

**SPECIAL ADMISSION AT
OXNARD COLLEGE FOR HIGH SCHOOL STUDENTS and K – 8th**

A Guide for Parents & Students

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

The great news is that Oxnard College waives enrollment fees for all K – 12th students who participate in special admission.

Special Admission 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 Admission form. We recommend that an early appointment be made with the school principal or counselor, don't wait until registration arrives to collect the signatures needed. **SPECIAL ADMISSION STUDENTS MAY REGISTER IN A MAXIMUM OF 6 UNITS PER TERM.**

The following requirements must be completed for all 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. **Note:** *If you are under the age of 13, you must apply for admission in person at the Admissions and Records Office.*
- Setup your MyVCCCD account. You will be prevented from registering until your account is setup.**
- You and your parent must read and sign the **Memorandum of Understanding**
- Complete the Recommendation for **Special Part-Time Admission form**. This form requires the signature of the parent/guardian and approval from the school principal or counselor. **The recommended courses must be listed by the school principal or counselor only - do not leave blank, or you will be sent back to obtain approval.**
- Provide unofficial school transcripts.
- If you are home schooled, you will also need to provide a current Private School Affidavit that was filed with the California Department of Education.
- Students in 10th grade or below** must obtain instructor approval on the first day of class. Approval is required even if the class is open.
- K-8th students must also provide a letter from your principal supporting your ability to benefit from advanced scholastic or vocational (college level) education.
- Register for classes in person at the Admissions & Records Office. **Picture ID is required!**

NOTE: If you are planning on taking a Math or English class, you must complete the assessment test prior to registering. The assessment office can be reached at 805-678-5864.



Ventura County Community College District

RECOMMENDATION FOR SPECIAL ADMISSION HIGH SCHOOL STUDENTS and K – 8th

Name _____ College ID # 900-_____-_____- Birth date _____

Address _____ Phone _____

(Number and Street)

(City)

(State)

(Zip)

College Term _____ Present Grade _____ GPA/Rank _____ High/Middle 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 school principal or counselor may recommend more than 6 units, college approval is required.
- Submit completed, signed Recommendation for Special Admission, Memorandum of Understanding, and 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.
- 10th grade or below are required to obtain college instructor's permission and an add code before registering.

COLLEGE COURSE (S) RECOMMENDED BY SCHOOL OFFICIAL

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

Please list more than one course should the preferred course(s) be closed.

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 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 (Maximum 11.0 Units): Approved _____ Denied _____

Signature of VP of Student Development or Designated College Official _____ Date _____

MOORPARK COLLEGE
www.moorparkcollege.edu

OXNARD COLLEGE
www.oxnardcollege.edu

VENTURA COLLEGE
www.venturacollege.edu



Ventura County Community College District

MEMORANDUM OF UNDERSTANDING

Admission of Minors

Dear Student and Parent:

The colleges of the VCCCD may, under special circumstances, admit minors to attend classes at the colleges. To be considered for admission, the student must complete the following steps: **1.** Submit an application for admission online at www.vcccd.edu/apply **2.** Students may be required to complete assessment to satisfy prerequisites. Consult the schedule of classes for more information. **3.** Complete a "Recommendation for Special Part-Time Admission" form with appropriate signatures (required each semester). **4.** Submit an unofficial high school transcript. **5.** Home-schooled students must present their State Affidavit **6.** Register for classes in person at the Admissions & Records Office. Refer to the current schedule of classes for registration dates and further information.

Please read and acknowledge the following by your signature:

1. Special Admission 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 that you review the following with your son/daughter:
 - The college catalog regarding: student conduct, student grievance, student health services, sexual harassment, and sexual assault.
 - The 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.vcccd.edu/schedule. Failure to drop a class will result in a letter grade of "F" noted on the student's permanent record.
2. 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 that your child always has a way to contact you. Classes can be cancelled on very short notice.
 - We strongly encourage you to pre-arrange a pick-up location.
3. Courses taken at a college are intended to supplement the course work your child is doing at the home campus, not to replace it. Students admitted to a 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.
4. The coursework that your child completes 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.
5. The coursework that 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.
6. 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.
7. **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.
8. **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 signature below I confirm that I have read and do understand the above information pertaining to my child's participation as a VCCCD College student.

Print Parent/ Legal Guardian Name	Parent/ Legal Guardian Signature	Date	Emergency Contact Phone Number



			900- -
Print Student Name	Student's Signature	Date	College ID Number

MOORPARK COLLEGE
www.moorparkcollege.edu

OXNARD COLLEGE
www.oxnardcollege.edu

VENTURA COLLEGE
www.venturacollege.edu

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

Date of Birth		Last Name		First	Middle	College ID#	900-	-
Phone		Address			City	State	Zip	
Term: 20____ Fall ↑ Spring ↑ Summer ↑	CRN#	Course Title			Authorization Code		Date of 1 st Attendance	
Office Use								
<input type="checkbox"/> Checked ID								
ALTERNATE CLASS SELECTIONS								
								
Signature _____			Total Units _____			Date _____		