



DUAL ENROLLMENT PROGRAM CHECKLIST

As a student enrolled in a K-12 school and Moorpark College, the following steps are required before students are permitted to register for Moorpark College courses. We recommend you discuss course options with your school counselor to get the necessary approvals on required paperwork. Incomplete paperwork will not be processed and will result in delayed registration.

DUAL ENROLLMENT STUDENTS MAY REGISTER IN A MAXIMUM OF 11.5 UNITS PER FALL OR SPRING SEMESTER (6 UNITS IN SUMMER). Dual enrollment students are exempt from paying tuition fees. All other fees apply.

COMPLETE ALL APPLICABLE STEPS FOR EACH SEMESTER YOU WISH TO ENROLL. ALL STEPS MUST BE COMPLETED EACH SEMESTER THE STUDENT ATTENDS MOORPARK COLLEGE AS A DUAL ENROLLMENT STUDENT.

- APPLY**
Apply for admission online at <http://www.moorparkcollege.edu/apply> if this is the first time taking a Moorpark College course, or if it has been more than two semesters since you last attended. For new students, you will be directed to create an OpenCCC account, then redirected to Moorpark College's application. For returning students, you will need to login to your OpenCCC account and be redirected to Moorpark College's application.
[Video tutorial](#)
- SETUP MYVCCCD PORTAL**
You will receive a welcome email within 48 hours of your application submission. In this email, you will receive your 900 number, which is your College ID number. There will also be a "Portal Setup Wizard" link in this email that will redirect you to setup your online portal. The link expires in 20 days, so please complete this step as soon as you receive the email.
[PowerPoint Tutorial](#)
- COMPLETE RECOMMENDATION & MEMORANDUM OF UNDERSTANDING FORM**
Complete "[Dual Enrollment Recommendation & Memorandum of Understanding](#)" form in its entirety, including your school counselor's signature, your signature, and a parent/guardian's signature (if you are a minor). Include all classes you want to register for on the form. A separate form must be completed for each semester. You may print it and fill it out by hand or fill it out electronically.
[How to Electronically Sign an MOU form](#)
- SUBMIT RECOMMENDATION & MEMORANDUM OF UNDERSTANDING FORM**
You can submit the form via email, [secure submission](#), or in person to our Admissions and Records office.
To email: Sign into your MyVCCCD portal (my.vcccd.edu) to access your VCCCD gmail account. The form must be sent from this email account. You can scan or take a picture of your form and attach it in an email to MCAdmissions@vcccd.edu.
- REGISTER FOR COURSE(S)**
After Admissions and Records processes your form, they will send you an email stating that you have been cleared to take the course(s) you requested. You will sign into your portal and click on the "Register/Pay" tab and use the CRN number associated with the course to register for it. The schedule bill will outline the fees owed. If you have a balance, pay it by clicking on the ePayment button.
[Visual Guide](#) and [Video Tutorial](#)