

### III.

## ADMISSIONS AND RECORDS

*“Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.”*

*-Abigail Adams  
1744-1818*

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## ADMISSIONS

For nearly half a century, Victor Valley College has provided educational opportunities to students with courses and programs of study which meet the diverse needs of students 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. Impacted programs include the Registered Nursing, Respiratory Therapy, Media Arts and Paramedic programs. The Office of the Dean, Vocational Programs, located in the Voc Ed Building 8A, can provide details regarding application procedures and deadlines for these programs. Directors of the individual programs will also provide application information.

Students who are eligible to attend Victor Valley College should first be admitted to the college, and then register for classes prior to the semester in which they start school.

### Eligibility

Admission to Victor Valley College is governed by the laws of the state and such supplementary regulations as have 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 the requirements for foreign student admissions and apply by the current deadlines for foreign 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 which demonstrate they would benefit from attending Victor Valley College.

### 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 act (physical presence) and intent. (Ed. Code 68062) 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 above residency determination date is required for purposes of tuition-free education.
2. *Nonresidents and foreign students:* Foreign students may be admitted to VVC provided their applications are approved by the Director of Admissions. A nonresident tuition fee will be charged students who are classified as foreign 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 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 the student is a dependent of the military person for an exemption on federal taxes should also be provided.

### 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.

## Victor Valley College

Requisito Legal: La ley del estado del California (Código de educación de California, Capítulo Uno, Artículo Uno, empezando con sección 68000-70902) requiere que cada estudiante matriculado o que está solicitando admisión en un Community College de California provea tal información y evidencia según la necesidad de determinar como el individuo se clasifica en cuanto a su residencia. La responsabilidad de la veracidad de la evidencia presentada para probar la condición de su residencia es enteramente del estudiante.

### EL PROCESO PARA ESTABLECER RESIDENCIA EN CALIFORNIA

#### Residencia Física En California

Los siguientes requisitos son usados para determina la presencia física en el estado de California:

- Adultos con más de 18 años 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 instrucciones o de semestre y se ha sostenido independientemente por aquel tiempo y presenta los requisitos de residencia.
- Personas de menos de 18 años que depende de un residente legal del estado de California por más de un año y un día antes del primer día de instrucciones o de semestre de admisión que requiere una clasificación.

#### NOTA para los que no son ciudadanos de los Estados Unidos:

El esado residencial de los no inmigrantes van hacer evaluados y dependiendo en sus estados o el tipo de visa que tienen se va usar para establecer la residencia en el estado de California y el intento de ser California como 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 Declara 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. **En solo vivir en este estado por uno año no representa el intento que uno es residente.** Reglas de residencia: Pueden establecer residencia en Callifornia 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 demostré la entrada a California en forma de un acuerdo legal (ejemplos: casamiento u divorcio)

- Poseer documentos que son requeridos por las fuerzas armadas y que demostré el estado de California como residente
- Obtener una licencia de California para práctica profesionalmente
- Registrarse para votar y votar en California
- Mantener California como su estado legal de residencia en el formulario W-2
- Establecer y mantener activas y abiertas cuentas bancarias en California y con su dirección postal (Apartado Postales no se permiten)
- Poseer propiedad donde se reside o continuamente ocupar 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 y teléfono y que tienen un periodo de un año antes de ingresar
- Poseer documentos por el estudiante como residente que han recibido ayuda de rehabilitación, desempleo, welfare, u otros servicios estatales
- Poseer placas de un vehículo motorizado y registro del mismo en California
- Poseer una licencia de conducir de California

NOTA: Se requiere **dos** de los documentales mencionado, uno con la fecha de un año y un día antes que empieza el semestre o secesión que usted piense ingresar y el segundo puede ser reciente.

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

El colegio de Victor Valley College va a clasificar a los miembros de las fuerzas armadas que no son residentes de California y que están estacionados in California en estado activo como residentes. Sólo se necesita una tarjeta de identificación y que indica 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 y que no son residentes del estado de California serán clasificados como residentes mientras el miembro de las fuerzas armadas esta estacionado permanentes en California.

## Special Part-time Students/Special Full-time Students

K-12 students may be admitted as concurrently enrolled students if they:

- Apply as special part-time students who would benefit from advanced scholastic or technical study and have the approval of the principal of the school they attend and the approval of their parents, or
- Apply as special full-time students who would benefit from advanced scholastic or vocational study and have the approval of the school board in the area in which they live and the approval of their parents.

## Admission By Petition

Students on academic or progress dismissal may be admitted to Victor Valley College by petition through the Counseling Office.

This includes both students on academic or progress dismissal from Victor Valley College and students who have attended other colleges and universities.

Out-of-state residents who are under 18 years old and have not graduated from an accredited high school or students who have passed the GED test also must petition for admission.

Petitions must be submitted to the college Petitions Committee prior to the beginning of classes. Students must demonstrate that they can benefit from enrolling in further course work.

Students admitted by petition may have limitations placed on their class loads, be required to enroll in prescribed courses, or have their attendance and academic progress monitored.

## 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 nonimmigrant student visa (F-1) is required by the United States Immigration and Naturalization Service to maintain full-time student status. This requires a completion of a minimum of 12 units for each semester in attendance.

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

1. F1 Visa Student Agreement
2. Application for Admission
3. Financial Certification
4. A score of 500 written or 173 computer based or higher on English proficiency tests such as the TOEFL
5. Health Questionnaire
6. High School Transcripts
7. College Transcripts (if applicable)

Fees set by the California Board of Trustees must be paid in advance.

For further information, please contact the office of Admissions and Records.

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## REGISTRATION

Registration is the process of becoming officially enrolled in college.

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

Students who have expressed an interest in Victor Valley College should obtain a Schedule of Classes or view the schedule at [www.vvc.edu](http://www.vvc.edu) prior to the beginning of each semester.

Victor Valley College's current Schedule of Classes for the fall, winter, spring, and summer terms contains complete instructions on how to register using *RamTalk/Web* Registration.

Students (other than K-12) may register for classes using *RamTalk*, the phone-in registration system, or by using the registration link through our website: [www.vvc.edu](http://www.vvc.edu). A *RamTalk/Web* Registration Help Line is available for assistance or questions. Call on any scheduled *RamTalk/Web* Registration day (760) 245-4271, extension 2354.

Registration and other deadline dates are available in the Schedule of Classes and on our website.

Students who do not properly complete the registration process, cannot be admitted to classes or receive course credit.

Registration is a privilege and may be withheld if a student has outstanding loans, 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.

Students who experience academic difficulties may also be limited as to the number and types of courses in which they will be permitted to enroll.

## Student Registration Priorities

To ensure open access to classes for students on a first-come, first-served basis, students are scheduled for registration based on the following priority:

1. Continuing/New/Returning EOPS/Disabled students
2. Victor Valley College ASB Council members, Work Study students, student athletes, current high school graduates, Phi Theta Kappa members, military veterans, PACE program students
3. Victor Valley College continuing students
4. New and returning fully matriculated students

- 5. New/returning/transfer students
- 6. Special part-time students (K-12 Concurrent Enrollment)

## Requirements For Registration

The Office of Admissions and Records must receive all required materials prior to registration at Victor Valley College. Required materials include:

- A completed admissions application and statement of legal residence to the college. Apply online at [www.vvc.edu](http://www.vvc.edu).
- For veterans, receipt of a copy of honorable discharge papers or DD 214. Veterans or military personnel on active duty should submit certificates of completion of courses in the military after completion of 12 units at Victor Valley College.
- Applicable International Student forms.
- Establishment of California residency, without which nonresident tuition must be paid (see Non-Resident Tuition section in Section VI-Financing Your Education).
- The completion of all admissions procedures, orientation, assessment, and program advisement requirements, except for the exemptions noted in class schedules.
- Concurrent Enrollment Form (K-12)
- Students (other than Concurrent K-12) may register for a maximum of 18 units for either fall or spring semester. Concurrent K-12 students may register for a maximum of 11 units for either spring or fall semester. All students may register for a maximum of 8 units for the winter or summer session.

To complete the registration process, all forms must be completed and all required fees paid.

Priorities for registration are determined at the time of admission to Victor Valley College.

## Adding and Dropping Classes

**It is the student's responsibility to complete the drop and/or add process.**

Students who want to drop or add a class should do so as soon as possible after classes begin.

Forms to drop or add a class are available at the Office of Admissions and Records. Students may also use *RamTalk/Web* registration at certain times during the Registration cycle to process adds and/or drops.

If a class has **full** enrollment and is closed to **registration**, a student must obtain the instructor's permission with a signed add form, which must be brought to Admissions and Records for processing.

Refer to the Add/Drop policy and Important Dates and Deadlines in the current schedule of classes.

## Transcripts for Admissions

Transcripts from 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 which are accepted from other accredited colleges and universities will be applied toward the completion of academic degrees or certificates of completion at Victor Valley College.

Transcripts from foreign schools or universities must be evaluated by an approved credential evaluation service.

## Prerequisites, Corequisites, Advisories

Victor Valley College enforces the prerequisites, corequisites, 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 attempt to enroll in a course but do not meet the enrollment conditions, you may be dropped from the course.

1. A "Prerequisite" is a course or other condition of enrollment which a student must meet with a grade of "C" or better before enrolling in a course or program.
2. A "Corequisite" is a course which a student must take simultaneously in order to enroll in another course.
3. An "Advisory" or recommended preparation, is a course or other condition of enrollment which 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 honors courses or courses which include public performance or intercollegiate competition.

Any student who does not meet a prerequisite or corequisite, 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, corequisite, or limitation on enrollment violates VVCC District Policy 5109.
2. The prerequisite, corequisite, or limitation on enrollment violates Article 2.5 of Title 5 of the California Administrative Code.
3. The prerequisite or corequisite 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, corequisite, or limitation on enrollment.

5. The prerequisite or corequisite 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 the attainment of 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 course with a health and safety prerequisite.

The Challenge Process requires the approval of a fully completed Challenge Form available from the Dean of Students Office. Challenges involving academic qualifications, health and safety, or noncourse prerequisites such as interview or recency require 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.

Complete and documented Challenge Forms must be submitted by June 30 for the fall semester, October 15 for the spring semester, and April 15 for the summer term. 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 Executive Dean of Student Services.