



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5010 Admissions
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Legal	California Education Code, Section 76000 California Education Code, Section 76004
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1. Designated Authority and Responsibility for the Admissions Process

Responsibility for the admission process in the colleges of the District is assigned to the appropriate administrator or designee in the Office of Admissions and Records.

The District may deny or place conditions on a student enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The President shall establish procedures for evaluating the validity of a student's high school completion.

2. Admission Procedures for Students

Specific and current admission procedures are published in the most recent versions of the college catalog and website.

All prospective students must complete and sign a valid admissions application to be admitted to the college. Applications may be submitted in written format or online. Each person applying for admission or enrollment to the colleges of the Ventura County Community College District is classified as a 'resident' or a 'non-resident' for purposes of admission and/or tuition. The admission application will be the basis for initial residency determination. (See [BP 5015](#), [AP 5015](#) – Residency Determination, and [BP 5020](#), [AP 5020](#) – Nonresident Tuition)

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 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. For financial aid eligibility or other purposes, students may be required to provide verification of high school graduation; or in the case of home schooled students, a valid annual private school affidavit on file with the California Department of Education.

Admission may be granted to other persons who are determined to be capable of benefiting from the instruction offered, including minors who are concurrently enrolled in grades K-12 and persons who are not California residents, including nonimmigrant aliens. Additional admission criteria apply as stated below.

3. Admission Procedures for Non-Resident Students That Include a Determination of Residence Status

A U.S. citizen who is determined to be a resident of another state may be admitted under conditions stipulated by the governing board and on payment of non-resident tuition, capital outlay surcharge, enrollment fees, health fees, and other applicable fees.

Residency shall be determined in compliance with Section 68000 et seq. of the California Education Code. The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for residency of community college students.

Students who are determined to be non-residents, but who submit verifiable documentation to certify that they meet the following criteria, will remain classified as a nonresident but may be exempted from payment of non-resident tuition pursuant to AB 540 and AB 2000:

- Attendance at a high school (public or private) in California for three or more years, or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle, and/or high schools in California for a total of three or more years; and
- Graduated from a California high school or attainment of the equivalent; and
- Filed an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as possible.
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.
- Nonimmigrant alien students (students who are present in the U.S. on a nonimmigrant visa) are not eligible for this exemption.

A non-citizen who holds or is applying for an F1 or M1 student visa may only be admitted under conditions stipulated by the governing board, and upon submission of a completed International Student Application packet, non-resident tuition and foreign student surcharge, enrollment fees, health fees, and other applicable fees.

Non-citizens may be admitted under conditions stipulated by the governing board, and upon presentation of their status at the Admissions and Records Office for verification and determination of residency status. Non-citizen students who are determined to be eligible to establish California residency under the terms of their status will initially be classified as nonresidents and required to submit additional documentation in support of their request for residency reclassification. (See BP 5015 and AP 5015, Residency Determination).

Non-citizens without lawful immigration status shall be admitted classified as a non-resident but exempted from payment of non-resident tuition provided they submit verifiable documentation to certify they meet the following criteria:

- Attendance at a high school (public or private) in California for three or more years, or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle, and/or high schools in California for a total of three or more years; and
- Graduated from a California high school or attainment of the equivalent thereof; and
- Filed an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as possible.
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.
- Nonimmigrant alien students (students who are present in the U.S. on a nonimmigrant visa) are not eligible for this exemption.

Non resident students who are U.S. citizens and who reside in a foreign country will be admitted and classified as nonresidents but exempted 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 that 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.

4. Dual Enrollment

In accordance with the California Education Code, minors may be permitted to take college courses under very specific circumstances. The intent of Dual Enrollment 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.

Dual Enrollment students are required to complete and submit an application for college admission and a Memorandum of Understanding for parental consent to the admission of minors. A Recommendation for Dual Enrollment for specific college courses from a K-12 Principal or designee attesting to the student's ability to benefit is also required every semester. Additional documentation, including transcripts or a letter from the primary school official attesting to the student's ability to benefit from advanced scholastic or vocational education, or the college instructor's written permission, may be required.

Students admitted under Dual Enrollment (part-time special admission) students may enroll in a maximum of 11.00 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.

Special part-time admissions students who are determined to be nonresidents shall be admitted and classified as nonresidents but exempt from paying nonresident tuition per California Ed. Code, Section 76141. The following conditions apply:

- The term "Dual Enrollment", "Concurrent Enrollment" and "special admission " refers to concurrently enrolled K-12 students who have been recommended by the principal of the pupil's school and have parental permission to attend a community college during any session or term and who enroll in 11.00 or fewer units per semester, in accordance with Education Code, Section 76001. (Except that parental permission may not be required for Dual Enrollment students who are 18 years of age or older.)
- The exemption does not apply to full-time special admissions students.
- This exemption does not apply to categories of students who would be precluded from qualifying 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 nonimmigrant visas.
- T and U nonimmigrant visas are eligible for this exemption.
- 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.

The attendance of nonresident students shall not be claimed for apportionment funding except as allowed by law under the California Education Code and Title 5 Administrative Code.

Parents and students applying for Special Full-time Admission status must contact the Registrar's 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.

Denial of Requests for Admission:

- If the Board denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by a statute and any applicable regulations of the Board of Governors (BOG).

Under the Family Educational Rights and Privacy Act, once a student of any age is attending an institution of post-secondary 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 the release of their college transcripts and/or college records.

Reference [Board Policy 5010 Admissions and Dual Enrollment](#)

Governance Review

2022 02.25 Consultation Council

2022 02.14 Chancellor's Cabinet

2022 02.10 DTRW-SS

2020 12.15 Board of Trustees