



## VICTOR VALLEY COLLEGE STEPS TO ENROLLMENT for CONCURRENT STUDENTS (K-12 GRADE)

All students 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 at [www.vvc.edu](http://www.vvc.edu).

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

**\*Student MUST be present with a photo ID for all transactions with Admissions and Records.\***

### STEP 1: APPLY FOR ADMISSION ONLINE

- Students **13 years of age or older** complete the Admissions Application online at [www.vvc.edu](http://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.

Students **under 13 years of age** must complete the Application for Admission **in person** at the Admissions & Records office in Building #52.

Name \_\_\_\_\_

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

### STEP 2: SET UP WebAdvisor account

- After you receive your Welcome email with your VVC student ID# go to [www.vvc.edu](http://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](mailto: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](http://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: HIGH SCHOOL AUTHORIZATION**

Discuss assessment test results and courses you wish to take with your counselor or school official. Complete a *Concurrent Student 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 *Concurrent Student 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 *Parent & Student Information and Requirements*
2. Completed and signed *Concurrent Student Enrollment Form*
3. Assessment test results
4. 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](http://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**

**Enrollment/tuition fees must be paid within 5 business days or you will be dropped for nonpayment.**

- 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.

*Students on Waitlist: If you are added to a class (auto enrolled), and do not pay within 5 business days from the date you are auto enrolled, you will be dropped.*

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

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