

Requests for name changes cannot be completed online; they must be submitted to the Admissions and Records Office, and the student must present a picture ID (driver's license or California ID card), and at least one other piece of identification bearing the new name.

Student ID numbers (also called 900 numbers) are assigned to replace social security numbers as the student's primary identifier used by the college. The assigned ID number will appear once the student's MyVCCCD portal account (<https://my.vcccd.edu> (<https://my.vcccd.edu/>)) once it has been logged into. It will also appear on printed mailers and notices from the College and on faculty attendance, drop, and grade rosters.

Social security numbers will still be collected for such purposes as statistical reporting, financial aid, and Hope Scholarship Tax Credit reporting.

Students are strongly encouraged to use only their Student ID numbers in all College related business as it provides them with additional security and confidentiality.

The primary goal of Student Equity and Achievement (SEA) Program is to assist all students in attaining academic success. It is a partnership between the College and the student for the purposes of defining and realizing the student's educational goal. This agreement includes responsibilities for both the College and the student, who work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses the student must take to achieve their educational goals.

In order to earn priority enrollment all students must complete the following:

1. Complete a college orientation in person or online through the MyVCCCD student portal.
2. Assessment through multiple measures, including but not limited to evaluation of other college coursework, high school courses and grades, and informed self-placement which result in course placement recommendations for math, English and English as a Second Language.
3. Counseling advisement resulting in the development of a Student Educational Plan.

Exceptions may apply. Consult the appendices at the end of this catalog for full policy and procedures regarding the Student Equity and Achievement Program (Appendix XII (p. 471)).

Fees & Tuition

Enrollment fees are set by the State of California. They are subject to change without notice and may be retroactive. All other fees are set by the Ventura County Community College District Board of Trustees and are subject to change by board action.

All fees must be paid immediately (or committed to be paid) to complete a student's registration. If the registration process is not completed, the student will not be enrolled in classes.

Fee	Amount
Enrollment Fee	\$46.00 per Unit
	\$23.00 per 1/2 Unit
	\$11.50 per 1/4 Unit
Health Fee (mandatory)	\$21.00 Fall/Spring
	\$18.00 Summer

Non-Resident Tuition	
Non-California Resident and International Students	\$319.00 per Unit
International and Nonresident Domestic Student Surcharge	\$19.00 per Unit
Materials Fees (See Instructional Materials)	See individual classes for Materials Fees
Student Center Fee (Maximum of \$10 per fiscal year)	\$2.00 per unit
Student Representation Fee (optional)	\$2.00 per term
<ul style="list-style-type: none"> • The student representation fee, of \$2 per semester, provides support for students or representatives, including Student Senate of the California Community Colleges (SSCCC), who share positions and viewpoints before city, county, and district governments, and before offices and agencies of the state and federal governments. This fee may be waived during registration. 	
Student Activities Fee (optional)	\$7.00 per term
<ul style="list-style-type: none"> • This fee provides support to student life activities, events, and programs sponsored by campus student organizations and departments including the Associated Students and the Student Activities department. The Student Activities Fee is authorized by Education Code, Section §70902(b)9, and approved by the VCCCD Board of Trustees in April 2015. This fee may be waived for religious, political, financial or moral reasons. Waiver forms are available at the Student Business Office. 	
Credit by Exam Fee	\$46.00 per unit
Audit Fee (non-refundable) Students enrolled in 10 or more credit unit	(No charge)
Students enrolled in fewer than 10 credit units	\$15.00 per unit
<ul style="list-style-type: none"> • Note: auditing students also pay the health fee. 	
Student Photo ID Card (optional)	\$10.00 per semester/ \$ 15.00 per year

- Note: Student Photo ID Card may also be used as an Oxnard College Library borrower's card. Students at Oxnard can ride the Ventura County bus for free with a Student Photo ID Card, see the VCTC website at: <https://www.goventura.org/about/college-ride-faq> (<https://www.goventura.org/about/college-ride-faq/>)

Students who owe outstanding fees may not register until their fees are paid and cleared from their account.

Fees / Obligations / Holds Information

Payment of Fees

Payment of fees is the responsibility of the student. All fees must be paid immediately (or committed to be paid) to ensure completion of registration. Fees are incurred at the student's action of registering for classes. It is the student's obligation to check their class schedule to be sure they are enrolled in or dropped from classes appropriately. The student is responsible for any fees incurred for classes that were not dropped by the posted refund deadline for the class.

Students must:

- Pay all fees (including any past term fees); or
- Enroll in a payment plan; or
- Have been awarded financial aid; or
- Have an Oxnard College Promise award; or
- Be sponsored by a third-party agency (Veterans, etc.).

California Residents

California residents must pay the mandated enrollment fee, health fee, student center fee, student representation fee, and applicable course materials fees. California residents and AB 540/Dream Act eligible students meeting certain criteria may be eligible for a California College Promise Grant (formerly known as Board of Governor's Fee Waiver (BOGW) or other financial aid. Contact the Financial Aid Office for more information.

Non-California Residents

Residents of states other than California must pay nonresident tuition and the nonresident student surcharge, as well as the enrollment fee, health fee, student center fee, student representation fee, and applicable material fees. Students are classified as nonresident if they have lived in California for less than one year and one day prior to the first day of the semester, or are unable to present sufficient documentation to prove they have established California residency. See "California Residents (p. 25)" for more information.

Health Fees

The health fee enables the College to provide students with a variety of health care services. In accordance with the California Education Code and Board policy, students are required to pay the health fee, regardless of the units taken, unless they meet one of the exemptions. Waiver forms are available at the Admissions and Records Office and the Student Health Center.

This fee enables the College to provide students with a variety of health care services. In accordance with the California Education Code and Board policy, students are required to pay the health fee, regardless of the units taken, unless they meet one of the exemptions listed:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. Documentary evidence of such an affiliation is required.
- Students who are attending a community college under an approved apprenticeship training program (see Education Code §76355).
- Health fee waivers are located in the Admissions and Records Office and the Student Health Center.

Instructional Materials Fee (*Where Appropriate*)

Instructional material fees for certain selected credit or noncredit courses may be required at the time of registration, or the materials may be purchased on your own. If an Instructional Materials Fee is required, the amount of the fee is listed beneath the course title in the Schedule of Classes. Authority for the charge is granted under VCCCD Board Policy 5030. These instructional or other materials include, but are not limited to, textbooks, tools, equipment and clothing if:

1. The instructional and other materials required for the course have a continuing value to the student outside of the classroom setting, or
2. The instructional and other materials are used in the production of an "end product" that has continuing value to the student outside the classroom setting. See course schedule for instructional material fee costs.

Student Center Fee

Students of Oxnard College enacted a Student Center fee of \$1.00 per unit, up to a maximum of \$10.00 per student per fiscal year (July 1 to June 30), for the purpose of financing, constructing, expanding, remodeling, refurbishing and operating a Student Center. The money collected may only be used for this purpose. The fee shall not be charged to: a student enrolled in noncredit courses; a student who is a recipient of benefits under the Temporary Assistance for Needy Families (TANF) program; a student on the Supplemental Security Income/State Supplementary Program (SSI/SSP); or a student on a General Assistance Program.

Transcript Fee

Official transcripts are ordered online through the student portal (<https://my.vcccd.edu> (<https://my.vcccd.edu/>)) or by the link provided at www.oxnardcollege.edu/transcripts (<http://www.oxnardcollege.edu/transcripts/>). Students may order up to two electronic transcripts online free of charge. Costs for transcripts vary based upon the delivery method chosen. Consult the college website for up-to-date information before you request transcripts.

Same day, over the counter, official transcript orders can be made in person at Admissions & Records (with a valid photo ID) after payment is made to the Student Business Office on campus for \$15 per transcript. Consult the college website for current pricing of the additional delivery fee and for up to date information about requesting your transcripts.

No cost unofficial transcripts can be printed at My.VCCCD.edu.

Student Photo ID Card

\$10 per semester or \$15 per year. Purchase of a Student Photo ID Card entitles students to check out library books, free admission to home conference athletic events, and reduced rates to dramas, plays, various associated student-sponsored events, and discounts from local merchants.

Student Photo ID Cards may also be used as Oxnard College Library borrower's card.

Students at Oxnard can ride the Ventura County bus for free with a Student Photo ID Card.

Textbooks and Supplies

By state law, the College is prohibited from furnishing free textbooks or supplies to students. These items may be purchased in the College Bookstore. Textbook information is available from www.OxnardCollegeBookstore.com (<http://www.oxnardcollegebookstore.com/>).

Non-Mandatory Fees

Non-mandatory fees are the same whether the student takes day or evening classes, is full time or part time, and has resident, nonresident or international residency. Fees are paid at the Student Business Office.

Student Parking

- Parking permits are required when classes are in session for all vehicles including those with handicapped parking permits and for those attending theater, dance, music, and other college events, with the exception of VCCCD Board Meetings on campus (all lots) and athletic events in designated lots. Public will be ticketed if they do not park in designated lots during hours of enforcement.
- Daily parking permits may be purchased for \$2 from parking lot permit dispensers.
- All vehicles must park within a marked stall (CVC 21113a).
- Head-in parking is required in all diagonal stalls on campus.
- Ventura County Community College District is not responsible for any theft or loss of property while utilizing parking facilities.
- Students with a Department of Motor Vehicles disabled person's plate or placard.
- Unauthorized vehicles parked in designated handicapped spaces not displaying distinguishing placards or license plates for physically disabled persons may be towed away at owner's expense. Towed vehicles may be reclaimed by contacting the Campus Police office in the Administration building or by calling (805) 678-5805. (CVC 22652)

Parking Fees

All students parking a vehicle on the campus must pay the parking fees listed below, regardless of the number of units for which they are enrolled.

There will be a strict enforcement of parking regulations requiring students to have parking permits the first day of the term; there is not a "grace period" for obtaining your permit. Semester permits are purchased online through the student web portal: MyVCCCD. Permits will be delivered by mail to the address provided at the time of purchase.

Parking Fee Schedule

Vehicle Type	Semester	Amount
Automobile		
	Fall / Spring	\$58
	Summer	\$27
CCPG Students		
	Fall / Spring	\$30
	Summer	\$25
Motorcycle		
	Fall / Spring	\$40
	Summer	\$15
Ridesharing		
	Fall / Spring	\$40
	Summer	\$15
Single Day	Fall / Spring / Summer	\$2

Note: Parking fees are subject to change at the discretion of the Governing Board.

To encourage Ridesharing (carpooling), the parking permit fee shall not exceed thirty-six (\$36) per Fall and Spring semesters and fifteen dollars (\$15) per Summer semester for a student who certifies that he or she regularly has two or more passengers commuting to the community college with him or her in the vehicle parked at the community college.

Purchasing Semester Permits

Semester permits are purchased online through the student web portal: MyVCCCD. Permits will be delivered by mail to the address provided at the time of purchase. Day use passes are \$2 and can be purchased at machines located in several parking lots on campus. Student semester parking permits are valid only in student lots and can be used on all three campuses. Parking is strictly enforced Monday through Thursday, 7:00 am to 12:00 am, and Friday, 7:00 am to 5:00 pm.

Auto permits are static vinyl and must be affixed to the inside lower-left corner of the front windshield. Motorcycle permits are adhesive and must be affixed to the front fork of the motorcycle.

Students Who Receive Financial Aid

Students who receive financial assistance pursuant to any of the programs described in subsection of Education Code §72252(g) shall be exempt from parking fees in excess of thirty dollars (\$30) per semester for one vehicle.

Refund Policy

Enrollment Fee Refund Policy

- Student must drop classes by the credit refund deadline as stated in the Academic/Registration Calendar to qualify for a credit or refund of enrollment fees.
- Application for refunds must be made to the Student Business Office after the class or classes have been dropped.
- Credits/refunds will NOT be authorized for drops or withdrawals occurring after the deadline date.
- Refund checks will be mailed by the Ventura County Community College District Office after the Refund Request Form is received and processed at the Student Business Office.

- Enrollment fee refunds are subject, once a semester, to the withholding of a \$10 Administrative Fee.

The following schedule of refunds will be in effect for all students who drop a class or classes or withdraw from college:

- **Full-semester Length Classes**
 - In first and second week 100% enrollment fee refund
- **Short-term Classes and Summer Session**
 - Withdraw within 10% of class sessions 100% enrollment fee refund

No refunds are authorized thereafter.

Other (Non-Enrollment) Fee Refund Policy

- **Audit Fees:** are not refundable
- **Health Center Fee:** is only refunded if all classes are dropped for the semester/session within the deadline, regardless of the residency status of the student.
- **Instructional Materials Fees:** are refunded in full when a class requiring the fees is dropped within the stated deadline.
- **Non-mandatory Fees:** are refunded in full when requested within the stated deadline.
- **Parking Fee:** to qualify for a refund of parking fees, whether classes are dropped or not, return the original parking permit to the Student Business Office by the deadline.
- **Student Center Fee:** refunds may include a pro-rated refund of the Student Center fee. If all classes are dropped, a student may be entitled to a full refund of the Student Center fee, depending on enrollment in prior semesters for the academic year.

Registration

Registration Procedures

(See Appendix XV (p. 478) for details on Enrollment Priorities)

Register online through the MyVCCCD (<https://my.vcccd.edu>) student portal for the earliest and best opportunity to enroll in classes.

Registration appointments are posted approximately one month before registration begins. Registration calendars may be viewed through the MyVCCCD portal or the college website.

Be sure to attend the first day of class. Instructors may drop students who are registered or waitlisted but fail to attend the first day of class.

New Students receive enrollment priority after completing an orientation, assessed for placement in Math and English courses and complete an educational plan with a counselor.

Continuing Students receive enrollment priority based on the number of completed and in-progress degree-applicable units taken at any of the colleges in the Ventura County Community College District. Transfer units are not used to calculate enrollment priority.

Limitations

- Continuing students who have earned more than 90 units will lose enrollment priority and will register during open registration unless they successfully petition for a waiver that reinstates them to the previous enrollment priority. The petition for reinstatement of enrollment priority is initiated through a counseling appointment.

- Students may petition for reinstatement of registration priority if they are enrolled in a high-unit major or program of study, high-unit transfer major; or are registering for their last semester at the college.
- Continuing students who are placed on academic or progress probation or more serious academic sanction for two consecutive terms will lose enrollment priority and will register during open registration. Students who lose their priority may appeal if they have verifiable extenuating circumstances as defined below; an approved appeal will result in the reinstatement of enrollment priority. The petition to appeal loss of enrollment priority is initiated through a counseling appointment.
- Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances beyond the student's control. Appeals must be supported by verifiable documentation of circumstances.

Returning Students who have not attended in the past year, and have completed no more than 90 units within this district, are in good standing in the Ventura County Community College District, and have completed orientation, assessed for placement in Math and English courses, and complete an educational plan with a counselor will have registration priority over returning students who do not meet these criteria.

Dual Enrollment Students register after other groups per state mandate. Where the district has an MOU with specific high schools that designates them as partners in a "middle college high school" agreement, the students from those high schools will be afforded priority over other dual enrollment students.

Early Priority Registration will be granted to students who are identified as foster youth or former foster youth or homeless youth (through age 24); are eligible for services through EOPS, EAC/ACCESS (DSP&S), Tribal TANF and/or CalWORKs; students who are military veterans or active duty service members for:

- New students within these groups who have completed orientation, assessed for placement in Math and English courses, and complete an educational plan with a counselor (with sole exception that a DSPS student may have enrollment priority expressly listed as an accommodation);
- Continuing students within the listed groups who are in good academic standing, and have not earned more than 90 degree-applicable units in the district.

Appeals Students who have lost registration priority due to having more than 90 earned and in-progress degree-applicable units or being placed on academic or progress probation or more serious academic sanction for two consecutive terms, may appeal for reinstatement of priority due to extenuating circumstances. The appeal must be supported by verifiable extenuating circumstances. See Appendix XV (p. 478) for more detailed information, or contact the Counseling Office.

Prerequisites and Corequisites

All **prerequisites** are strictly enforced at registration. In order to register for a course with a prerequisite, students must have completed the prerequisite course at this college with a grade of A, B, C or P, or have presented external transcripts to the Counseling Office and received prerequisite clearance.