

MOORPARK COLLEGE
Office of Registration & Records

INFORMATION AND CHECKLIST FOR SPECIAL HIGH SCHOOL ADMISSION STUDENTS, Grades 11 & 12

As a special admission student enrolled in or entering 11th or 12th grade, you are required to complete the following steps before you are allowed to register for a Moorpark College class. All forms must be signed and completed before you will be permitted to register. Incomplete paperwork will result in registration delays.

SPECIAL ADMISSION STUDENTS MAY REGISTER IN A MAXIMUM OF 6.0 UNITS PER TERM

CHECKLIST: Complete all steps prior to registration.

_____ Apply for admission to the college online at <http://www.moorparkcollege.edu/apply>
(if this is the first time you will be taking a Moorpark, Oxnard, or Ventura College class).

THE FOLLOWING FORMS MUST BE SUBMITTED EVERY SEMESTER. NO EXCEPTIONS

_____ Complete the Recommendation for Special Admission-High School form. **Be sure that:**

- You complete the Recommendation form with your high school counselor.
- The high school counselor lists the class you are being advised to take at the college, and signs the form.
- You receive an unofficial copy of your high school transcript.
- Have your parent sign the Recommendation for Special Admission-High School form.

_____ You and your parent must read and sign the Memorandum of Understanding (required of all students the first time you register. Not required every semester.)

_____ If your class has prerequisites that are enforced at registration, you must see a Moorpark College counselor for prerequisite approval (bring your unofficial high school transcript) before you register.

_____ Registration Add card: Must be completed with course numbers, names, and student's signature.

_____ **ALL** students must bring a copy of an unofficial high school transcript.

_____ **ALL** students must show a valid photo ID card at registration.

_____ **ALL** students must be present to register.

_____ Home school students must also bring a completed Private School Affidavit. For more information, visit <http://www.cde.ca.gov/sp/ps>

Recommendation for Special Admission-High School form, valid photo ID, high school transcript and completed registration add card are required every semester!

HELPFUL HINTS

- GET YOUR FORMS APPROVED AND SIGNED EARLY. IF THE CLASS YOU WANT TO TAKE HAS A PREREQUISITE, HAVE THE PREREQUISITE CLEARED BY THE MOORPARK COLLEGE COUNSELING DEPARTMENT BEFORE YOU ATTEMPT TO REGISTER. DON'T WAIT UNTIL REGISTRATION DAY TO OBTAIN NECESSARY SIGNATURES.
- MAKE SURE ALL FORMS ARE COMPLETED AND SIGNED. INCOMPLETE FORMS WILL RESULT IN REGISTRATION BEING DELAYED.
- CHECK THE SCHEDULE OF CLASSES FOR SPECIAL ADMISSION REGISTRATION DATES AND FOR CLASS AVAILABILITY. IF THE CLASS YOU WANT IS FULL, YOU MAY ADD YOUR NAME TO THE WAITLIST. IF BOTH THE CLASS AND WAITLIST ARE FULL, CHOOSE ANOTHER CLASS.