




Dual Enrollment (K-12) Guide & Checklist

Oxnard College allows students to take college classes while they are still attending grades K -12th. Dual enrollment is available to students from public and private schools. It is a great opportunity for students to jumpstart their college education.

DUAL ENROLLMENT STUDENTS MAY REGISTER IN A MAXIMUM OF 11.5 UNITS PER SEMESTER.

Students enrolled as dual enrollment are exempt from paying enrollment fees. All other fees apply.

CHECKLIST: Complete All applicable steps to be granted access to registration each semester.

- Apply for admission to the college online** at www.oxnardcollege.edu/apply **IF** this is the first time you will be taking a college class at Oxnard College or it has been more than two semesters since you last attended class with us.
 - Setup your MyVCCCD student portal** within 10 days of receiving your acceptance email (first time users only). The portal must be setup prior to registering for classes.
 - Complete the Recommendation for Dual Enrollment & Memorandum of Understanding form** with your school counselor. Include all classes you want to register for and it must be signed by your school principal or designee. This form is required every semester.
 - Home Schooled Students** must include a copy of the completed Private School Affidavit.
 - Submit signed forms** as early as possible to the Admissions and Records Office to obtain authorization to register for courses. There are two ways to submit this information:
 - Scan documents as a single file and upload your completed form through the [Secure Form Submission](#) link (). The link is available in the MyVCCCD portal or at www.oxnardcollege.edu/forms.
- OR**
- Submit documents in person to the Admissions and Records Office at Oxnard College with photo ID.

Authorization to register for courses will be granted after all documents are submitted to the Admissions and Records Office. Students in K - 8th grade may not submit the dual enrollment forms until approval from the Oxnard College instructor is obtained on the first day of class.

- College class prerequisites are enforced.** Check the online schedule of classes or the college catalog to see if there are any courses required before you can take the course you want to register for now. A prerequisite is a course that the student is required to complete with a grade of "C" or better before the student can enroll in the next more advanced class.
- Register for classes online via the MyVCCCD portal.**
 - You will only be allowed to register for courses authorized by the Admissions and Records Office.
 - Not sure how to register online? View our video online at www.oxnardcollege.edu/dualenrollment.
 - **Students in 8th grade or below may register after approval of instructor, submission of required forms and authorization by Admissions and Records. An add authorization code or an instructor signed add slip will constitute approval to add the course.**
- Pay fees** online through the MyVCCCD student portal or in person at the Student Business Office located in the Student Services Building. Students enrolled as dual enrollment are exempt from paying enrollment fees. **All other fees apply.**

NOTE: If you are planning on taking a math or English class, you should seek guidance on a placement recommendation prior to registering. This can be done by meeting with an Oxnard College counselor. For additional information, please contact the Counseling Office at 805-678-5816 or the 1st STEP Center at 805-678-5864.



Ventura County Community College District

RECOMMENDATION FOR DUAL ENROLLMENT (K-12) & MEMORANDUM OF UNDERSTANDING

Name _____ College ID # 900- _____ Birth date _____

Address _____ Phone _____
(Number and Street) (City) (State) (Zip)

College Term _____ Present Grade _____ K-12 School Name _____

COLLEGE COURSE(S) RECOMMENDED BY K-12 SCHOOL OFFICIAL (11.5 Units Max)

(Subject Code & Number i.e. ENGL R101)

I certify that the information above is valid, this student is enrolled for at least a minimum day at their K-12 campus, and has demonstrated the ability to benefit from the advanced scholastic or vocational education offered by the college. This recommendation for Dual Enrollment is approved in compliance with California Ed. Code sections 76000 et seq and 48800 et seq.

Signature of Principal or designee _____ Date _____ Printed Name & Email Address _____

MEMORANDUM OF UNDERSTANDING - Admission of Minors

- Dual Enrollment students are expected to abide by all college rules and standards of conduct. It is the student's responsibility to know these rules. We strongly recommend you review the following with your student:
 - The college catalog regarding: student conduct, student grievance, student health services, sexual harassment, and sexual assault.
 - The college catalog, registration calendar, and schedule of classes regarding: requirements for admission and deadlines for adding and dropping classes.
 - Students are responsible to drop classes. Failure to drop a class by the deadline can result in an "F" grade on your student's permanent record.
 - The potential for course content to be outside of the normal parameters your young student has been exposed to in the K-12 setting.
 - Dual enrollment students are exempt from enrollment fees ONLY. All other fees may apply.
- Although the colleges of the VCCCD are considered to be safe campuses, there have been incidences on and around the campuses that warrant particular caution where the presence of minors is concerned. In accordance with federal "Right to Know" legislation, crime statistics are available from the Campus Police Office. The college is generally considered an adult environment, and does not provide special monitoring of minor students on campus. We strongly recommend the following:
 - Make sure your child always has a way to contact you. Classes can be cancelled on very short notice.
 - Be sure to pre-arrange a pick-up location in case of any emergencies.
- Courses taken at a college are intended to supplement the course work your student is taking at the home campus, not to replace it. Students admitted to a college are expected to take classes that are not available at their K-12 campus. Courses must be stated and approved on the "Recommendation for Dual Enrollment" section above by the school official authorized to make recommendations.
- 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 your child completes 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 student 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. Translation: your child must complete and sign the application for admission and registration forms, and is responsible for requesting copies of his/her transcript. Student attendance and progress may not be discussed with the parent unless the student is present or has given written permission.
- Parent Authorization to Consent to Medical Treatment or Personal Counseling of Minors. I give my permission for emergency first aid and treatment for my minor child/legal ward. I also give my permission for him/her to be treated by a nurse, nurse practitioner, physician and/or personal counseling in the Student Health Center at the colleges of Ventura County Community College District (Moorpark/Oxnard/Ventura Colleges).

By signing below I certify that I have read and understand this petition for Dual Enrollment. I authorize Oxnard College to release my final grades and other personally identifiable information with my school and/or school district under a CCAP and a Non-CCAP agreement. I hereby request that I be allowed to enroll in the community college class(es) recommended above.

Signature of Student _____ Date _____

By signing below I certify that I have read, understand, and agree to this Memorandum of Understanding and request Dual Enrollment for my son/daughter be allowed to enroll in the college course(s) recommended above.

Signature of Parent	Printed name	Date
MOORPARK COLLEGE	OXNARD COLLEGE	VENTURA COLLEGE
www.moorparkcollege.edu	www.oxnardcollege.edu	www.venturacollege.edu