseling appointment.
- Students may petition for reinstatement of registration priority if they are enrolled in a high-unit major or program of study, high-unit transfer major; or are registering for their last semester at the college.
- Continuing students who are placed on academic or progress probation or more serious academic sanction for two consecutive terms will lose enrollment priority and will register during open registration. Students who lose their priority may appeal if they have verifiable extenuating circumstances as defined below; an approved appeal will result in the reinstatement of enrollment priority. The petition to appeal loss of enrollment priority is initiated through a counseling appointment.
- Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances beyond the student’s control. Appeals must be supported by verifiable documentation of circumstances.

Returning Students who have not attended in the past year and have completed no more than 90 units within this district, are in good standing in the Ventura County Community College District, and have completed orientation, assessment and an educational plan will have registration priority over returning students who do not meet these criteria.

Dual Enrollment Students register after other groups per state mandate on the dates specified each term in the registration calendar. Where the district has an MOU with specific high schools that designate them as partners in a “middle college high school” agreement, the students from those high schools will be afforded priority over other dual enrollment students.

Early Priority Registration will be granted to students who are identified as foster youth/former foster youth or Homeless Youth(through age 24); eligible for services through the EOPS, ACCESS (DSPS), Tribal TANF and/or CalWorks; students who are military veterans or active duty service members, providing that:

- All New students in these groups have completed orientation, assessment, and an educational plan (with the sole exception that a DSPS student may have enrollment priority expressly listed as an accommodation).

- Continuing students who are EOPS, ACCESS (DSPS), CalWORKs, Homeless Youth (through age 24) and active duty or military veterans are in good academic standing, and have not earned more than 90 degree applicable units in the district.

Appeals

Students who have lost registration priority due to having more than 90 earned degree-applicable units, or for being on probation for two consecutive semesters or dismissal, may appeal for reinstatement of their priority due to extenuating circumstance. The appeal must be supported by verifiable extenuating circumstances. See (Appendix XV (<http://catalog.vcccd.edu/moorpark/appendices/appendix-xv/>))

- Enrollment Priorities for more detailed information, or contact the Counseling Office.

Prerequisites and Corequisites

All course **prerequisites** are strictly enforced at registration. Students must have completed the prerequisite course at this college with a grade of A, B, C or P, or be currently enrolled in the prerequisite class at one of the Ventura County Community College District colleges, or have presented external transcripts to Counseling and received prerequisite clearance.

Students who do not meet a course prerequisite through college coursework as evidenced on a college transcript may be eligible to challenge the prerequisite requirement. Challenge petitions must be submitted and approved before registration can occur. Consult the Counseling Office for more information about the challenge requirements and process.

Corequisites require that a student register in both of the linked classes during the same semester. Both classes must be registered at the same time, and waitlisting is not allowed for corequisite courses.

Late Registration and Program Adjustment begins on the first day of the semester or summer session, and on the first day of instruction in short-term classes.

Registration into a closed class may be accomplished through the use of waitlist options or add authorization codes. The waitlist option is available for most full semester classes through the end of the first week of the semester. Add authorization codes are available beginning the second week of the semester. Summer session procedures may differ.

Waitlisted students are captured in chronological order based on the date they register for the waitlist, and are automatically registered into open seats in that order. Email notification is sent confirming the registration. Students who have not received a confirming email by the day of the first class meeting must attend class for further direction from the instructor.

Waitlists

Registration into a Closed Class/Waitlists may be accomplished through the use of waitlist options or add authorization codes. The waitlist option is available for most full semester classes through the end of the first week of the semester. Add authorization codes are available beginning the second week of the semester. Summer session procedures may differ.

Waitlisted students are captured in chronological order based on the date they register for the waitlist, and are automatically registered into open seats in that order. Email notification is sent confirming the registration.

Students who have not received a confirming email by the day of the first class meeting must attend class for further direction from the instructor.

Important Details about Waitlists

- All course prerequisites are strictly enforced at registration. Students must have completed the prerequisite course at this college with a grade of A, B, C or P, or be currently enrolled in the prerequisite class at one of the Ventura County Community College District colleges, or must have presented external transcripts to the Counseling Office and received prerequisite clearance.
- Students who do not meet a course prerequisite through college coursework as evidenced on a college transcript may be eligible to challenge the prerequisite requirement. Challenge petitions must be submitted and approved before registration can occur. Consult the Counseling Office for more information about the challenge requirements and process at the Counseling page of the Moorpark College website.
- Waitlisting is not allowed for corequisite courses. Corequisites require that a student register in both of the linked classes during the same semester.
- Students may not exceed the maximum allowable number of units including the waitlisted course (19.5). Requests for unit overload must be approved by a counselor and filed with the Admissions & Records Office.
- Students may not exceed the maximum allowable number of repeats for any class.
- Students will be informed if the waitlist is full.
- Fees will be assessed when a student is moved from the waitlist and registered in the class (and when Fall fee assessment begins).
- If students wish to remove themselves from a waitlist they may do so by activating the drop code function on their MyVCCCD account.
- Instructors may drop students who are registered or waitlisted but fail to attend the first day of class.
- It is the student's responsibility to drop classes they do not intend to complete. To receive a full refund, the student must drop the course by the refund deadline. Otherwise, the student will be responsible for paying the fees for the class.