



VICTOR VALLEY COLLEGE STEPS TO ENROLLMENT for DUAL ENROLLMENT STUDENTS

All students, are expected to complete the following steps. Detailed information regarding policies and provisions can be found in the College catalog at www.vvc.edu.

DUAL 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. These courses are listed on the back of this form.

STEP 1: APPLY FOR ADMISSION ONLINE

- Students **13 years of age or older** complete the Admissions Application online at www.vvc.edu. Allow 2-3 business days for your application to process and receive a welcome to VVC email with your student identification number and your VVC student email address.

Students **under 13 years of** age must complete the Application for Admission **in person** at the Admissions & Records office.

Name _____

ID# _____

STEP 2: SET UP WebAdvisor account

- After you receive your Welcome email with your VVC student ID# go to www.vvc.edu, click WebAdvisor. Select, "Are you new to WebAdvisor?" and follow steps.
- For questions or resetting User ID/password for WebAdvisor contact the Help Desk at (760) 245-4271 ext. 2740, via email at helpdesk@vvc.edu or go to building 21.

STEP 3: STUDENT ORIENTATION

ALL NEW AND RETURNING STUDENTS MUST COMPLETE ORIENTATION IN ORDER TO REGISTER.

- **ONLINE ORIENTATION:** Log on to your WebAdvisor and click on "Link to Online Orientation".
- **IN-PERSON ORIENTATION:** Schedule appointment Online at www.vvc.edu, click on STEPS TO ENROLLMENT. In step 4, click on NEW: Schedule an "In-Person" New Student Orientation HERE" or go to Counseling Office in bldg. 55.

STEP 4: COMPLETE ASSESSMENT TEST

Testing is scheduled **by appointment only - no walk-ins**. *Please wait 24 hours after receiving your VVC ID# to schedule your assessment appointment online, at <https://appointments.vvc.edu/>*

- On your appointment day go to building 55, Assessment center. Late arrivals will not be admitted and will need to schedule a new appointment.
- ALL students must bring a current and valid photo identification card. Examples of a Valid ID: Driver's License, Federal/Military ID, Passport, personal ID card from the DMV, school or other institution, or a Naturalization Card or a Certificate of Citizenship.

STEP 5: DUAL ENROLLMENT FORM

Discuss assessment test results and courses you wish to take with your counselor or school official. Complete a *Dual Enrollment Form* and obtain appropriate signatures and authorization for courses to be taken.

Note: Home schooled students must provide a copy of their affidavit that has been filed with the Superintendent of Public Instruction through the California Department of Education or obtain the signature of the appropriate administrator from their local school district on the *Dual Enrollment Form*.

STEP 5: SUBMIT DOCUMENTATION TO ADMISSIONS AND RECORDS OFFICE

THIS STEP MUST BE DONE FOR EACH SEMESTER UNTIL YOU GRADUATE FROM HIGH SCHOOL

STUDENT must be present with a PHOTO ID for all transactions with Admissions and Records

Before the registration date of each semester you wish to attend, you must bring *in person* the following:

1. Completed and signed *Dual Enrollment Form*
2. Assessment test results
3. Photo Identification

STEP 6: REGISTER FOR CLASSES

- Your registration date can be found in your WebAdvisor under “My Registration dates”. Registration dates may not be available if you have applied early for a term. Continue to check the VVC website for updates.
- View the Schedule of Classes on WebAdvisor or go to www.vvc.edu click on VIEW COURSE OFFERINGS.
- **Authorization Codes:** If you are given an authorization code by the instructor to add a class you must use your code immediately in WebAdvisor. Steps to use the authorization code can be found at <http://www.vvc.edu/offices/admissions-records/authorization-codes.shtml>

****Authorization codes are only valid until the deadline to add classes.****

STEP 8: PAY FEES

Fees should be paid within 10 days.

- Pay **Online:** Log on to **WebAdvisor** click on **Pay Fees**.
- Pay **In person** at the VVC Bursar’s Office in Building 52 after you register for classes.

IT IS THE STUDENT’S RESPONSIBILITY TO CONFIRM REGISTRATION OF CLASSES, MONITOR WAITLIST, WITHDRAW, AND PAY ANY ADDITIONAL FEES.

VVC IDENTIFICATION CARD is required for VVC students and must be presented to access certain classes, computer labs, the weight room, and the library. After you have registered for classes, take a valid ID and Registration Statement (can be printed from WebAdvisor) to the ASB Office in Bldg 44 to receive your VVC ASB/ID card.

AGE/GRADE LEVEL RESTRICTIONS BY COURSE
(Other courses may have been added to this list after printing.)

<u>COURSE</u>	<u>AGE/GRADE RESTRICTION</u>
ADPE 60 – PHYSICAL FITNESS	at least 16 years of age
ADPE 61 – ADVANCED PHYSICAL FITNESS	at least 16 years of age
ASL 121 – FINGERSPELLING/NUMBERS I	at least 16 years of age or HS Junior
ASL 122 – AMERICAN SIGN LANGUAGE I	at least 16 years of age or HS Junior
ASL 123 – AMERICAN SIGN LANGUAGE II	at least 16 years of age or HS Junior
ASL 124 – AMERICAN SIGN LANGUAGE III	at least 16 years of age or HS Junior
ASL 125 – AMERICAN SIGN LANGUAGE IV	at least 16 years of age or HS Junior
ASL 126 – INTRODUCTION TO INTERPRETING	at least 16 years of age or HS Junior
ATHL – ALL VARSITY SPORTS TEAMS *Prep classes ok. Example: ATHL-121P	cannot be concurrently enrolled in HS
AENG – ALL AENG COURSES (ESL)	at least 16 years of age and HS Junior
BIOL – ALL BIOLOGY COURSES	at least 16 years of age
BSKL – ALL BASIC SKILLS COURSES	at least 18 years of age
CMST – ALL COMMUNICATION COURSES	at least 16 years of age or HS Junior
EMS 60 – EMERGENCY MEDICAL TECHNICIAN	at least 18 years of age (before first day of class)
ENGL – ALL COURSES	at least 16 years of age
ESL – ALL ESL COURSES	at least 16 years of age and HS Junior
GUID 50 – COLLEGE SUCCESS	at least 16 years of age
GUID 56 – SELF ESTEEM	at least 16 years of age
GUID 100 – CAREER AND LIFE PLANNING	at least 16 years of age
GUID 101 – FIRST YEAR EXPERIENCE	at least 16 years of age
GUID 105 – PERSONAL AND CAREER SUCCESS	at least 16 years of age
GUID 107 – LEARNING STRATEGIES & STUDY SKILLS	at least 16 years of age
HIST – ALL COURSES	at least 16 years of age
HLTH 102 – CONTEMPORARY PROBLEMS IN PERSONAL AND COMMUNITY HEALTH	at least 16 years of age
KIN – ALL COURSES (EXCEPT PE 168-SELF DEFENSE)	at least 16 years of age
KIND – ALL COURSES	at least 13 years of age
PE / PEDA – See KIN/KIND	at least 16 years of age

(Please see other side for additional listings)

AGE/GRADE LEVEL RESTRICTIONS BY COURSE
(Other courses may have been added to this list after printing.)

RGMT 4 – FOOD SERVICE TRAINING: BUSSER	at least 18 years of age
RMGT 6 – FOOD SERVICE TRAINING: DISHWASHER	at least 18 years of age
RMGT 81 – PREP/LINE COOK	at least 18 years of age
RMGT 82 – CUSTOMER SERVICE	at least 18 years of age
RMGT 83 – KITCHEN/DINING ROOM TRAINING	at least 18 years of age
RMGT 84 – KITCHEN/DINING ROOM MANAGEMENT	at least 18 years of age
RMGT 85 – ADVANCED RESTAURANT MANAGEMENT	at least 18 years of age
SPAN – ALL SPANISH COURSES	at least 14 years of age
TA 101 – INTRODUCTION TO THEATRE	at least 16 years of age or HS Junior
TA 102 – HISTORY OF THE THEATRE	at least 16 years of age or HS Junior
TA 104 – ORAL INTERPRETATION OF LITERATURE	at least 16 years of age or HS Junior
TA 106 – BEGINNING ACTING	at least 16 years of age or HS Junior
TA 107 – INTERMEDIATE ACTING	at least 16 years of age or HS Junior
TA 110 – PRINCIPLES OF DESIGN FOR THEATRE	at least 16 years of age or HS Junior
TA 111 – TECHNICAL STAGE PRODUCTION	at least 16 years of age or HS Junior
TA 113 – STAGE MAKE-UP	at least 16 years of age or HS Junior
TA 115 – STAGECRAFT	at least 16 years of age or HS Junior
TA 116 – AUTHORS OF THE THEATRE	at least 16 years of age or HS Junior
TA 117 – TECHNICAL THEATRE I: LIGHTING AND SOUND	at least 16 years of age or HS Junior
TA 120 – COSTUMING FOR THE THEATRE	at least 16 years of age or HS Junior