

# ADMISSIONS & RECORDS

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The Admissions and Records Office performs a variety of functions and services that facilitate student access to the college from preadmission through the achievement of their educational and career goals.

Admission functions include:

- preadmission guidance
- admission
- residency determination and reclassification
- registration and program adjustments

Records functions include processing grades, transcripts, external transcript evaluations, applications for degrees, certificates and transfer certification, enrollment verifications, and determination of eligibility for veteran's benefits and intercollegiate athletics. The Admissions and Records Office is located in the Student Services Building. Call (805) 678-5810 or email [ocadmissions@vccd.edu](mailto:ocadmissions@vccd.edu) for assistance.