



Moorpark College ACCESS

Registration Checklist for New Students



Follow this checklist to register at Moorpark College and become a part of the ACCESS Program.

What to do	More information	✓
Apply for admission to Moorpark College	https://www.moorparkcollege.edu/apply-and-enroll	
Follow the "New Student Steps for Success" at https://www.moorparkcollege.edu/apply-and-enroll	This will give you access to the college web portal (my.vcccd.edu) which is the major source of information for all students.	
<p>We recommend taking the online <u>English and Math Self-Placement Tests</u> and print your results.</p> <p>Turn these in along with your ACCESS application forms. This will allow us to help you register for the classes that are most suited to your present skill levels.</p>	<p>On the my.vcccd.edu portal, click on the My Success tab.</p> <ol style="list-style-type: none"> 1) In the <u>Student Orientation</u> box, click on <u>Assessment and Placement Tests</u>. <ul style="list-style-type: none"> • Take Math and English Self-Placement tests • Print page 1 of Summary Page 2) Click on <u>Online Orientation</u> and watch the videos; this is optional but helpful. 3) Go back to the My Success tab; click on the <u>DegreeWorks</u> icon near top right of screen. <ul style="list-style-type: none"> • Click on Ed Plan tab • Click New Plan, then Blank Plan and complete • Click "Save and DO NOT Submit" 	
<p>To apply for ACCESS services and accommodations, please complete the following:</p> <ol style="list-style-type: none"> 1) Application for Services 2) Intake Screening form 3) Disability Verification form or other supportive documentation of your disability (see below) 4) If you are currently in high school or a recent graduate, bring an unofficial copy of your high school transcript 	<p>You can find these forms online at: https://www.moorparkcollege.edu/departments/student-services/access/forms</p>	
<p>If you have previously received special education services, please provide ACCESS with a copy of your most recent Psycho-Educational Assessment Report, IEP, or 504 Plan...or a copy of testing done by a licensed professional.</p> <p>For <u>medical or psychological conditions</u>, please have a licensed clinical professional complete the Verification of Disability form. Make sure it is complete, signed, and has an office stamp or a business card attached.</p>	<p>For <u>Learning Disabilities</u>, please provide us with a copy of your most recent Psycho-Educational Assessment Report <u>with scores</u> as well as your most recent IEP.</p> <p>Please make sure whoever completes this form clearly indicates not just your disability/disabilities, but also the educational limitations that are related to your medical or psychological condition. This helps us determine which services and accommodations are appropriate for you.</p>	

<p>When you turn in all your paperwork to ACCESS, make an intake appointment.</p>	<p>At this appointment, you will meet with one of our specialists to establish your accommodations. We will also help you choose your classes for the upcoming semester. (You might need a separate appointment with an academic counselor for this.)</p>	
<p>At your intake appointment, have some idea of your goals for attending Moorpark College</p>	<p>For example, you might want to earn an AA or AS degree, transfer to a 4-year college or university, get a vocational certificate of completion, explore your options, etc. Also have some idea of your potential major and transfer schools.</p>	
<p>Bring some ideas of the classes you'd like to take to your intake appointment. At this appointment, you'll have your accommodations established, and the ACCESS policies and procedures will be explained to you.</p>	<p>Look at the college catalog online (or it can be purchased in the College Bookstore). It has a complete list of all the possible programs, majors, and classes. https://www.moorparkcollege.edu/apply-and-enroll/college-catalog The schedule of classes lists only the classes that are being offered for a given semester. https://www.moorparkcollege.edu/apply-and-enroll/schedule-of-classes</p>	
<p>Where we are located:</p>	<p>ACCESS is located on the ground floor of the LMC building, a two-story building at the northeast side of the campus. Students may reach ACCESS by parking in lot C. There is also accessible parking adjacent to the building and a ramp in parking lot B.</p>	
<p>If you have questions, please call us at (805) 378-1461.</p>		