



## VVC STEPS TO ENROLLMENT

WebAdvisor [www.vvc.edu](http://www.vvc.edu)

*All students, except those exempted on the basis of locally established criteria (see next page), are expected to complete the following matriculation steps. Detailed information regarding matriculation policies and provisions can be found in the College catalog and Schedule of Classes.*

### STEP 1: APPLICATION

- Complete the Admissions Application online at [www.vvc.edu](http://www.vvc.edu). It will take 24-48 hours for your application to be processed.

Name \_\_\_\_\_ ID# \_\_\_\_\_

Date \_\_\_\_\_

Staff Verification \_\_\_\_\_

### STEP 2: ATTEND "NEW STUDENT" ORIENTATION.

Orientation prepares you to register for your first semester classes

- **WHERE:** To Be Determined
- **WHEN:** After you have completed your Admissions application, you must schedule your orientation
- **HOW:** Sign up at Counseling/Administration in Bldg. 55, in the Student Services Lab in Bldg. 52, or call 760 245-4271 ext. 2531 or 2296.
- **NEW: Attend New Student Orientation ONLINE at**  
<http://www.vvc.edu/offices/admissions-records/online-new-student-orientation.shtml>

### STEP 3: COMPLETE ASSESSMENT TEST

- **NOTE:** You **must** complete these activities unless you meet one of the exemptions listed on the reverse side. Testing is scheduled by *appointment only* - no walk-ins. Please go to <https://appointments.vvc.edu> to make your appointment.
- **Assessment** consists of placement exams in reading, sentence skills, and mathematics. A copy of the results will be immediately available.
- 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.
- Visit the Assessment Center web page at <http://www.vvc.edu/offices/admissions-records/assessment.shtml>
- **NEW: Schedule your Assessment Test Appointment ONLINE at** <https://appointments.vvc.edu/>

### STEP 4: COUNSELING/EDUCATIONAL PLAN

- Counselors will be available by appointment or on a **limited** walk-in basis in the Counseling/Administration Building #55 for additional career and educational planning. Call (760) 245-4271, ext. 2296 or 2531.
- You are not required to submit an Education Plan to the Financial Aid Office unless you have to petition for Financial Aid or are a G.I. Bill student.
- Students may register before meeting with a counselor; however, an educational plan is highly recommended.

### **STEP 5: REGISTER FOR CLASSES**

- A registration date will automatically be assigned to you allowing you to use WebAdvisor, our online registration system.
- To determine your registration date, go to <http://www.vvc.edu> and look under “Admissions” for the registration date information for the term in which you have applied. Registration dates may not be available if you have applied early for a term. Continue to check the VVC website for updates. The Schedule of Classes and instructions for registration can be found on WebAdvisor at <http://webadvisor.vvc.edu>.
- *A student Identification Card is required for VVC students and must be presented to access certain classes, computer labs, the weight room, and the library. Bring your photo ID and class printout to the ASB Office (upstairs in Building #44) to have your photo taken and get your ASB/Student ID card.*

### **STEP 6: PAY FEES**

- For your convenience, you may pay your fees by
    - Mail/Drop Box
    - Online at <http://webadvisor.vvc.edu>
    - In person at the VVC Bursar’s Office in Building 52 after you register.
- Payments must be received no later than 4:30 pm on the fee payment deadline date.

For more information go to <http://www.vvc.edu/offices/admissions-records/fees-refund.htm> or check the class schedule.

### **FINANCIAL AID (Optional):**

- Many VVC students receive some type of financial assistance in the form of grants, loans, and/or scholarships to help pay for the costs of attending Victor Valley College.
- To apply, complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or mail the application to the Department of Education.
- You can obtain all necessary forms and instructions at the Financial Aid Office located in Student Services I, Building #52.

### **EXEMPTIONS**

If you meet one or more of the following conditions, you can choose not to participate in the matriculation activities outlined in **STEPS 2 & 3** above. Those students who do not meet any of these exemptions must complete the activity in **STEPS 2 & 3**.

#### **ORIENTATION/ADVISEMENT EXEMPTIONS**

- 1. Completed an Associate (AA/AS) or higher degree from an accredited college.
- 2. Enroll only in non-credit classes.
- 3. Taking classes for recertification or licensing.
- 4. Currently enrolled in a four-year college/university.

#### **ASSESSMENT EXEMPTIONS**

- 1. Completed an Associate (AA/AS) or higher degree from an accredited college.
- 2. Completed the equivalent of at least Math 50 and English 101 at another higher education institution. (See Counseling)
- 3. Have placement recommendations from an ASSESSMENT taken within 3 years at another California Community College.  
(See Counseling)
- 4. Enroll only in non-credit classes.
- 5. Planning to only take classes for personal development or enrichment.
- 6. Taking classes for recertification or licensing.
- 7. Currently enrolled in a four-year college/university.