

*A separate form
is required for
each semester.*

VICTOR VALLEY COLLEGE

Concurrent Student Enrollment Form



CONCURRENT STUDENT ENROLLMENT is limited to K-12 students who have been certified by their school that they are prepared to undertake credit coursework at VVC. Some courses have age and/or grade level restrictions. For more information, please refer to the Concurrent Enrollment Steps to Enrollment form.

****Students must be present with a photo ID for all transactions with Admissions & Records.***

Part I: Student Information

Select **One** year and term you are applying for: 20____ FALL WINTER SPRING SUMMER

Name: _____ Birth Date _____ VVC Student ID#: _____
 Last First MI

Name of Local School: _____ Grade level: _____ Graduation Date: _____

Part II: Principal Certification

After careful review, I certify that this student has demonstrated adequate preparation in the discipline to be studied and can benefit from advanced scholastic or vocational education. For the Winter and Summer session, I also certify that this student does not exceed the 5% statutory grade level limit of student recommended to attend VVC. (Ed. Cd. 76001 (1)).

 Principal/Designee Name (Please Print)

 Principal/Designee Signature Date Name of School

Part III: Course Selection: Please note there is an 11 unit limit for Fall and Spring semesters; 8 units for Winter and Summer sessions. Eligibility for course(s) does not guarantee course will be open at time of registration. **Initials of K-12 School Official**

<u>Section #</u>	<u>Course Name</u>	<u>Units</u>	<u>(Please initial each course)</u>

I understand that participating in this special enrollment program provides me with an opportunity to enroll in a college course and to access programs and services available to Victor Valley College students. I further understand that I am responsible for knowing and following all college policies and procedures related to academic performance and student behavior as delineated in the Victor Valley College Catalog.

Student Signature: _____ **Date:** _____

I certify that I have read the "Concurrent Enrollment Parent & Student Information" and understand the responsibility and expectations of my child attending Victor Valley College as a college student.

I understand that according to state (ED49061) and federal (FERPA) regulations, parents of community college students do not have a right to access their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, student's college records will be released to parents only with the written consent of the student

Parent Signature (required): _____ **Date:** _____

FOR OFFICE USE ONLY: VVC Admissions & Records Signature _____ Date: _____

Assessment Test _____ XASTR _____ STPE _____



INFORMATION FOR THE PRIMARY OR SECONDARY SCHOOL PRINCIPAL OR DESIGNEE

Your signature constitutes the following:

- You believe the student to be academically prepared and mature enough to succeed in college level coursework.
- Students must meet all prerequisites and complete assessment testing prior to registration.
- Students are limited to 11 units for Spring and Fall semesters and 8 units for Winter and Summer sessions.
- Students are responsible for requesting official transcripts to be sent.
- There are Age and Grade level restrictions placed on some courses.

INFORMATION FOR THE PARENTS

Special Admit students are treated like regularly admitted college students. I understand that:

- My child is required to adhere to the academic and conduct standards and regulations of the College, and will not be afforded any special status or supervision before, during or after class.
- My child is exposed to an educational environment designed for the adult learner, which may involve topics that may be considered controversial or offensive.
- **I will not have access to my child's records (registration status, grades, etc.) without his/her written consent. Educational privacy rights transfer to the student once they enroll in a college.**
- My child is responsible for completing all transactions-submitting admission application, adding/dropping classes, requesting transcripts, etc. within college deadlines. Failing to comply with enrollment deadlines may result in not being enrolled or receiving failing grades. These deadlines are published in the class schedule available on the VVC website and on their registration statement in the WebAdvisor, student portal.
- All courses are offered for college credit.
- My child is responsible for paying all required fees upon enrollment; Non-resident tuition (if applicable), enrollment fees, material fees and parking fees.
- As required by state law, my child may not enroll for more than 11 units in Fall and Spring or 8 units in the Winter and Summer and will receive a low priority registration block time so as to not displace regularly admitted students.
- Be aware that there are age and or grade level restrictions that apply to some VVC courses.

INFORMATION FOR K-12 STUDENT

As a special admit student, you will not be granted any special privileges and will be treated like a regularly admitted college student. **All classes are offered for college credit.** Generally, you may enroll in any course for which you are recommended, and meet course prerequisites, however, please see "Age/Grade Level Restrictions by Course".

I understand when I enroll in a class at Victor Valley College that:

- I must abide by all college policies, regulations and standards.
- I am expected to conduct all college business including, but not limited to submitting my admissions forms, registering and dropping my classes, paying required fees, and requesting my transcripts to be sent.
- I am limited to enrolling in a maximum of 11 units and I will receive a low priority registration block so as to not displace regularly admitted students.
- I may only enroll for course(s) that have been recommended by my school district, please see "Age/Grade Level Restrictions by Course".
- Be aware that there are age and or grade level restrictions that apply to some VVC courses.
- **I must submit a new Concurrent Enrollment form for every new semester I wish to attend until I graduate.**

I understand that I must be present and have photo id for all transactions at Admissions & Records.



Concurrent Enrollment Parent & Student Information & Requirements

Admissions and Records * 18422 Bear Valley Rd., Victorville, CA 92395-5850 * www.vvc.edu

Student Name: _____ VVC ID#: _____

Information

1. Before deciding to concurrently enroll at Victor Valley College, students should review course offerings in the list of classes and the current Victor Valley College catalog noting dates, prerequisites, location and times of classes. Courses designated as basic skills or remedial are not allowed for concurrent student enrollment.
2. All college coursework and grades become part of the student's official college academic history and transcript. Poor grades have a far-reaching effect on future entrance to a college or university of choice, scholarships, financial aid awards, etc.
3. Applying for concurrent enrollment does not guarantee a seat in a class.
4. Students must abide by the Student Code of Conduct and are subject to the Student Disciplinary Policy
5. Instructors cannot inform parents when classes are cancelled at the last minute or when the class ends early. Instructors cannot sit with a minor while they wait to be picked up. Instructors may not discuss the minor's performance with a parent.
6. Students not attending the first day may be dropped from the class.
7. Students are protected by the Family Education Rights and Privacy Act (FERPA). Neither the parent, family member, nor a representative from the student's school may inquire about the student or obtain information on the student's academic performance, enrollment, or attendance without the expressed written consent of the student regardless of the student's age.
- 8. Courses may include frank discussions on sensitive topics.**
- 9. Audio-visual presentations may be graphic in content.**
10. Group work or class presentations may be expected in class.
- 11. Classes are taught at the college level-students must ensure that their maturity level and academic preparation is appropriate to the level of the class they enroll in.**
12. Enrollment is limited to 11 units for the Fall and Spring semesters and 8 units for the Winter and Summer sessions.

Requirements

13. Students are responsible for registering into their classes online prior to the start of classes.
14. Students must meet all academic deadlines outlined in the semester calendar located at www.vvc.edu.
15. Attendance is required, but not monitored. VVC will not call parent or guardian if a student is absent, nor will the college verify attendance.
16. Students must meet course prerequisites.
17. Students may only register for approved classes listed on their concurrent enrollment form.
18. Students must submit a concurrent enrollment form for each term. Concurrently enrolled students do not receive continuing student status. Therefore, **high school students receive a lower priority for registration each semester.**
19. Students must request transcripts if the student's school requires transcripts.
- 20. I understand that I must be present and have photo id for all transactions at Admissions & Records.**

I understand that participating in this concurrent enrollment program provides me with an opportunity to enroll in a college course and to access programs and services available to Victor Valley College students. I further understand that I am responsible for knowing and following all college policies and procedures related to academic performance and student behavior as defined in the Victor Valley College.

Students Signature: _____

Date: _____

I certify that I have read the "Concurrent Enrollment Parent & Student Information" and understand the responsibility and expectations of my child attending Victor Valley College as a college student.

I understand that according to state (edc49061) and federal (FERPA) regulations, parents of community college students do not have a right to access their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, student's college records will be released to parents only with the written consent of the student

Parents Signature (required): _____

Date: _____