



Ventura County Community College District

STUDENT SERVICES AND SUPPORT PROGRAM (3SP)

EXEMPTION REQUEST

All new and returning students are required to complete Orientation, Assessment, and a Student Educational Plan unless they qualify for an exemption. If you believe you qualify for an exemption from one or more of the 3SP components based on the criteria listed below, complete this form and obtain approval from the Counseling Office. **If your exemption is granted, you will also lose your opportunity for priority registration. Submission of this form does not mean or guarantee approval of your exemption request.**

Student Name – Print Clearly

Student ID Number

Phone Number

Semester/Year

I am requesting an exemption of the following 3SP services (check all that apply):

- Assessment Orientation Completion of Ed Plan

I understand that exemption from one or more of the following services will also exempt me from receiving the registration priority granted to students who complete all services. This request is based on the following reason(s) (check all that apply):

- I have already earned an Associate Degree or higher.
- I am enrolling solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards. (Documentation must be attached)
- I am enrolled at another college or university and taking classes to fulfill college/university requirements. (Documentation must be attached.)
- I have already completed a degree applicable Math and English class. *Applies to assessment only.* (Documentation must be attached.)

Student's Signature

Date

Counselor's Signature

Date

Approved Disapproved

Reason for disapproval, if checked: _____
