

# ADMISSIONS AND REGISTRATION

For half a century, Victor Valley College has provided educational opportunities to students with courses and programs of study that meet students' diverse needs within the entire community.

While most students admitted come from within the Victor Valley Community College District, the college will admit students who live outside the district. Residents of the district may also apply to other California community colleges if they choose. Admissions procedures are basically the same for most students. However, some programs are considered impacted and may require special procedures and approvals for admission. Directors of the individual programs can provide application information.

Students who are eligible to attend the college must first be admitted to the college and then register for classes before the semester in which they start school.

## Eligibility

Admission to Victor Valley College is governed by the California Education code and such supplementary regulations as having been prescribed by the Board of Trustees.

Students must meet one of the following criteria to be eligible for admission to Victor Valley College:

- California residents who have graduated from an accredited high school or who have passed the California High School Proficiency Examination or the General Education Development (GED) test.
- Previous students at Victor Valley College who left in good standing and who have not attended another college or university.
- Transfer students eligible to return to the college or university which they previously attended.
- Any apprentice, as defined in Section 3077 of the Labor Code.
- Out-of-state residents who have graduated from high school.
- Foreign students who meet international student admissions requirements and apply by the current deadlines for International student admissions.
- California residents who are at least 18 years old but have not graduated from an accredited high school or passed a high school proficiency or GED test. These students must have previous training, work experience, or assessment results that demonstrate they would benefit from attending Victor Valley College.

## International Students

All international students must be at least 18 years of age at the time of registration for classes. An international student attending on a non-immigrant student visa (F-1) is required by the United States Immigration and Naturalization Service to maintain full-time student status. This requires the completion of a minimum of 12 units for each semester in attendance.

A certificate of eligibility for non-immigrant (F-1) student status will be issued by the Admissions Office only after the following documents are received and approved:

- International Student Application
- F1 Visa Student Agreement
- Financial Certification
- TOEFL minimum score of 94 Internet-based or minimum IELTS score of 7.0
- Health Questionnaire/Physician Report
- High School Transcripts
- College Transcripts (if applicable). Transcripts must include an official English translation by an approved evaluation service
- \$100 deposit

The California State Legislature sets tuition. For more information contact the Admissions & Records Office (<https://www.vvc.edu/admissions-records/>).

## Transcripts for Admissions

Transcripts showing work completed at other colleges and universities must be received by the Office of Admissions and Records no later than the end of the first semester of attendance.

Transcripts received become the property of Victor Valley College and cannot be returned to the student or forwarded to other schools.

Courses, units, and grades accepted from other accredited colleges and universities will be applied toward the completion of academic degrees or certificates at Victor Valley College.

An approved credential evaluation service must evaluate transcripts from foreign schools or universities. The Steps to Enrollment (<https://www.vvc.edu/steps-enrollment-students-residing-outside-us/>) page will provide a list of agencies offering evaluation services.

## Prerequisites, Co-requisites, Advisories

Victor Valley College enforces the prerequisites, co-requisites, and limitations on enrollment, which have been formally established and are listed in the class schedule and college catalog. In some cases, students will be responsible for submitting at the time of admission documentation that they have met all prerequisites. If you enroll in a course but do not meet the enrollment conditions, you will be dropped from the course.

1. A "Prerequisite" is a course or other enrollment condition that a student must meet with a grade of "C" or better before enrolling in a course or program.
2. A "Co-requisite" is a course that a student must take simultaneously to enroll in another course.
3. An "Advisory" or recommended preparation is a course or other enrollment condition that a student is advised but not required to meet before or concurrent with enrollment in a course or program.
4. "Limitations on Enrollment" are conditions for enrollment in courses, including honors, public performance or intercollegiate competition.

Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment may seek entry into the class through initiating a challenge based on one or more of the following reasons:

1. The prerequisite, co-requisite, or limitation on enrollment violates VVCCD Board Policy 4260 (<https://www.vvc.edu/sites/default/files/files/BP%204260.pdf>) or Administrative Procedure 4260 (<https://www.vvc.edu/sites/default/files/files/AP-4260.pdf>).

2. The prerequisite, co-requisite, or limitation on enrollment violates Section 55003 of Title 5 of the California Code of Regulations.
3. The prerequisite or co-requisite is unlawfully discriminatory or is being applied in such a manner.
4. The student has the knowledge or ability to succeed without meeting the prerequisite, co-requisite, or limitation on enrollment.
5. The prerequisite or co-requisite has not been made reasonably available, and the student, as a result, will be subject to undue delay.
6. A limitation on enrollment will delay by at least one semester attaining a degree or goal specified in the student's Education Plan.
7. Enrollment will not pose a threat to the student or others in a health and safety prerequisite course.

The Challenge Process requires the approval of a fully completed Challenge Form available from the Admissions and Records Office. Challenges involving academic qualifications, health and safety, or non-course prerequisites such as interview or regency require the approval of the chair of the department in which the course is offered. Challenges based on unlawful discrimination require approval by the VVC Affirmative Action Officer.

Late challenges will be considered, but enrollment will not be guaranteed pending their resolution.

For more details, contact the Office of Admissions and Records or the Counseling Office.

## Transcripts of Records

Every course you take, and every grade you receive, is documented on your college transcript.

### Unofficial

Unofficial transcripts are for your personal use, or for initial planning purposes with counselors or advisors at other institutions. Current students can access and print their unofficial transcripts in Self Service.

### Official

Colleges or universities you transfer to, and some employers, require official transcripts to assess your academic history at VVC and grant credit for your experiences here. Visit the Admissions & Records - Transcripts (<https://www.vvc.edu/transcripts/>) page for the most up-to-date information about ordering official transcripts.

Ordering Official Transcripts Online

- You can securely order your transcripts online, which will be sent directly to you or to another institution. Depending on whether you choose regular, rush, or FedEx service, prices range from \$5 to \$23 with delivery between 1 and 5 business days later.
- Mailed and In-person requests - These orders take 2 - 3 weeks to process.

## Withholding of Student Records

Diplomas, and registration privileges, may be withheld from any student or former student who has failed to pay a proper financial obligation due to the District. Diplomas and registration privileges withheld are released when the student satisfactorily meets the financial obligation.

The definition of proper financial obligation includes, but is not limited to: student fees; parking citations, obligations incurred through the use of facilities, equipment, or materials; library fines; unreturned library books;

materials remaining improperly in possession of the student; and/or any other unpaid obligation a student or former student owes to the District.

A hold may be placed on a student's academic record and subsequent term registration when the student has an outstanding obligation to the District. Once the student satisfies the obligation, the hold will be released.

## Residency Requirements

As a public community college under California law, Victor Valley College is bound by certain legal requirements pertaining to residence which must be observed. Residence is that location with which a person is considered to have the most settled and permanent connection. It is that place where one intends to remain and where one intends to return during absences. Legal residence results from the union of the act (physical presence) and intent, California Education Code, 68062 ([https://leginfo.ca.gov/faces/codes\\_displayText.xhtml?lawCode=EDC&division=5.&title=3.&part=41.&chapter=1.&article=5.](https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=5.&title=3.&part=41.&chapter=1.&article=5.)). Residency determination date is the day before the first day of classes for each semester. Residence rules are as follows:

1. California residence: Proof of one continuous residence year in California prior to the residency determination date is required for purposes of being determined a California resident for tuition and enrollment fees.
2. Nonresidents and International students: International students may be admitted to VVC provided their International student application is approved by the Director of Admissions. A nonresident tuition fee will be charged to students who are classified as International students and those who do not meet the one-year California residence requirements. The fee is determined by the VVC Board of Trustees.
3. Member of the military: An active military student must provide the Office of Admissions with a statement from the student's commanding officer or personnel officer that the assignment to active duty in the state is not for educational purposes. The student must also produce evidence of the assignment date to California.
4. Military dependents: A dependent natural or adopted child, stepchild or spouse of a member of the armed forces of the U.S. should provide the Director of Admissions with a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date or is outside the continental U.S. on active duty after having been transferred immediately and directly from a California duty station. A statement that.

### Authority To Determine Residence

The Director of Admissions is the college official responsible for making residence decisions. Students who need clarification on their residence status may contact the office of Admissions and Records.

## Proceso para Establecer Residencia en California

### Residencia Física En California

Los siguientes requisitos son usados para determinar la presencia física de una persona en el estado de California:

- Adultos de 18 años o más y son ciudadanos de los Estados Unidos que han declarado su residencia en California por más de un año y un día antes del primer día de clases o del semestre, y se han sostenido

independientemente durante ese tiempo y presentan los requisitos de residencia.

- Personas de menos de 18 años que dependen de un residente legal del estado de California por más de un año y un día antes del primer día de clases o del semestre de admisión que requiere una clasificación.

### Nota para los que no son ciudadanos de los Estados Unidos

El estado residencial de los no inmigrantes son evaluados; dependiendo del estatus o el tipo de visa que tienen eso se usará para determinar la residencia en el estado de California así como el intento de mantener el estado de California como su residencia permanente. Los estudiantes con las siguientes visas B, C, D, F, H-s, H-3, J, M, O-2, P y Q, y los estudiantes que no viven en los Estados Unidos legalmente no están permitidos a establecer residencia en California.

### El Intento de Declarar Residencia Física en el Estado de California

El periodo de un año empieza cuando uno no solamente está presente en California pero también ha demostrado clara intención de hacerse residente permanente de California. El solo vivir en este estado por uno año no representa el intento que uno es residente. Reglas de residencia: Pueden establecer residencia en California con los siguientes criterios:

- Mostrar una dirección de domicilio en California en los documentos de impuestos estatales.
- Mostrar una dirección de domicilio en California en los documentos de impuestos federales.
- Documentos que demuestren la entrada a California en forma de un acuerdo legal (ejemplos: casamiento o divorcio).
- Poseer documentos que son requeridos por las fuerzas armadas y que demuestren el estado de California como residente.
- Obtener una licencia de California para práctica profesional.
- Registrarse para votar y votar en California.
- Mantener California como su estado legal de residencia en el formulario W-2.
- Establecer y mantener cuentas bancarias activas y abiertas en California y con su dirección postal (Apartado Postales no se permiten).
- Poseer propiedad donde se reside, o continuamente ocupar una propiedad alquilada en California.
- La tarjeta de registro del Selective Service con una dirección postal en el estado de California.
- Facturas de cuentas de servicios como de gas, agua, electricidad o teléfono y que tienen un período de un año antes de ingresar al colegio.
- Poseer documentos del estudiante como residente que ha recibido ayuda de rehabilitación, desempleo, welfare u otros servicios estatales.
- Poseer placas y registro de un vehículo motorizado en California.
- Poseer una licencia de conducir de California.

**Nota:** Se requieren dos de los documentos mencionados, uno con la fecha de un año y un día antes que empiece el semestre o sesión en que usted piensa ingresar, y el segundo puede ser reciente.

### Miembros de las Fuerzas Armadas y/o Dependientes

El colegio de Victor Valley clasifica a los miembros de las fuerzas armadas que no son residentes de California y que están estacionados en California en estado activo como residentes. Sólo se necesita una tarjeta

de identificación que indique que están en un estado de servicio activo. El estado de estos estudiantes será verificado semestre por semestre.

Los dependientes de los miembros de las fuerzas armadas que no son residentes del estado de California serán clasificados como residentes mientras el miembro de las fuerzas armadas este estacionado permanente en California.

## Dual Enrollment

Dual Enrollment offers high school students the opportunity to enroll in VVC courses and receive college credit while pursuing their high school diploma. Courses are offered in various disciplines and fields, including general education and career pathway courses that align with the local industry. Students can take these courses at their high school or VVC, depending on the high school district and the college district's agreement.

### Dual Enrollment: College and Career Access Pathways (CCAP)

Assembly Bill No. 288 ([https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160AB288](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB288)) - Established the College and Career Access Pathways (CCAP) partnerships between VVC and a local high school district. The two districts enter into an agreement that allows special-admit students to receive college credit for university transfer coursework or Career Technical Education.

The purpose of CCAP is to extend students' opportunity to take college-level courses in the high school setting completely FREE of any fees, including the textbook.

The goal of CCAP is to develop seamless pathways for students from high school to community college:

- For Career Technical Education (CTE) or transfer preparation.
- To improve high school graduation rates.
- To help high school students achieve college and career readiness.

### Dual Enrollment: Non-CCAP (formerly Concurrent Enrollment)

Establishes the partnership between VVC and a high school district where students can attend college-level courses at VVC.

The **purpose** is to provide advanced scholastic and vocational course work to students who are determined to undertake college credit coursework. These students will be required to pay the Student Center Fee, Transportation Fee, and their books.

The **goal** is to provide greater College educational opportunities to K12 students.

## Admission to VVC

A Dual Enrollment student (**CCAP or Non-CCAP**) will be admitted to VVC if the school principal or designee has determined that the student is prepared for degree applicable credit coursework. All students must complete VVC's admissions application and follow the Steps to Enrollment for Dual Enrollment students. Home School students who wish to enroll as a Non-CCAP students must provide a copy of the affidavit filed with the California Superintendent of Public Instruction to the Admissions & Records Office before registration. There are unit limitations for Dual Enrollment students: Non-CCAP students are limited to 11.0 units for Fall and Spring semesters and 8.0 units for Summer and Winter semesters. CCAP students are limited to 15.0 units or 4 courses

for the Fall and Spring semester. A completed Dual Enrollment form must be submitted each semester before the student can register for classes.

## Registration

Registration is the process of becoming officially enrolled or registered in your classes.

Properly completing all steps of the most current registration process is the responsibility of the student.

Students interested in attending Victor Valley College can view the schedule of classes (<https://selfservice.vvc.edu/Student/Courses/>) online before the beginning of each semester.

Students must register for classes using Self-Service (<https://selfservice.vvc.edu/Student/>). View our registration support page for Self-Service support videos (<https://www.vvc.edu/register/>). A help line is available for assistance or questions; call (760) 245-4271, or email [info@vvc.edu](mailto:info@vvc.edu).

Registration and other deadline dates are available on our website (<https://www.vvc.edu/register/>).

Students who do not correctly complete the registration process cannot be enrolled in classes or receive course credit.

Registration is a privilege and may be withheld if a student has outstanding fees, unpaid parking fines, returned checks, library fines, or has not returned physical education materials and/or equipment, or has other outstanding financial obligations to the college.

Registration for Summer/Fall begins in late April; Winter/Spring registration begins in mid-November.

## Student Registration Priorities

The Board of Governors of the California Community Colleges intends to provide priority registration for students who enroll in a community college for a degree or certificate attainment, transfer to a four-year college or university, or career advancement. Registration priority shall be provided to students who have completed orientation, assessment, and developed a student education plan, remain in good academic standing, and have not completed more than ninety (90) degree-applicable semester units at Victor Valley College.

Registration priority, in the order of priority listed below, shall be provided to students as follows:

**Block 1** = Highest Priority

**Block 6** = Lowest Priority

Matriculated in Good Standing (Title 5, Section 58108)

### Block 1

- Member of the Armed Forces and Military Veterans (Education Code 66025.8 ([https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=EDC&sectionNum=66025.8.](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=66025.8.)))
- Homeless Youth and Former Foster Youth (Education Code 66025.9 ([https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=EDC&sectionNum=66025.9#:~:text=\(1\)%20%E2%80%9CFoster%20youth%20and,commencement%20of%20the%20academic%20year.](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=66025.9#:~:text=(1)%20%E2%80%9CFoster%20youth%20and,commencement%20of%20the%20academic%20year.)))

- EOPS students (Title 5, Section 58108 and Title 5, Section 56232)
- ACCESS (DSPS) students (Title 5, Section 58108)
- CalWORKs students
- Student Parent (Education Code 66025.81 ([https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=EDC&sectionNum=66025.81.](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=66025.81.)))

### Block 2

- 2A – Continuing students with 45.0 – 90.0 units completed at Victor Valley College. Students with more than 90.0 units completed at Victor Valley College with an approved petition.
- 2B – ASB Council members, Work-Study students, Active Phi Theta Kappa members, Spouses of Disabled Veterans, Student-Athletes, Active PACE program students, and qualified K16 Bridge High School graduates (fall semester only) TRIO/UB Cohort and First-Year Student Equity Cohort groups, Justice Involved Students.

### Block 3

- 3A – Continuing students with 30.0 – 44.5 units completed at Victor Valley College.
- 3B – Continuing students with 15.0 – 29.5 units completed at Victor Valley College.
- 3C – Continuing students with 0.0 – 14.5 units completed at Victor Valley College.

### Block 4

- New / Returning / Inter-College Transfer students

### Block 5

- Dual Enrollment students - Non-CCAP

### Block 6

- Students who are not fully matriculated.
- Students not in good standing (e.g., academic and/or progress probation for two consecutive semesters as defined in Title 5, Section 55031).
- Students with more than ninety (90) degree applicable units earned at the district.

**Students may appeal the loss of priority registration due to one of the following reasons:**

1. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
2. A student with a disability applied for, but did not receive reasonable accommodation in a timely manner.
3. Academic and/or Progress improvement. Students must demonstrate significant academic and/or progress improvement.
4. Enrollment in a high unit major or program. High unit programs generally include Nursing, Respiratory Therapy, or preparation for transfer to programs in engineering, medicine, or other areas.

**A Loss of Priority Registration Appeal form may be filed with the Admissions & Records Office.**

## Definitions of Student Classifications

Matriculated students in good standing are students who complete orientation, assessment, and education plans (Title 5, Section 58108),

who are not on academic or progress probation for two consecutive terms (as defined in Title 5, Section 55031), and who have earned 90 or fewer degree-applicable semester units at Victor Valley College (Title 5, Section 58108).

- Continuing students are students currently enrolled at VVC.
- New students are first-time students attending VVC.
- Returning students are those who attended VVC in previous semesters and are returning after an absence of at least one semester.
- Inter-College Transfer students are those who have completed courses at other colleges or universities.
- Dual enrollment students are those concurrently enrolled in grades K-12.

## Requirements for Registration

The Admissions & Records Office must receive all required materials before registration at Victor Valley College.

### **Required materials include:**

- A completed admissions application and statement of legal residence. Apply online on the VVC website (<https://www.vvc.edu/>).
- Applicable Prerequisite Validation and/or Prerequisite Challenge form.
- For veterans, receipt of a copy of honorable discharge papers or DD 214. Military personnel on active duty should submit a copy of their military orders.
- Applicable International Student forms.
- Establishment of California residency, without which nonresident tuition must be paid (see Nonresident Tuition on our Fees and Refunds (<https://www.vvc.edu/fees-refunds/>) page).
- The completion of all admissions procedures, orientation, assessment, and student education plan requirements, except for any existing exemptions.
- Dual Enrollment Form (K-12).
- Students (other than Dual Enrollment K-12) may register for a maximum of 18.0 units for either fall or spring semester.
- Dual Enrollment K-12 students may register for a maximum of 11.5 units for either spring or fall semester.

*All students may register for a maximum of 8.0 units for the summer and winter sessions.*

## Payment of Fees

After completing registration, it is necessary to pay all required fees. It is important to keep a copy of your registration statement for your records.

Students who receive a scholarship or receive third-party payment vouchers from agencies such as the Department of Rehabilitation, Department of Veterans Affairs, GAIN, Workforce Development, or other third party agencies must present their voucher to the Bursar's Office for verification and processing. Verified vouchers will be treated as an acceptable form of payment. Students are responsible for processing their own vouchers.

Payment plans, complete financial aid award letters, and/ or CCPG fee waivers will also be treated as acceptable forms of payment. Students

are responsible for submitting applications and required documentation in a timely manner to ensure processing

For current information, refer to the Fees & Refunds (<https://www.vvc.edu/fees-refunds/>) section of the VVC website.

## Program Changes (Adding/Dropping)

It is the student's responsibility to complete the drop and/or add process. Self Service is the system used for adding or dropping classes.

Students who want to add a class once classes have started should do so as soon as possible (see authorization codes for more information). The deadline to add a class is strictly enforced. Late adds will be considered for verifiable extenuating circumstances only. Students must be registered in class before the census.

## Authorization Codes

If you are permitted to add a class by an instructor, an authorization code will be provided to you, and you will register with your code in Self-Service (<https://selfservice.vvc.edu/Student/>). View our registration support page for Self-Service instructional videos at <https://www.vvc.edu/register> (<https://www.vvc.edu/register/>).

Once classes begin, registration fees are due within 24 hours of adding a course.

Note: Authorization codes are valid until the deadline to add classes. Instructor deadlines to use authorization codes may be earlier than printed class deadlines.

## Withdrawing from Classes

A student may drop or withdraw (or be dropped by an instructor) before the 75% point of completing the class. Students may not drop or be dropped after this point, and instructors must issue a grade if the student remains on the class roster beyond this point. A student who drops a class (or who is dropped by an instructor) on or before 20% of the course will have no record of that class appearing on their permanent transcript, although they may still be responsible for payment of fees. Drops that occur after 20% of the course and on or before 75% of a course will result in a W symbol being entered. Students may be dropped for lack of attendance or "good cause" as defined in California Education Code, Article 3, Section 76033 ([https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=EDC&sectionNum=76033](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=76033)).

**Students should not rely on instructors to drop or withdraw them from classes.** Failure to officially drop or withdraw by the deadline may result in an F (Failing) grade or FW (Unofficial Withdrawal) grade.

Refer to the Add/Drop policy and Important Dates and Deadlines listed on the Admissions & Records Register (<https://www.vvc.edu/register/>) page.

## Wait Lists

Before the beginning of the semester, if a class is full, you may place yourself on a waitlist. If a seat becomes available, you may automatically be added to the class depending on your place on the waitlist, and your student account will be charged with enrollment fees. If you choose not to take the class, it is your responsibility to drop the class before the drop and refund deadline.

Important: Check Self Service frequently to see if you have moved from the waitlist to enrolled status.

**It is the student's responsibility to confirm enrollment and pay any additional fees.**

## **Student Honors**

The President's List, the Dean's List, and the Honor Roll are marks of superior academic achievement.

To qualify for these prestigious honors, students must complete at least 12.0 units of credit classes with a letter grade (A, B, C) each semester and achieve outstanding grades as follows:

- To qualify for the President's List, a student must achieve a grade point average of 4.00 or an "A" grade in all classes.
- To qualify for the Dean's List, a student must achieve a grade point average of 3.50 - 3.99.
- To qualify for the Honor Roll, a student must achieve a grade point average of 3.00 - 3.49.

## **Scholastic Honors at Commencement**

Honors at the college commencement will be awarded to students with a cumulative GPA of 3.50 or higher. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. Students completing associate degree programs with prescribed cumulative grade point averages, listed below, are recognized as honor graduates at the college commencement. These honor graduates are eligible to wear honor cords at graduation.

**Academic honors are as follows:**

- Summa Cum Laude (Highest Honors) 3.90 - 4.00 GPA
- Magna Cum Laude (High Honors) 3.75 - 3.89 GPA
- Cum Laude (Academic Distinction) 3.50 - 3.74 GPA

These honors are noted on student diplomas.

All lower division, degree-applicable courses, units, and grades earned by students at VVC and other colleges and universities are included in calculating grade point averages for graduation and academic honors. Official transcripts or documents are required before degrees can be awarded. Transcripts submitted become the property of Victor Valley College and cannot be returned to the student nor be forwarded to another institution.