

MEMORANDUM OF UNDERSTANDING

Admission of Minors (Grades K – 10th) to Oxnard College

Dear Student and Parent:

Oxnard College may, under special circumstances, admit minors to attend classes at the college. To be considered for admission, the student must complete the following steps: **1.** Submit an application for admission online at www.oxnardcollege.edu/apply (Submitted Once). **2.** Complete assessment testing if academic courses are going to be taken (Once every 3 years). Assessment testing is done on a walk in basis, no appointment is necessary. For more information, please call 986-5864. **3.** A completed and signed “Recommendation for Special Part-Time Admission” form (Submitted Every Semester). **4.** Submit unofficial high school transcript (Submitted Once). **5.** Complete the Parent & Student Special Admission Intake Process (Once). To schedule an appointment, please call 986-5857 or 986-5962. **6.** Obtain approval from an Oxnard College counselor.

Once the admission steps have been completed, the student must register for classes in person at the Admissions & Records Office. Please refer to the current schedule of classes for registration dates.

Please read and acknowledge the following by your signature:

- Once a student of any age is accepted to Oxnard College, he/she is expected to abide by all college rules and standards of conduct. It is the student’s responsibility to know these rules. We strongly recommend that you review the following with your son/daughter:
 - Oxnard College catalog regarding: student conduct, student grievance, student health services, sexual harassment, sexual assault.
 - Oxnard College catalog and schedule of classes regarding: requirements for admission, the procedures for adding and dropping classes, the registration calendar and the “Important Deadlines” calendar for drop and withdrawal deadlines.
 - It is the student’s responsibility to drop classes. All drops must be done in person at the Admissions & Records Office by the appropriate deadline. Deadlines can be obtained online at www.oxnardcollege.edu/schedule or in person at the Admissions & Records Office. Failure to drop a class will result in a letter grade of an “F” noted on the student’s permanent record.
 - Students must demonstrate the ability to benefit from the advanced scholastic and vocational education and the services offered by the college.
- Although we consider Oxnard College a safe campus, there have been incidences on and around the campus 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:
 - Encourage your child to enroll in day classes. If night attendance is necessary, we strongly recommend that you enroll and attend class with your child.
 - Make sure that your child always has a way to contact you. Classes can be cancelled on very short notice that does not allow the college opportunity to let students know in advance. Take your child on a walking tour of the campus to make sure both of you know where pay phones are, where the Campus Police Office and the Administration Building are.
 - We strongly encourage you to pre-arrange a pick-up location. If your child has to wait, we encourage you to identify a waiting area in our student centers of activity, such as the library.
- Courses taken at Oxnard College are intended to compliment the course work your child is doing at his/her home campus, not to replace it. Students admitted to Oxnard College are expected to take classes that are not available at their home campus. Courses must be stated and approved on the “Recommendation for Special Admission” form.
- The coursework that your child completes at Oxnard College 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 “home” campus at that school’s discretion. You and your child should confer with a counselor at the home campus for more information on the use of college courses to fulfill other requirements such as units for graduation or specific required subjects.
- The coursework that your child completes at Oxnard College 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 Oxnard College catalog.
- Oxnard 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 have physical requirements as well. Parents having questions about course content should consult the instructor of record prior to allowing their child to register.
- Right of access to student records:*** Navigating the processes of admission, registration and obtaining transcripts is a valuable part of the college experience that will better prepare your child for his/her future at another college or university. 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.

By signature below I confirm that I have read and do understand the above information pertaining to my/my child’s participation as an Oxnard College student.

Parent’s Signature

Date

Student’s Signature

Date