



## 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](http://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. Please see separate list.**

### 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 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 <http://webadvisor.vvc.edu/>, click "Go to WebAdvisor Now," "Are you new to WebAdvisor?" and follow steps.
- For questions, or regarding User ID/password information 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 WebAdvisor and click on the link to "Online Orientation".

### STEP 4: SELF PLACEMENT

- See your high school Counselor for more information regarding Assessment testing

OR

- Visit the VVC Assessment Center in Bldg. 55. The hours of operation are Monday – Thursday 9:00 a.m. – 6:00 p.m. and Friday 9:00 a.m. – 3:00 p.m. The Assessment placement consists of a video and a short survey. It takes approximately 20 to 30 minutes to complete. Contact the Assessment Center at (760) 245-4271 ext. 2367 or at [assessment.center@vvc.edu](mailto:assessment.center@vvc.edu). Hours subject to change

### **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. **Important: This form must be complete to include all signatures and initials.**

**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.

### **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 will be available in WebAdvisor by selecting “My Registration Dates” approximately one month prior to the start of registration for the term.

To register for classes, logon to WebAdvisor and select “Register for Sections”. On this site you can search and register for classes, as well as add and drop classes. It is important that you register for classes as soon as possible on or after your assigned registration date. Waiting can affect your chances of enrolling in the classes you need to complete your goal.

**Summer/Fall registration begins the end of April; Winter/Spring registration begins mid-November**

### **STEP 7: PAY FEES**

**Enrollment/tuition fees must be paid within 10 business days of registration or you may be dropped from your classes.**

#### **Options to pay fees:**

- Via WebAdvisor: - <http://webadvisor.edu.edu/> by using the option of “Pay in Full.”
- By mail – Mail to VVC Bursar’s Office, 18422 Bear Valley Road, Victorville, CA 92395-5849.
- In person – Pay at the Bursar’s Office.

***IT IS THE STUDENT’S RESPONSIBILITY TO CONFIRM REGISTRATION OF CLASSES AND PAY FEES. FEE PAYMENT DEADLINES ARE ENFORCED.***

A VVC ID CARD is required for all 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 a copy of your VVC Registration Statement to the ASB Office in Bldg 44 to receive your VVC ID/ASB 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 *Prep classes ok. Example: ATHL-121P	cannot be concurrently enrolled in HS
<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>RGMT4</b> –FOOD SERVICE TRAINING: BUSSER	at least 18 years of age
<b>RMGT6</b> –FOOD SERVICE TRAINING: DISHWASHER	at least 18 years of age
<b>RMGT81</b> –PREP/LINE COOK	at least 18 years of age
<b>RMGT82</b> –CUSTOMER SERVICE	at least 18 years of age
<b>RMGT83</b> –KITCHEN/DINING ROOM TRAINING	at least 18 years of age
<b>RMGT84</b> –KITCHEN/DINING ROOM MANAGEMENT	at least 18 years of age
<b>RMGT85</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