

# REGISTRATION

## Registration Procedures

(See Appendix XV (<http://catalog.vcccd.edu/oxnard/appendices/appendix-xv/>) for details on Enrollment Priorities)

Register online through the MyVCCCD (<https://my.vcccd.edu>) student portal for the earliest and best opportunity to enroll in classes. Registration appointments are posted approximately one month before registration begins. Registration calendars may be viewed through the MyVCCCD portal or the college website.

Be sure to attend the first day of class. Instructors may drop students who are registered or waitlisted but fail to attend the first day of class.

**New Students** receive enrollment priority after completing an orientation, assessed for placement in Math and English courses and complete an educational plan with a 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 the Ventura County Community College 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 the 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, assessed for placement in Math and English courses, and complete an educational plan with a counselor will have registration priority over returning students who do not meet these criteria.

**Dual Enrollment Students** register after other groups per state mandate. Where the district has an MOU with specific high schools that designates 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 or former foster youth or homeless youth (through age 24); are eligible for services through EOPS, EAC/ACCESS (DSP&S), Tribal TANF and/or CalWORKs; students who are military veterans or active duty service members for:

- New students within these groups who have completed orientation, assessed for placement in Math and English courses, and complete an educational plan with a counselor (with sole exception that a DSPS student may have enrollment priority expressly listed as an accommodation);
- Continuing students within the listed groups who 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 and in-progress degree-applicable units or being placed on academic or progress probation or more serious academic sanction for two consecutive terms, may appeal for reinstatement of priority due to extenuating circumstances. The appeal must be supported by verifiable extenuating circumstances. See Appendix XV (<http://catalog.vcccd.edu/oxnard/appendices/appendix-xv/>) for more detailed information, or contact the Counseling Office.

## Prerequisites and Corequisites

All **prerequisites** are strictly enforced at registration. In order to register for a course with a prerequisite, students must have completed the prerequisite course at this college with a grade of A, B, C or P, or 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.

**Corequisites** require the student to register in both of the linked classes during the same semester. Students must be registered for both classes 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.

## Important Details about Waitlists

### Prerequisites and Corequisites

- All prerequisites are strictly enforced at registration. In order to register for a course with a prerequisite, students must have completed the prerequisite course at this college with a grade of A, B, C or P, 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.
- Waitlisting is not allowed for corequisite courses. Corequisites require a student to 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 and 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.
- If students wish to remove themselves from a waitlist they may do so by activating the drop code function on their portal account at MyVCCCD (<https://my.vcccd.edu>).
- 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.

A student's educational work load generally consists of fifteen (15) units of work per semester in order to make normal progress towards the A.A./A.S. degree and/or transfer requirements. For students receiving a Cal Grant award, note that a Cal Grant awards is limited to four total years of payment.

Students seeking to enroll in more than 19.5 units but fewer than twenty-two (22) must have a counselor's approval. Students seeking enrollment in twenty-two (22) units or more must have the approval of the Vice President of Student Development, or designee, in addition to the counselor's approval.

### Full-Time Student

A student is defined as full-time if carrying 12 or more units in a regular Fall or Spring semester or 4 units in a summer session.

Students, especially those who work or participate in extracurricular activities, should consider the following guidelines for planning their courses and unit load:

### Educational Work Load Calculator

Units per Semester	Class/Study Hours Per Week	Work/Extra-Curricular Hours Per Week
15 or more	30-36	0-8
12-14.5	24-29	8-15
9-11.5	8-24	5-20
6-8.5	12-18	20-30
5.5 or fewer	6-12	30-40

To qualify for certain benefits and activities, minimum unit requirements must be maintained, as follows:

#### Veteran and War Orphan Benefits Under GI Bill

Subsistence payments vary depending on the Chapter of benefits and the amount of units enrolled. Generally payments are prorated for a non-full time student. Summer enrollment status is calculated differently and the payment amounts can be confirmed with VA by calling 1-888-442-4551.

Requirement	Unit
Automobile insurance discounts and dependent medical insurance	12 units
Student Loan deferments (Half-time required)	6 units or greater
Financial Aid Enrollment Status	12 units or greater for full-time 9 to 11.5 units for three quarter time 6 to 8.5 units for half-time 0.5 to 5.5 units for less than half-time
EOPS Services	12 units
Athletic Eligibility	12 units
Student Government	6 units for major offices 3 units for council members
Student Employment	12 units (generally) 6 units or less if eligible for CalWORKs, EAC, EOPS, or Federal Work-study funds

The colleges of the Ventura County Community College District, in accordance with AB 397 added by statutes 1997, c. 575, E.C.s 66500 & 69400, is alerting all male applicants for admission who are at least 18 years of age and born after December 31, 1959 to be aware of their obligation to register with the Selective Service. In order to receive Federal student aid, you must be registered with the Selective Service. For more information, refer to: [www.sss.gov](http://www.sss.gov) (<http://www.sss.gov/>).

Each course offered by the Ventura County Community College District and its colleges is open to enrollment and participation by any person who has been admitted to the College and who meets the prerequisites to the class or program, unless specifically exempted by statute.