STEPS TO VVC PACE ENROLLMENT

1. Attend a PACE Information Session
   - Find complete details on PACE Information Sessions at: http://www.vvc.edu/pace

2. Apply for admission to Victor Valley College
   - WHERE: Admissions and Records Office in Student Services 1 (Building #52)
     OR submit the Admissions Application online at: http://www.vvc.edu (click the WebAdvisor/Apply for Admission link)
   - Print off a copy of your confirmation of application page

3. Obtain unofficial transcripts of all previous college coursework

4. Financial Aid
   - WHERE: Obtain necessary info and forms from www.vvc.edu (click the Financial Aid link at the bottom of the page), from the Financial Aid Office located in Student Services 1 (Building #52), federal financial aid forms and info can be found at www.fafsa.ed.gov
   - Details about Financial Aid Workshops can be found at the website above

5. Complete the Assessment/Orientation/Initial Advisement Process
   - WHERE: Assessment is done at Student Services 1 (Building #52)
   - WHEN: After VVC Admissions Application has been completed
   - Bring a copy of your VVC Admissions Application
   - Bring your photo ID, social security number, and your VVC Steps to Enrollment form
   - Bring your unofficial transcripts of all previous college coursework

6. Submit a PACE Application to the PACE Director
   - The PACE Application may be submitted to the PACE Coordinator, Patty Golder, by any one of the following means:
     - Email to: golderp@vvc.edu
     - Drop off at the VVC Switchboard-Mailboxes located in Counseling and Administration (Building #55)

7. Meet with a VVC Counselor to evaluate transcripts and make your A.A. Degree Education Plan that integrates PACE classes.
   - Bring your unofficial transcripts of all previous college coursework to this meeting
8. Register for Classes
   • **WHEN:** once you have been given direction on class selection by a Counselor
   • **HOW/WHERE:**
     - [WebAdvisor](http://www.vvc.edu) at [www.vvc.edu](http://www.vvc.edu) (click the *WebAdvisor* link)
     - Registration windows at Student Services 1 (Building #52)

9. Fee Payment
   • **WHERE:** in Student Services 1 (Building #52), or by mail, drop box, or by credit card:
     call (760) 245-4271 x2520 -- OR online at [www.wc.edu](http://www.wc.edu) (click the *WebAdvisor/Pay Fees Online* link)

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