

CONCURRENT ENROLLMENT AT OXNARD COLLEGE FOR HIGH SCHOOL STUDENTS

A Guide for Parents & Students

Oxnard College has a special program that allows students to take college classes while they are still attending high school. This program, called “Concurrent Enrollment,” is available to students from public and private high schools. It is a great opportunity for students to jumpstart their college educations.

The great news is that Oxnard College waives enrollment fees for high school students who participate in concurrent enrollment.

Concurrent enrollment is a smart choice because it makes higher education available at a place where an excellent education is convenient and affordable. This is particularly valuable for students who don’t want to wait until they graduate from high school to begin taking college-level transfer courses or occupational certificate classes.

Attached is the Special Admission packet that must be completed prior to registering. These forms must be reviewed by the parents and the student, as a parent signature is required on the Recommendation for Special Part-Time Admission form. We recommend that an early appointment be made with the high school counselor, don’t wait until registration arrives to collect the signatures needed. High students are limited to six units per semester.

The following requirements must be completed for all high school students who plan on enrolling at Oxnard College:

- Complete an application for admission on-line at www.oxnardcollege.edu/apply. The admission application is only completed once.
- Complete assessment testing. No appointment is needed. Please allow two hours to complete the test.
- Complete the Memorandum of Understanding (Submitted Once).
- Complete the Recommendation for Special Part-Time Admission form. This form requires the signature of the parent/guardian and approval from the high school principal or counselor.
- Provide unofficial high school transcripts (Submitted Once).
- If you are home schooled, you will also need to provide a current Private School Affidavit.
- Obtain approval from an Oxnard College counselor if you are a continuing student.
- Students below the 11th grade must obtain instructor approval and add authorization code on the first day of class. Approval is required even if the class is open.
- Register for classes in person at the Admissions & Records Office.

New high school students below the 11th grade must also complete the following:

- Parent & student must complete a Special Admission Intake Process. To schedule an appointment, please call 986-5857 or 986-5962
- Obtain approval from an Oxnard College counselor if needed.
- Register for classes in person at the Admissions & Records Office.



Ventura County Community College District

RECOMMENDATION FOR SPECIAL ADMISSION HIGH SCHOOL STUDENTS

Name _____ Social Security No. _____ - _____ - _____ Birth date _____

Address _____ Phone _____

(Number and Street)

(City)

(State)

(Zip)

College Term _____ Present Grade _____ GPA _____ High School Name _____

CRITERIA FOR SPECIAL ADMISSION

- Apply online at www.vcccd.edu/apply at least 15 days before the registration date.
- Students must be present and show a picture I.D. to register.
- Registration is limited to 6 semester units, and students are exempt from paying enrollment fees. All other fees apply including nonresident tuition if applicable. While a high school counselor may recommend more than 6 units, college approval is required.
- Submit completed, signed Recommendation for Special Admission, Memorandum of Understanding, and high school transcripts before or at the time of registration.
- College credit will be granted for courses taken, and the high school may also grant credit. Student must request an official transcript to be sent to the high school if requesting high school credit.
- 9th and 10th grades students are required to obtain college instructor's permission before registering.

COLLEGE COURSE (S) RECOMMENDED BY HIGH SCHOOL OFFICIAL

(Courses must be listed by school official only – do not leave blanks, or your student will be sent back to you!)

Recommending more than 6 units? Yes _____ No _____ (Note: This is a recommendation only and requires the additional approval of the College.)

Justification for recommending more than 6 units: _____

I certify that the information contained in this petition is valid and represents a special admission request. The student is enrolled for at least a minimum day on the high school campus, and has demonstrated the ability to benefit from the advanced scholastic or vocational education offered by the college. This recommendation for special admission is approved in compliance with California Ed. Code sections 76000 et seq and 48800 et seq.

Signature of Principal or designee Date

Student: Do you intend to enroll at this college after graduation from high school? YES _____ NO _____

By signing below I certify that I have read and understand this petition for Special Admission. I hereby request that I be allowed to enroll in the community college classes listed above.

Signature of Student Date

By signing below I certify that I have read and understand this petition for Special Admission. I hereby request my son/daughter be allowed to enroll in the community college courses recommended above.

Signature of Parent Date


Request for more than 6.0 units: Approved _____ Denied _____

MOORPARK COLLEGE
www.moorparkcollege.edu

• OXNARD COLLEGE
www.oxnardcollege.edu

• VENTURA COLLEGE
www.venturacollege.edu

COURSE REQUEST CARD * It is the student's responsibility to drop classes! *

Date of Birth		Last Name			First	Middle	ID/SSN		
Phone		Address			City	State	Zip		
Term: 20____ Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	CRN#	Course Title	Units	Days	Time	Instructor Sign/Authorization Code	Date of 1 st Attendance	EVP/Dean/Counselor Approval	
Office Use									
ALTERNATE CLASS SELECTIONS									
<input type="checkbox"/> Checked ID 									
Signature _____			Total Units _____			Date _____			