

Admissions & Registration

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Admission

Eligibility for Admission

The right of any person to attend any college in the Ventura County Community College District is conditioned by certain admission and residency qualifications as provided by state and federal law.

Admission to the colleges of the Ventura County Community College District is open to any California resident who possesses a high school diploma or equivalent (Certificate of Proficiency, GED), any adult 18 years of age or older who may benefit from instruction offered, and any California resident who is an apprentice as defined in Section 3077 of the California Labor Code.

For the purpose of admission to the colleges of the Ventura County Community College District, students' self-certification may serve as proof of high school attendance and graduation or its equivalent. Students may be required to provide verification of high school graduation; or in the case of homeschooled students, verification from an accredited high school district that the home school curriculum completed meets the criteria for exemption from California's Compulsory Attendance Laws, for financial aid eligibility or other purposes.

Students who are attending an accredited public or private K-12 school may be eligible for admission under dual enrollment provisions noted elsewhere in this catalog. Students who are attending a non-accredited K-12 school or home school may petition for admission under dual enrollment provisions noted elsewhere in this catalog (see "Admission of Minors" below). Dual enrollment provisions apply to minors, and to students 18 years of age and older if they are still attending a K-12 educational institution as defined above.

Students entering any of the public community colleges of California are subject to the residency requirements as determined by the state of California. Students whose legal residence is determined to be in another state (nonresidents) or in a foreign country (International students) may be admitted under conditions stipulated by the governing board upon payment of specified tuition and fees. Additional information regarding residency requirements may be found under the "Residency Requirements (p. 23)" section in this Catalog, on the College website or by contacting the campus Admissions and Records Office.

General Admissions Procedures

Prior to being eligible for priority registration, **new students** to the Ventura County Community College District:

- **Must complete an application for admission**
- **Must complete orientation**
- **Assessment through multiple measures, including but not limited to:**

- Evaluation of other college coursework
- High school courses and grades
- Informed self-placement which result in course placement recommendations for Math, English and English as a Second Language.
- **Must complete an educational plan with a counselor**
- **Submit transcripts from high school and/or any college/ universities previously attended**

The application for admission is available online at <http://www.oxnardcollege.edu/apply> (<http://www.oxnardcollege.edu/apply/>). Printed copies of the application for admission can be downloaded from the College website. Consult the college website for application dates and deadlines. An admission application must be on file before students can register. There is no cost to apply.

Upon admission to the college, new students will be directed to setup their MyVCCCD portal MyVCCCD (<https://my.vcccd.edu>) to gain access to many self-service options.

Returning Students who have not attended one of the Ventura County Community Colleges in the last year:

- Must reapply for admission at www.oxnardcollege.edu/apply (<http://www.oxnardcollege.edu/apply/>)
- Must reactivate their MyVCCCD Student Portal if necessary (<https://my.vcccd.edu>).
- May be required to complete orientation, assessment, and counseling to develop a new educational plan.
- Returning students who have attended other colleges should make a counseling appointment to have their other college transcripts evaluated for the educational plan.
- All requirements must be completed before returning students can register for classes.

Applications for admission to the colleges of the Ventura County Community College District become the property of the colleges once they are submitted. Applications are submitted under penalty of perjury, whether submitted online or in written form. Falsification of information provided therein may result in disciplinary measures up to and including dismissal, termination of eligibility for programs and/or services as appropriate, and/or the retroactive assessment of nonresident tuition charges if warranted. Falsification of information that results in fraud or other crimes may result in legal penalties.

Oxnard College participates in an array of federal and state financial aid programs. All students are encouraged to apply for financial aid by completing the Free Federal Application for Student Aid (FAFSA) at www.fafsa.gov (<https://fafsa.gov>).

Students who qualify under AB 540 must complete the California Dream Act Application at <https://dream.csac.ca.gov/>. Apply early as some funds may be limited. For further information and deadlines, please visit the Financial Aid Office website at <http://www.oxnardcollege.edu/finaid> (<http://www.oxnardcollege.edu/finaid/>).

Admission of Minors / Dual Enrollment

Pursuant to California Education Code section 76001, minors may be permitted to take college courses under very specific circumstances. The intent is to provide minors who can benefit from advanced scholastic and

vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

The term "Dual Enrollment Student" refers to concurrently enrolled K-12 students who have been recommended by their principal and have parental permission to attend a community college during any session or term. Parental permission may not be required for dual enrollment students who are 18 years of age or older.

Students admitted as Dual Enrollment Students may enroll in a maximum of almost twelve (11) units per semester or term, unless the student (either part-time or full-time) is enrolled under the terms of an existing AB 288 College and Career Access Pathway (CCAP) Partnership Agreement effective at the time of enrollment.

Enrollment fees are waived for Dual Enrollment Students who are enrolled in 11 units or less. Students under an AB 288 College and Career Access Pathways Partnership (CCAP) dual enrollment agreement with a school district who enroll in up to 15 units (no more than 4 college courses) are exempt from enrollment fees. All other fees apply.

Dual Enrollment Students who are determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying additional nonresident tuition per California Ed. Code, Section 76141. Please note the following conditions:

- This exemption only applies to dual enrollment students enrolled in 11 or fewer units per semester. The exemption does not apply to full-time dual enrollment students, unless the student (either part-time or full-time) is enrolled under the terms of an existing AB 288 College and Career Access Pathway (CCAP) Partnership Agreement effective at the time of enrollment.
- This exemption does not apply to categories of students who would not qualify for AB 540 nonresident tuition exemption; i.e., a) students who reside outside of California and enroll via Distance Education and b) students on most non-immigrant visas.
- Students with T or U visas are eligible for this exemption.
- Students receiving this exemption do not receive resident status for the purposes of tuition or financial aid. Rather, they are exempt from nonresident tuition under this law.

To qualify and register for Dual Enrollment, all students must apply for admission. After the initial application, Dual Enrollment students must present the following documents each semester they register at the college:

- The Recommendation for Dual Enrollment and Memorandum of Understanding form signed by a parent/guardian and the school principal or counselor. In addition, students in 8th grade and below must have the written consent of the college instructor whose class they wish to attend. Students in 8th grade and below are not permitted to enroll until the semester begins.
- Homeschooled students must present the completed Private School Affidavit. For more information, visit: www.cde.ca.gov/sp/ps/affidavit.asp (<http://www.cde.ca.gov/sp/ps/affidavit.asp>)

All Dual Enrollment forms are available online at www.oxnardcollege.edu/dualenrollment (<http://www.oxnardcollege.edu/dualenrollment/>) and at the college Admissions and Records Office. Detailed information on clearing prerequisites is available online and in this catalog.

Important Note: Under the Family Educational Rights and Privacy Act (FERPA), once a student is attending an institution of postsecondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore, all students, regardless of age, must provide written consent for release of their college transcripts and/ or college records. For more information, please refer to "Privacy Rights Regarding Student Records" in the appendices of this catalog.

Parents and students applying for Special Full-time Admission status must contact the Admissions and Records Office. Petitions for Special Full-Time Admission will be considered only after the parent and student have exhausted all alternatives available through the secondary school district that the student would be attending. The decision to admit a minor as a special full-time admission student may be subject to the availability of classes. Special full-time admission students are required to complete at least 12 units in each primary term, and to maintain continuous enrollment until reaching the age of 18.

MyVCCCD Online Services - Portal

My.VCCCD.edu (<https://my.vcccd.edu> (<https://my.vcccd.edu/>)) is the portal to online services, providing college and district information for current students. New applicants and reapplying returning students will be provided a link to the portal setup in their acceptance email from the college. MyVCCCD provides access to the following online services and features:

- Registration status appointments and calendars
- Request official transcripts
- Registration, add, and drop classes
- Pay fees, purchase Student Photo ID Cards
- Purchase parking permits (can only be done online!)
- Sign up for payment plan (can only be done online!)
- Financial aid: Track and manage awards
- Check progress toward a degree, certificate, or transfer requirements using DegreeWorks
- Access online classes
- View/Print Class Schedule
- View/Print Unofficial transcript
- Print official enrollment verification
- Search for classes using registration planner or the "searchable" schedule of classes (find drop deadlines, prerequisites, more!)
- Update personal information (address, phone, emergency contact numbers, major, program of study, educational goal)
- Forward college email to a personal email account (REQUIRED if you want to receive college emails to your personal account)
- Change portal password

Updating Student Records

Once an application has been submitted, any necessary communication with the student is conducted through the contact information provided (phone or text) and through the VCCCD e-mail account the college creates for all students, or through the MyVCCCD Student Portal (<https://my.vcccd.edu> (<https://my.vcccd.edu/>)). It is important to keep address, phone, and alternate e-mail address updated and corrections be recorded in student academic records as soon as possible. Students may update this information at any time by logging into the MyVCCCD Student Portal under "Tools".

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>) 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. 460)).

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. 23)" 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. 467) 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. 467) 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.

Students who do not meet a course prerequisite through college coursework as evidenced on a college transcript may be eligible to challenge the prerequisite requirement. Challenge petitions must be submitted and approved before registration can occur. Consult the Counseling Office for more information about the challenge requirements and process.

Corequisites require the student to register in both of the linked classes during the same semester. Students must be registered for both classes at the same time, and waitlisting is not allowed for corequisite courses.

Late Registration and Program Adjustment begins on the first day of the semester or summer session, and on the first day of instruction in short-term classes.

Registration into a closed class may be accomplished through the use of waitlist options or add authorization codes. The waitlist option is available for most full semester classes through the end of the first week of the semester. Add authorization codes are available beginning the second week of the semester. Summer session procedures may differ.

Waitlisted students are captured in chronological order based on the date they register for the waitlist, and are automatically registered into open seats in that order. Email notification is sent confirming the registration. Students who have not received a confirming email by the day of the first class meeting must attend class for further direction from the instructor.

Important Details about Waitlists

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 must have presented external transcripts to the Counseling Office and received prerequisite clearance.
- Students who do not meet a course prerequisite through college coursework as evidenced on a college transcript may be eligible to challenge the prerequisite requirement. Challenge petitions must be submitted and approved before registration can occur. Consult the Counseling Office for more information about the challenge requirements and process.
- Waitlisting is not allowed for corequisite courses. Corequisites require a student to register in both of the linked classes during the same semester.
- Students may not exceed the maximum allowable number of units including the waitlisted course (19.5). Requests for unit overload must be approved by a counselor and filed with the Admissions and Records Office.
- Students may not exceed the maximum allowable number of repeats for any class.
- Students will be informed if the waitlist is full.
- Fees will be assessed when a student is moved from the waitlist and registered in the class.
- If students wish to remove themselves from a waitlist they may do so by activating the drop code function on their portal account at MyVCCCD (<https://my.vcccd.edu>).
- Instructors may drop students who are registered or waitlisted but fail to attend the first day of class.
- Students dropped from all enrolled courses due to nonpayment of fees will also be dropped from the priority waitlist.

A student's educational work load generally consists of fifteen (15) units of work per semester in order to make normal progress towards the A.A./A.S. degree and/or transfer requirements. For students receiving a Cal Grant award, note that a Cal Grant awards is limited to four total years of payment.

Students seeking to enroll in more than 19.5 units but fewer than twenty-two (22) must have a counselor's approval. Students seeking enrollment in twenty-two (22) units or more must have the approval of the Vice President of Student Development, or designee, in addition to the counselor's approval.

Full-Time Student

A student is defined as full-time if carrying 12 or more units in a regular Fall or Spring semester or 4 units in a summer session.

Students, especially those who work or participate in extracurricular activities, should consider the following guidelines for planning their courses and unit load:

Educational Work Load Calculator

Units per Semester	Class/Study Hours Per Week	Work/Extra-Curricular Hours Per Week
15 or more	30-36	0-8
12-14.5	24-29	8-15
9-11.5	8-24	5-20
6-8.5	12-18	20-30
5.5 or fewer	6-12	30-40

To qualify for certain benefits and activities, minimum unit requirements must be maintained, as follows:

Veteran and War Orphan Benefits Under GI Bill

Subsistence payments vary depending on the Chapter of benefits and the amount of units enrolled. Generally payments are prorated for a non-full time student. Summer enrollment status is calculated differently and the payment amounts can be confirmed with VA by calling 1-888-442-4551.

Requirement	Unit
Automobile insurance discounts and dependent medical insurance	12 units
Student Loan deferments (Half-time required)	6 units or greater
Financial Aid Enrollment Status	12 units or greater for full-time 9 to 11.5 units for three quarter time 6 to 8.5 units for half-time 0.5 to 5.5 units for less than half-time
EOPS Services	12 units
Athletic Eligibility	12 units
Student Government	6 units for major offices 3 units for council members
Student Employment	12 units (generally) 6 units or less if eligible for CalWORKs, EAC, EOPS, or Federal Work-study funds

The colleges of the Ventura County Community College District, in accordance with AB 397 added by statutes 1997, c. 575, E.C.s 66500

& 69400, is alerting all male applicants for admission who are at least 18 years of age and born after December 31, 1959 to be aware of their obligation to register with the Selective Service. In order to receive Federal student aid, you must be registered with the Selective Service. For more information, refer to: www.sss.gov (<http://www.sss.gov/>).

Each course offered by the Ventura County Community College District and its colleges is open to enrollment and participation by any person who has been admitted to the College and who meets the prerequisites to the class or program, unless specifically exempted by statute.

Residency Requirements

The determination of legal California residence is a complex matter. Students will be required to present various kinds of documentation for purposes of the final residency determination. All questions as to legal residence and the exceptions allowed under California law shall be directed to the Admissions and Records Office. The right of a student to attend any public community college in California is conditioned by certain residency qualifications set forth in the California Education Code. Residence determination is based on state and federal law, and is subject to change without prior notification.

California Residents

To qualify as a California resident, a student must be capable of establishing residency and have legally resided in California for one year and one day prior to the beginning of the semester of planned attendance and must have taken actions that express intent to establish California residence.

Students who have lived in California for more than one year but less than two years will be asked to show proof of legal California residence. The burden of proof lies with the student, who must present documentation of both physical presence in the state for at least one year and one day, and intent to establish permanent California residence. Failure to present such proof will result in a nonresident classification for admission and tuition purposes.

A list of acceptable documents is available on the college website and from the Admissions and Records Office.

Non-citizens may be eligible to establish California residency if allowed under the terms of his/her citizenship/immigration status, and upon presentation of acceptable residency documentation. The student will initially be classified as a nonresident and required to present the following items at the Admissions and Records Office:

- Citizenship / Immigration Status
- Documentation that verifies the student has resided in California for one year and one day preceding the first day of the semester, and the student has taken actions consistent with the intent to establish California residency.

Nonresident Students

A nonresident is a student who has not lived in California continuously for one year and one day prior to the beginning of the semester he or she is planning to attend, or who is unable to present proof of intent to establish permanent California residency, or who is not eligible to establish residency. Students classified as nonresidents shall pay non-resident tuition fees in addition to mandatory enrollment and health fees.

Conduct inconsistent with a claim for California residence includes but is not limited to:

- Being an actively registered voter in another state.
- Petitioning for divorce as a resident of another state.
- Attending an out-of-state educational institution as a resident of that state.
- Declaring nonresident status for California state income tax purposes.
- Maintaining a valid driver's license or registered vehicle in another state.

Legal intent to establish residency in California requires the student take actions that carry an expression of intent to make California their primary and permanent state of residence. Intent can be manifested in many ways, including but not limited to filing California taxes as a resident, being a registered California voter, registering vehicles in California, buying residential property in California (and living here).

U.S. citizens or permanent residents who previously held California residency and are returning to the state after an absence, and non-citizens without lawful immigration status shall be classified as non-residents. These students may be exempt from payment of non-resident tuition pursuant to AB 540 provided they certify they meet all of the following four requirements:

1. The student must have:
 - Attended a combination of high school, adult school, and California Community College for the equivalent of three years or more,
2. The student must have:
 - Graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or
 - Completed an associate degree from a California Community College, or
 - Completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, and
4. The student must file an affidavit with the college stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.

Submission of additional verifying documentation may be required by the college to verify the eligibility of the exemption requirements (e.g. high school transcripts or copy of your elementary and middle school transcripts, as relevant, in a sealed envelope).

Students who are non-immigrants, other than those with T or U visa status, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.

A year's equivalence at a California Community College is a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 hours, 210 hours for a semester, and 140 hours a quarter. Attendance in credit courses at a

California Community College towards the attendance requirements shall not exceed two years of full-time attendance.

Full time attendance at a California adult school (established by a county office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation) means a minimum of 420 class hours of attendance for each school year in classes or courses.

Dual Enrollment students (concurrently enrolled K-12 students) determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying nonresident tuition per California Ed. Code, Section 76141. See Admission of Minors/ Dual Enrollment section of this catalog for more information.

Nonresident students who are U.S. citizens and who reside in another country will be admitted and classified as nonresidents but exempt from payment of nonresident tuition provided they meet all of the following requirements:

- Demonstrate a financial need for the exemption.
- Has a parent or guardian who has been deported or was permitted to depart voluntarily under the Federal Immigration and Nationality Act.
- Moved abroad as a result of the deportation or voluntary departure.
- Lived in California immediately before moving abroad. Attended a public or private secondary school in California for three or more years.
- Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
- Will be living in California and will file an affidavit with the community college stating declaring he or she intends to establish residency in California as soon as possible.
- Documentation shall be provided by the student as required by the statute as specified in Education Code, Section 76140(a) (5).
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather, they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office on the student's primary campus.

Education Code section 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date the student settled in California upon entering the United States. Contact the Admissions and Records Office for additional information on this exemption.

Reclassification of Residence Status

Students who are admitted as nonresidents must petition for reclassification to California resident status. The petition process includes the completion of a Residence Reclassification Request form and the submission of acceptable documentation to support a claim that the student has met the requirements for physical presence and intent to establish legal residence in California. The physical presence requirement is one year of living in California. Students must show proof that California has been their primary state of residence, excluding vacations, for one year and one day prior to the beginning of the term for which reclassification is requested.

Request for Reclassification may be denied if the student:

- Resides in California solely for educational purposes.
- Possesses a driver's license or vehicle registration or voter registration or selective service registration from a state other than California; such items constitute maintaining residence in another state.
- Is claimed as a dependent on out-of-state tax returns (e.g., by parents living in another state).
- Other regulations and restrictions apply that may affect the determination of residence status.

Questions should be referred to the Admissions and Records Office.

Military Veterans

A student who was a member of the Armed Forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with the community college stating their intention to establish residency in California as soon as possible.

The one year exemption provided in paragraph (1) shall be used while the student lives in this state and within two years of being discharged.

A former member of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for an exemption pursuant to this section.

Veterans Access, Choice and Accountability Act (VACA)

In accordance with Education Code Section 68075.5(c), a full exemption from the nonresident fee for all students verified to be "covered individuals" per the criteria listed below and who qualify to use Montgomery GI Bill[®]-Active Duty, or Post-9/11 GI Bill[®] education benefits or Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapters 30, 31 and 33, respectively, of Title 38, U.S. Code) while living in California will be eligible for this exemption. A "covered individual" is defined in the VACA Act as:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school after a period of active duty service of 90 days or more.
2. An individual eligible for transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school after the transferor's discharge from a period of active duty service of 90 days or more.
3. An individual eligible for transferred Post-9/11 GI Bill[®] benefits while the transferor is on active duty who resides (lives) in California (regardless of his/her formal state of residency).
4. An individual eligible for benefits using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill[®] benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence).
5. An individual eligible for rehabilitation under 38 U.S. Code §3102 pursuing a course of education with education assistance from the Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31) education benefits program.

6. A student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as continuous enrollment is maintained (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

Students eligible for VA education benefits must provide a "Certificate of Eligibility" (COE) or the Authorization of Entrance into Rehabilitation and Certification (Chapter 31 Referral) by the VA confirming the approved education benefits for the veteran or eligible dependent to basic educational assistance under chapters 30, 31 and 33 of title 38, U.S. Code.

The DD Form 214, Certificate of Release or Discharge from Active Duty, generally referred to as a "DD 214," shows the effective date of the veteran's discharge from active service and may also need to be submitted to assist with confirming the "covered individual" status.

Note: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at <https://www.benefits.va.gov/gibill> (<https://www.benefits.va.gov/gibill/>).

Military Personnel and Dependents

Active duty military personnel and their dependents, and military veterans and their dependents are subject to the same criteria and regulations regarding the establishment of California residency as other nonresident students.

The information provided herein refers to the assignment of California residency based on active-duty or discharged veteran status solely for the purposes of determining the tuition and fees for eligible service members, former service members and their dependents.

A student who is a member of the Armed Forces of the United States stationed in this state or a student who is a dependent (natural or adopted child, stepchild, or spouse) of a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that service member is subsequently transferred out of California on military orders but continues to serve in the U.S. Armed Forces, or is subsequently retired from military service, neither the service member nor his or her dependent shall lose resident classification for tuition purposes so long as he or she remains continuously enrolled at the institution.

Transcripts

Transcript Requirements

All new, continuing and returning students are encouraged to submit official transcripts from all high schools, colleges and universities they have attended. **Exception:** Students do not need to submit transcripts from Moorpark and Ventura Colleges.

The transcripts should be directed to:

Oxnard College Admissions and Records Office
4000 S. Rose Avenue

Oxnard, CA 93033

Students are encouraged to have their transcripts submitted to Oxnard College before enrolling for their first semester, to prevent delays in processing their registration.

All transcripts submitted to Oxnard College become the property of the college and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized college personnel only.

Official transcripts are required for degree and/or certificate applications if courses are being used to satisfy any requirements. Special programs with specific requirements such as nursing, athletics and financial aid may require a student to submit all high school and college transcripts to verify eligibility.

The College is not required to keep external transcripts. Therefore, students should be aware that records are periodically purged and external transcripts are destroyed.

Acceptance of Transfer Coursework From Regionally Accredited Colleges & Universities

Institutions must be regionally accredited by one of the following accrediting bodies:

- The Middle States Commission on Higher Education
- The New England Commission of Higher Education
- The New England Association of Schools and Colleges, Committee on Technical and Career Institutions
- The Higher Learning Commission
- The Northwest Commission on Colleges and Universities
- The Southern Association of Colleges and Schools, Commission on Colleges
- The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges
- The Western Association of Schools and Colleges, Senior College and University Commission

Coursework presented on official transcripts from regionally accredited colleges and universities will normally be granted lower division credit by Oxnard College. Exceptions may apply. Students seeking exception must schedule an appointment to see a college counselor.

All transcripts submitted become the property of the College, and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized College personnel only.

All transfer coursework is evaluated based upon the current information and practices specified in the Accredited Institutions of Postsecondary Education by the American Council on Education. Students transferring to colleges of the Ventura County Community College District are required to declare all previous college attendance. Failure to provide complete information may result in dismissal from the Ventura County Community Colleges.

From Foreign Colleges & Universities

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts translated and as being equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credentials Evaluation Services or one approved by the California Commission on Teacher

Credentialing. Evaluations from other professional credentials evaluation services will be reviewed for acceptability on a case-by-case basis. The evaluation must be a Detailed or Comprehensive evaluation that includes course-by-course descriptions, unit values and/or grade point average, and identification of lower and upper division courses. Evaluations must be mailed directly to Oxnard College from the evaluation service. Contact the Counseling Office for more information regarding credential evaluation criteria.

Students must submit official transcripts to a qualified agency and request that the agency forward the official evaluation to the College. Completed coursework will be considered for lower division unit credit only. However, foreign coursework cannot be applied to CSU General Education Breadth or IGETC (except Area 6) certification unless the foreign institution has U.S. regional accreditation. The individual CSU campus may opt to give students credit for foreign coursework, but community colleges do not have that prerogative. Requests for equivalent Oxnard College course credit are evaluated on an individual basis by a counselor. This review is based upon the recommendations of the transcript evaluation service and by the appropriate college discipline.

Credit for Military Service

The colleges of the Ventura County Community College District will recognize and grant credit to service personnel for formal educational training completed in the United States armed forces provided such credit is not a duplication of work taken previously.

Service personnel may be allowed credit for formal service school courses offered by the United States military service recommended in the Guide to the Evaluation of Educational Experiences in the armed services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide.

Service personnel may be allowed full advanced standing credit for college level courses completed under the auspices of the Defense Activity for Nontraditional Education Support (DANTES) or the United States Armed Forces Institute (USAFI) as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. Such credit will be treated in the same manner and under the same policies as allowing credit from regionally accredited colleges and universities.

Any work completed at a regionally accredited college or university by service personnel while in military service and for which the college or university issues a regular transcript showing the credits allowable toward its own degrees, will be allowed advanced standing credit toward the associate degree in the same manner as if the student had pursued the courses as a civilian.

Service personnel should be aware that other colleges and universities may have different policies concerning credit for military educational training. There is no assurance that the granting of these units by the colleges of this district will be accepted by other institutions of higher education. Students must submit an official transcript of military course work to the Admissions and Records Office for evaluation. Contact the Counseling Office for more information.

Requests for Transcripts

Official transcripts are ordered online through the my.vcccd.edu (<http://my.vcccd.edu/>) student portal 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 your request transcripts. Expedited shipping is available for mailed transcripts. Unofficial transcripts are free and can be viewed and printed online through the my.vcccd.edu (<http://my.vcccd.edu/>) portal.

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 at www.oxnardcollege.edu/transcripts (<http://www.oxnardcollege.edu/transcripts/>) for current pricing of the additional delivery fee and for up to date information about requesting your transcripts.

Under the Family Educational Rights and Privacy Act (FERPA), once a student is attending an institution of postsecondary education, all rights pertaining to the inspection, review and release of his/ her educational records belong to the student without regard to the student's age. Therefore, all students, regardless of age, must provide written consent for release of their transcripts. For more information, please refer to Appendix I (p. 437) in this catalog, "Privacy Rights Regarding Student Records".