



Ventura County Community College District

MEMORANDUM OF UNDERSTANDING

Admission of Minors

Dear Student and Parent:

The colleges of the VCCCD may, under special circumstances, admit minors to attend classes at the colleges. To be considered for admission, the student must complete the following steps: **1.** Submit an application for admission online at www.vcccd.edu/apply **2.** Students may be required to complete assessment to satisfy prerequisites. Consult the schedule of classes for more information. **3.** Complete a “Recommendation for Special Part-Time Admission” form with appropriate signatures (required each semester). **4.** Submit an unofficial high school transcript. **5.** Home-schooled students must present their State Affidavit **6.** Register for classes in person at the Admissions & Records Office. Refer to the current schedule of classes for registration dates and further information.

Please read and acknowledge the following by your signature:

1. Special Admission students are expected to abide by all college rules and standards of conduct. It is the student’s responsibility to know these rules. We strongly recommend that you review the following with your son/daughter:
 - The college catalog regarding: student conduct, student grievance, student health services, sexual harassment, and sexual assault.
 - The college catalog and schedule of classes regarding: requirements for admission, the procedures for adding and dropping classes, the registration calendar and the “Important Deadlines” calendar for drop and withdrawal deadlines.
 - It is the student’s responsibility to drop classes. All drops must be done in person at the Admissions & Records Office by the appropriate deadline. Deadlines can be obtained online at www.vcccd.edu/schedule. Failure to drop a class will result in a letter grade of “F” noted on the student’s permanent record.
2. Although the colleges of the VCCCD are considered to be safe campuses, there have been incidences on and around the campuses that warrant particular caution where the presence of minors is concerned. In accordance with federal “Right to Know” legislation, crime statistics are available from the Campus Police Office. The college is generally considered an adult environment, and does not provide special monitoring of minor students on campus. We strongly recommend the following:
 - Encourage your child to enroll in day classes. If night attendance is necessary, we strongly recommend that you enroll and attend class with your child.
 - Make sure that your child always has a way to contact you. Classes can be cancelled on very short notice. Take your child on a walking tour of the campus to locate the classroom, Campus Police Office and the Administration Building.
 - We strongly encourage you to pre-arrange a pick-up location. If your child has to wait, identify a waiting area in our student centers of activity, such as the library.
3. Courses taken at a college are intended to supplement the course work your child is doing at the home campus, not to replace it. Students admitted to a college are expected to take classes that are not available at their home campus. Courses must be stated and approved on the “Recommendation for Special Admission” form.
4. The coursework that your child completes will be awarded college credit. It is a permanent record and is subject to all standards of scholarship observed by the college. The courses taken at the college may also be used by your student’s “home” campus at that school’s discretion. You and your child should confer with a counselor at the home campus for more information.
5. The coursework that your child completes is subject to the same standards of progress that apply to mainstream students. College policies governing academic progress, probation and dismissal are found in the college catalog.
6. College courses are designed for adult college students. The content of the course may include adult materials, and discussions may include adult subject matter. Course content will not be altered because a minor is present in the classroom. Some courses may have physical requirements as well.
7. **Right of access to student records:** In compliance with the Federal Educational Rights and Privacy Act (Buckley Amendment), once a student of any age enters a post-secondary educational institution, the student assumes rights and responsibilities previously conferred upon the parent. Translation: your child must complete and sign the application for admission and registration forms, and is responsible for requesting copies of his/her transcript. Student attendance and progress may not be discussed with the parent unless the student is present or has given written permission.

By signature below I confirm that I have read and do understand the above information pertaining to my/my child’s participation as aVCCCD College student.

Parent’s Signature

Date

Student’s Signature

Date