STEP BY STEP REGISTRATION GUIDE

Username

Password

Login

Forgot username?
Forgot password?
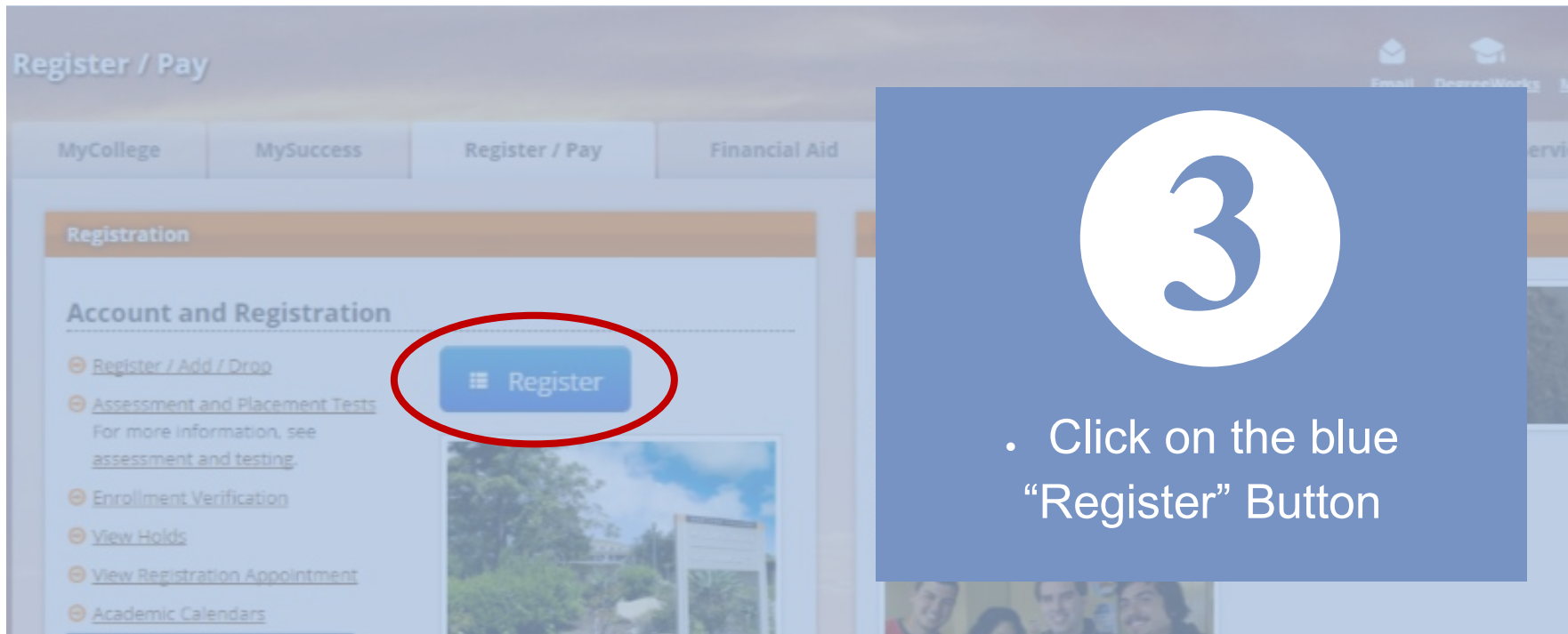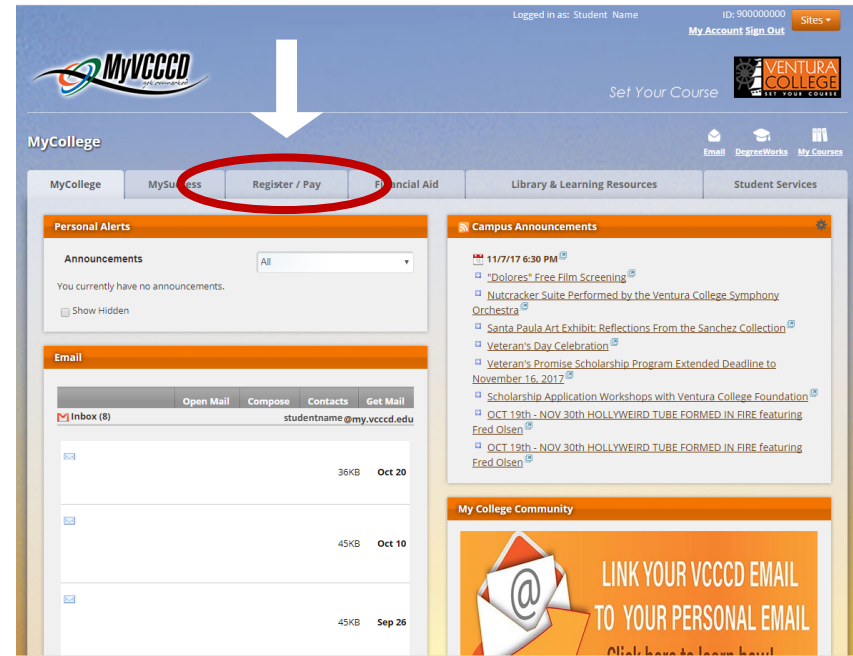
Student Support   Faculty Support

1

- Open your web browser
- Go to **my.vcccd.edu**
- Enter your username (sent to you in the acceptance email)
- Enter your password (you picked this when you activated the portal)
- Click the "Login" button

If you cannot remember your username, click on the "Forgot username?" button
If you cannot remember your password, click on the "Forgot password?" button

If you receive an error message saying that you do not have a recovery email set up, contact Admissions & Records at mcadmissions@vcccd.edu
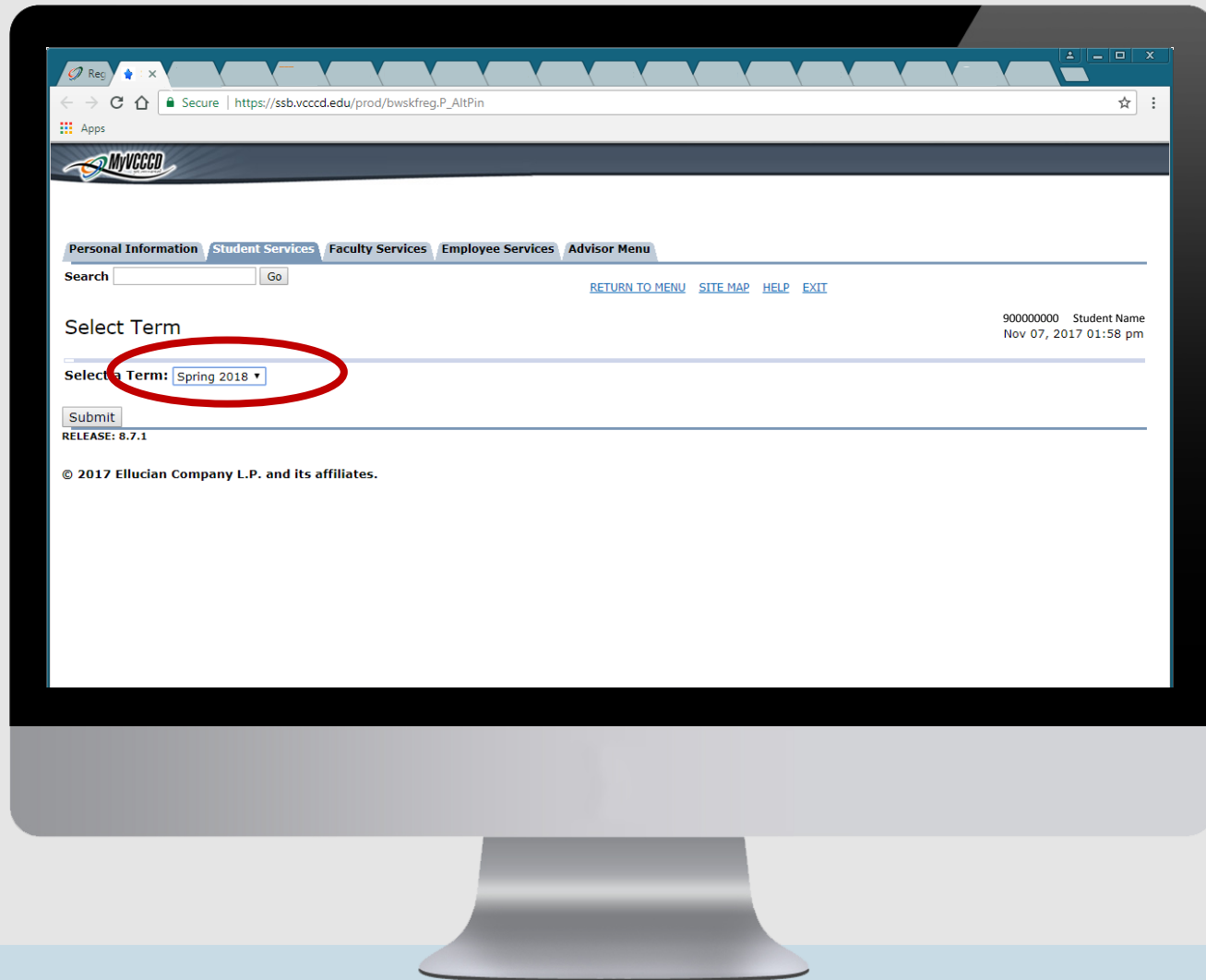
2

Click on the "Register / Pay" Tab
(Third tab over)

Logged in as: Student Name   ID: 900000000   Sites ▾
My Account Sign Out

MyVCCCD   Set Your Course   VENTURA COLLEGE

MyCollege   Email DegreeWorks My Courses

| MyCollege | MySuccess | Register / Pay | Financial Aid | Library & Learning Resources | Student Services |

Personal Alerts

Announcements   All ▾

You currently have no announcements.

☐ Show Hidden

Email

| | Open Mail | Compose | Contacts | Get Mail |

✉ Inbox (8)   studentname@my.vcccd.edu

✉		36KB	Oct 20
✉		45KB	Oct 10
✉		45KB	Sep 26

Campus Announcements   ⚙

📅 11/7/17 6:30 PM
"Dolores" Free Film Screening
Nutcracker Suite Performed by the Ventura College Symphony Orchestra
Santa Paula Art Exhibit: Reflections From the Sanchez Collection
Veteran's Day Celebration
Veteran's Promise Scholarship Program Extended Deadline to November 16, 2017
Scholarship Application Workshops with Ventura College Foundation
OCT 19th - NOV 30th HOLLYWEIRD TUBE FORMED IN FIRE featuring Fred Olsen
OCT 19th - NOV 30th HOLLYWEIRD TUBE FORMED IN FIRE featuring Fred Olsen

My College Community

LINK YOUR VCCCD EMAIL TO YOUR PERSONAL EMAIL

Register / Pay   Email DegreeWorks

| MyCollege | MySuccess | Register / Pay | Financial Aid |

Registration

Account and Registration

⊙ Register / Add / Drop

⊙ Assessment and Placement Tests
For more information, see assessment and testing.

⊙ Enrollment Verification

⊙ View Holds

⊙ View Registration Appointment

⊙ Academic Calendars

▦ Register

3

Click on the blue "Register" Button

4

Personal Information | **Student Services** | **Faculty Services** | **Employee Services** | **Advisor Menu**

Search _____ [Go]

RETURN TO MENU   SITE MAP   HELP   EXIT

900000000   Student Name
Nov 07, 2017 01:58 pm

Select Term

Select a Term: Spring 2018 ▾

[Submit]

RELEASE: 8.7.1

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- **Click on the "Select a Term" Dropdown Menu**
- **Select the appropriate term to register for**
- **Click the "Submit" button**

MyVCCCD

onal Information   Student Services   Faculty Services   Employee

[   ] Go

SITE MAP   EXIT

fore you may proceed on to registration.....

ease review the following:

order for the college to stay in contact and
ase take a moment to review and,if needed

we have your current e-mail address? With
tomated PIN reset function on MyVCCCD. Pl

ank you for your time and patience.

Email Notification   ✕

ATTENTION!

Your student e-mail is the primary way important information is sent to you, including being
added into a class from the waitlist and the need to pay additional fees immediately or be
dropped from classes. Check your student e-mail often!

Official Student E-mail

E-mail Address: **studentname@my.vcccd.edu**

Questions about your student email and forwarding? See the Student E-mail Help page.

Ok

Name:

tudent ID:

te of Birth:

ess:

LG

y,State,Zip:

County:

Nation:

es:

Legal:

cation Phone Numbers:

Records office to correct the legal address record..

change address o

A Notification Phone Number change:
• Notification information is required unless you

d Technical Education Act (CTEA)

uestions before beginning registration. T
d for funding purposes only.

you receive any of the following:

enefits

he economically disadvantaged

Indicate if you are:
arent with custody of a minor child?

d homemaker?

Click here if you wish to decline answering
Decline to answer

I have reviewed this information on this page and i
correct

Continue on to Registration

- **Read the Notification**

- **Click the "Ok" Button**

Personal Information

Search [   ]

Before you may proceed on to registra...

Please review the following:

In order for the college to stay in contact and prov...
Please take a moment to review and, if needed, correc...

Do we have your current e-mail address? With your current...
PIN reset function on MyVCCCD. Please take a few moments to...

Thank you for your time and patience.

Name:	
Student ID:	
Date of Birth:	
Address:	
LG	
City,State,Zip:	
County:	
Nation:	
Phones:	
Legal:	
Notification Phone Numbers:	
Cell:	

If you re

A Name, ID or DOB
• Come to an Admissi...
of identity.

An Address or Phone Number change:
• An address is required in order to register. You...
update or insert a mailing address only. If your legal
address has changed, insert it here as a mailing address
and contact your campus Admissions and Records office
to correct the legal address record..

[change address or phone]

A Notification Phone Number change:
• Notification information is required unless you wish to
opt out. This information will be used in the event of an
emergency or for academic reasons to notify you and
give important instructions. Click the button below to
change your number or opt out.

I have reviewed t...

[Co...]

You will need to confirm your contact information and answer some survey questions every semester before you can access the registration page

Verifying your Information

6a
- Confirm that your name, date of birth, and address are correct
- *If not, select the "Change address or phone" button to correct*

6b
- All students must click on the "Change or Verify Notification Numbers" button

6c
- Enter your cell phone number in the box
- *Or Opt Out by selecting the "To Opt Out" box*

6d
- Click the "Save Changes or Verify Number" button
- Then click the "Return to Pre-Registration Check" button

6e
- Answer the survey questions
- *Or Opt Out by selecting the "Decline to answer" button*

6f
- Click the "Continue to Registration" button

Screen captures

If you require.....

A Name, ID or DOB change:
- Come to an Admissions and Records office with proof of identity.

An Address or Phone Number change:
- An address is required in order to register. You may update or insert a mailing address only. If your legal address has changed, insert it here as a mailing address and contact your campus Admissions and Records office to correct the legal address record..

[change address or phone]

A Notification Phone Number change:
- Notification information is required unless you wish to opt out. This information will be used in the event of an emergency or for academic reasons to notify you and give important instructions. Click the button below to change your number or opt out.

[change or verify notification numbers]

Official Student Email:

Emergency Notification information is required unless you wish to opt out. This informa... student services like counseling, financial aid and tutoring appointments. Click the "Save Change... numbers or opt out.

Information below **must be for the student attending classes and NOT parent or other em... important student services** ON CAMPUS and intended for immediate notification and emergency...

Notification Phone Numbers on File:

Remove	Usage	Area Code	Phone Number
X	Cell Number (Text Msg & Voice Msg)		
	Home Number (Voice Msg Only)		

TO OPT OUT:
- [ ] I am not providing a phone number for emergency notification or for important academic alerts. I reali... in the event of an emergency. **Selecting this option will clear any emergency numbers listed ab...**

[Save Changes or Verify Numbers] [Return to Pre-Registration Check]

Notifications will be sent as SMS "Text Messages". Standard text message charges may apply from your wi...

RELEASE: 8.14

Cell Number (Text Msg & Voice Msg) — Area Code
X — Home Number (Voice Msg Only)

TO OPT OUT:
- [ ] I am not providing a phone number for emergency notification or for important acad... in the event of an emergency. **Selecting this option will clear any emergency n...**

[Save Changes or Verify Numbers] [Return to Pre-Registration Check]

...tifications will be sent as SMS "Text Messages". Standard text message... charges may a...

RELEASE: 8.14

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Career and Technical Education Act (CTEA)

Please answer these questions before beginning registration. This information is collected for funding purposes only.

Indicate if you receive any of the following:

[ ]	CalWORKs/TANF benefits
[ ]	SSI benefits
[ ]	General Assistance
[ ]	Other benefits for the economically disadvantaged
[ ]	None of the above

Indicate if you are:

| Y ○ | N ○ | Single parent with custody of a minor child? |
| Y ○ | N ○ | Displaced homemaker? |

Click here if you wish to decline answering
- [ ] Decline to answer

[ ]	CalWORKs/TANF benefits
[ ]	SSI benefits
[ ]	General Assistance
[ ]	Other benefits for the economically disadvantaged
[ ]	None of the above

Indicate if you are:

| Y ○ | N ○ | Single parent with custody of a minor child? |
| Y ○ | N ○ | Displaced homemaker? |

Click here if you wish to decline answering
- [ ] Decline to answer

I have reviewed this information on this page and it is correct

[Continue on to Registration]

earch [　　　　　　　] Go

Thank you. Your change(s) have been recorded.

AFFIRMATION OF THE VENTURA COUNTY COMMUNITY COLLEGE DISTRICT'S
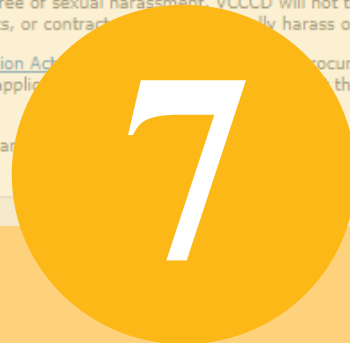
NON-HARASSMENT/DISCRIMINATION POLICY

The Ventura County Community College District (VCCCD) will not tolerate harassment or discrimination against any person. Discrimination is defined as special or disparate treatment based on ethnic group identification, race, color, national or ethnic origin, age, sex or gender, religion, sexual orientation, ancestry, veteran status, marital status, or physical or mental disability, or on the basis of these perceived characteristics or based on the association with a person or group with one or more of these actual or perceived characteristics. The VCCCD will enforce all state and federal laws and district policy prohibiting discrimination.

Furthermore, VCCCD is committed to maintaining a working and educational environment free of sexual harassment. VCCCD will not tolerate any behavior that constitutes sexual harassment of staff, students, or visitors. It is the policy of the VCCCD that all members of the collegial community including staff, students, visitors, guests, or contract___ ___ly harass one another or retaliate against one another for making sexual harassment complaints.

The VCCCD will comply with the accessibility requirements of Section 508 of the Rehabilitation Act___ ___ocurement, maintenance, or use of electronic or information technology and will respond to and resolve discrimination complaints regarding accessibility. To request reasonable accommodations, appli___ ___ the District Human Resources Department at (805) 652-5506. Students should contact the Student Services Department at their particular college or center.

Administrators, faculty, classified employees, and students should direct any complaint of har___ ___e Facilitator or to Gary Maehara, Director of Human Resources Operations 805-652-5506. The following individuals have been designated as Intake Facilitators:

College	Name		Contact Information

7

- **Read the Non-Harassment/Discrimination Policy thoroughly**
- **Screen shot or take note of the contact information provided**
- **Once you have finished reading, click the "Next Page" button**

| District Administrative Center | | | P: ___ ___ E: gmaehara@vcccd.edu |

The VCCCD recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible in accordance with Board Policy 3430, its associated administrative procedure, and Title 5 regulations.

The District disseminates information regarding District policies and appropriate procedures on harassment and discrimination to all employees and students by announcing its existence in prominent places throughout the District including, college catalogs, schedule of classes, employee and/or student portal, on official District bulletin boards, and by direct communication.

Download Printable Version
This information is also available any time in the MyVCCCD portal under "Student Quick Links".

[Next Page]

Personal Information | **Student Services** | **Faculty Services** | **Employee Services** | **Advisor Menu**

Search [ ] [Go]

IMPORTANT: Please read the following before

REGISTRATION

Make sure you click both the Submit Changes and the Exit Registration/
registration into your selected classes or notifies you if there is a probl
your registration will be incomplete.

FEES

Students registering for classes are assessed fees as noted in th
not pay their fees may be dropped from enrolled and waitliste
college services.

Students dropped from classes for nonpayment of fees lose

A payment plan is available that allows students to pay the
website.

PREREQUISITES

Students are allowed to enroll in the next level of a cours
District at the time of their registration. Students who do
in the next level course, and will be dropped. Additional i

DROPPING A CLASS

It is the student's responsibility to drop from class by the
and dropping with a "W". All deadline dates are listed in th

STUDENT CODE OF CONDUCT

All students are required to adhere to the "Student Code of C
bookstore.

I have read the information o

8

- **Read the registration information thoroughly**

- **Once you have finished reading, click the "Continue to Registration" button**

9

- **To add a class, enter the Course Reference Number (CRN) in the Add Classes Worksheet box**
  - If you want to register in multiple classes, enter 1 CRN per box
- **When you are done, select the "Save Schedule Changes" button**

- **Once you have saved Schedule Changes, you will see your registered classes <u>above</u> the Add Classes Worksheet**

  - **To finalize your registration, click the "Pay Fees & Complete Registration button**

Number (CRN) into the Add Classes Worksheet. To search for available classes, cl
ns available in the Action field. If no options are listed in the Action field then the

Add Authorization Number: To add a class you waitlisted and have now received an ad
y selecting the Drop Option from the Action field. Click on the 'Save Schedule Changes' bu
anges. You will be prompted to enter the add authorization number. Once you have entered
orization number will be authenticated and you will need to click on the 'Submit Changes' bu

	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Titl
n Nov 07, 2017	None	30014	THA	V01	001	Undergraduate	3.000	Letter Graded	Intr
on Nov 07, 2017	None	30037	HED	V01	001	Undergraduate	3.000	Letter Graded	Hea
** on Nov 07, 2017	None	31421	SOC	V01	003	Undergraduate	3.000	Letter Graded	Intr
red** on Nov 07, 2017	None	32005	PSY	V01	001	Undergraduate	3.000	Letter Graded	Intr

it Hours: 12.000
Hours: 12.000
um Hours: 0.000
aximum Hours: 19.500
Date: Nov 07, 2017 03:12 pm

Add Classes Worksheet

RNs

e Schedule Changes

cking this button, you acknowledge that you will be registered in all available classes and responsible for all fe

e Shopping Cart   Purchase Student Photo ID

10

Pay Fees & Complete Registration

⚠ Registration is not finished until you click this button and pay fees.

- This page shows what fees are due

- Select the "Click to View and Print Schedule/Bill" button to review the courses you have registered in

Registration Fee Assessment

💬 **All fees are due immediately:**
Students who do not pay their fees or arrange for payment will be dropped from their classes and required to re-enroll.

- Students who believe they may qualify for financial aid are advised to contact the Office of Financial Aid for eligibility requirements.
- Students who need to arrange for payment by employer or sponsoring agency should contact the student business office. (Address and Phone numbers for the business
- Students who need to arrange a payment plan should scroll down this page and click on ePayment.

Total Credit Hours: 12.000

Tuition and Fees for Spring 2018

Detail Code	Description	Amount
ENR3	Enrollment Fee VC	$552.00
HLB3	Health Fee	$20.00
SAC3	Student Activity Fee VC	$7.00
SCR3	Student Center Fee VC	$10.00
SRP3	Student Rep Fee VC	$1.00
	Total Charge:	$590.00
	Previous Term Balance:	$0.00
	Total Due:	$590.00

⚠️ Registration is not complete until all fees are paid in full.

Additional Purchases:

[Purchase Student Photo ID]

[Moorpark Bookstore] [Oxnard Bookstore] [Ventura Bookstore]
Purchase your textbooks.

Student Activity Fee
This optional fee provides support to student life activities, events, and programs sponsored by campus student organizations and departments including the Associated Stud
and approved by the VCCCD Board of Trustees April 2015. This fee may be waived. For more information on this fee, please see the following pages:

- Moorpark Student Activity Fee
- Oxnard Student Activity Fee
- Ventura Student Activity Fee

Student Schedule/Bill:
[Click to View and Print Schedule/Bill]

UNDERSTANDING YOUR SCHEDULE/BILL

Your Student Schedule/Bill gives you all the information you need to know about your classes

The Schedule/Bill shows you:

Classes you are registered in

The class start date

The class start time

The class location

Your instructor's name

Your instructor's contact info

Drop deadlines

Your account balance

- Click on the "Print Page" button to print this page for your records

12

- To finalize your registration, you must pay your account balance

- Click back into the MyVCCCD portal tab

  - Click on the "Register/Pay" tab

    - Click on the "ePayment" icon
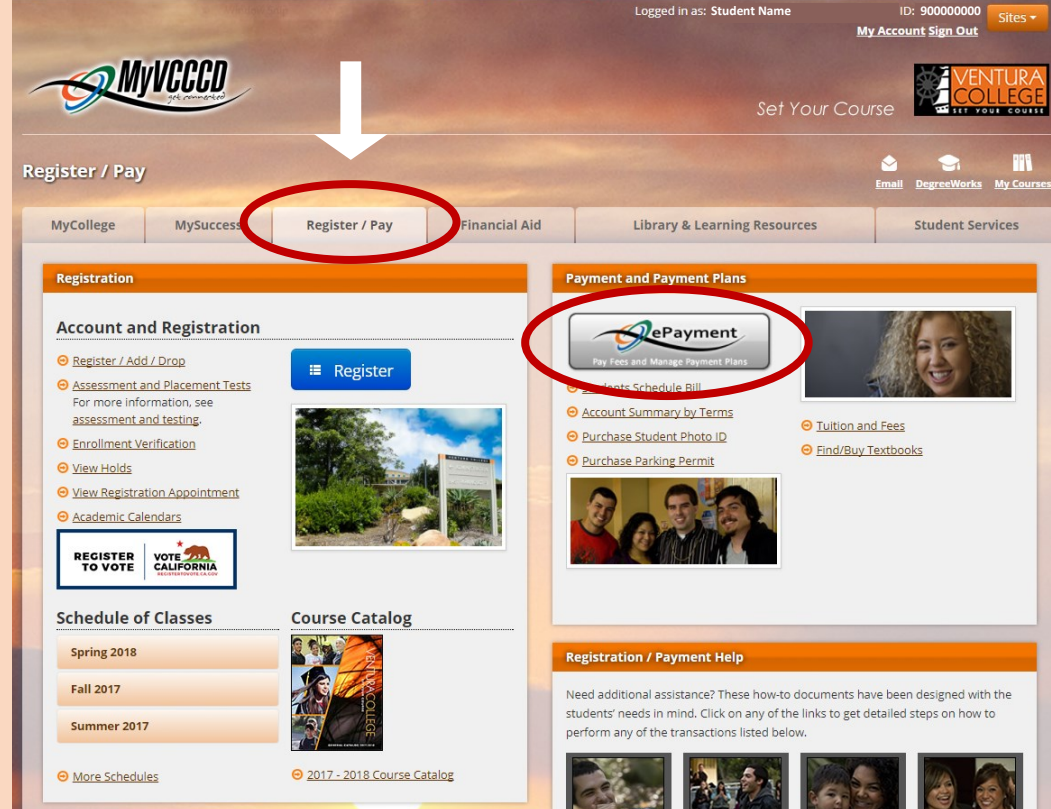
13

- Click the "Pay" link under the Your Account box

- *Or, if you cannot pay your balance in full, click on the "Enroll in Installment Plan" link to sign up for the payment plan*

- If you prefer to pay in person visit the Student Business Office in the Student Services Center
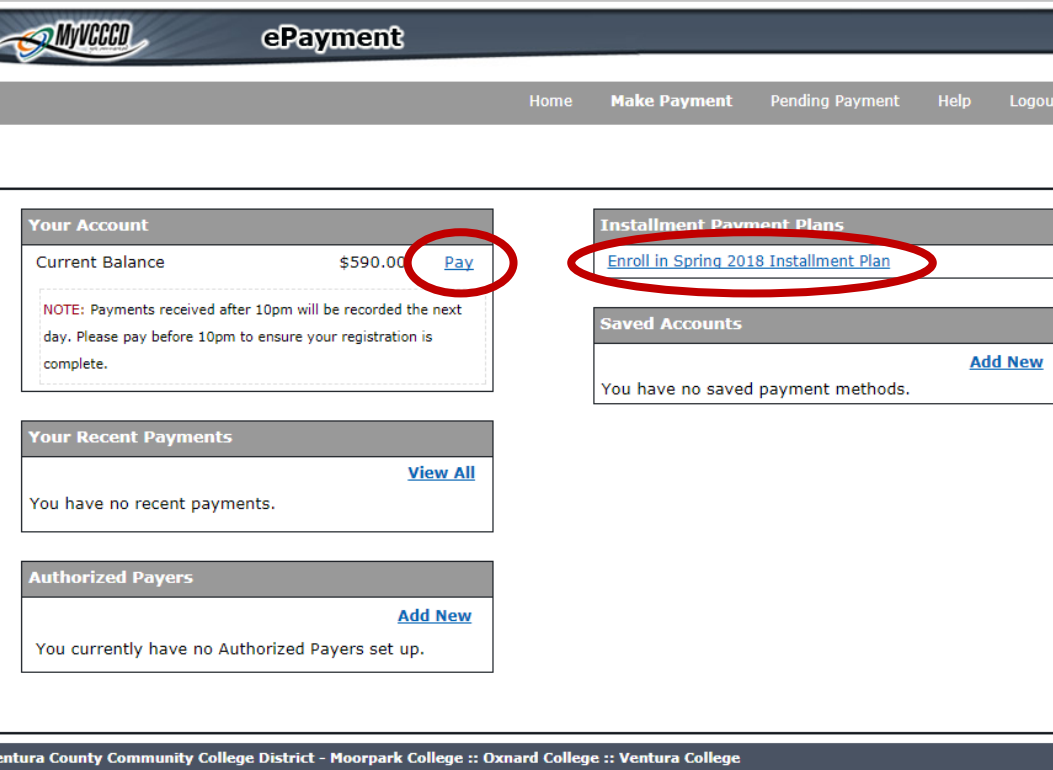
Common Registration Errors

Prerequisites are additional courses that MUST be completed prior to taking the course you are trying to register in

If you believe you have met the prerequisite requirements, bring unofficial transcripts (showing a grade of C or better in the course that meets the requirement) to the Counseling Office and request they clear you to take the class

Prerequisite Not Met

Closed Section

Class Meets at the Same Time

Closed Section messaging appears when all available seats in a class are filled (including the waitlist)

If a section is closed, you can pick another open section offered at Ventura, Oxnard, or Moorpark.

Time Conflicts occur two classes have overlapping meeting times

In order to successfully complete registration, your schedule may not have any time conflicts between classes. Classes are available at Ventura, Oxnard, or Moorpark to meet your scheduling needs.

WAITLISTING A CLASS

- If you try to register for a full class that still has space on the waitlist, you will see this message

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level
Web Registered on Nov 07, 2017	None ▼	32005	PSY	V01	001	Undergraduat

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.500
Date: Nov 07, 2017 03:05

✔ You've been approved for waitlisting for the class listed below. To place your name on the waitlist, change the
  Schedule Changes button. More information about waitlists can be found **here**.

❗ **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 4 Waitlisted	None ▼	30610	ANAT	V01	002	Undergraduate	4.000	Letter Graded	General Human Anatomy

Add Classes Worksheet

CRNs

[Save Schedule Changes]

What is Waitlisting?

When all the regular seats in a class are full, a waitlist is developed for students who would want to be registered if a spot opens up. If you are moved into the class, you will be notified by email. If you are not moved into the class automatically, you will need to attend the first day and ask the instructor if they will give you an add code for the class. You will then register in the class using the add code.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Nov 07, 2017	None ▼	32005	PSY	V01	001	Undergraduate	3.000	Letter Graded	Introduction to Psychology

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.500
Date: Nov 07, 2017 03:25 pm

✔ You've been approved for waitlisting for the class listed below. To place your name on the waitlist, change the action option to **Wait List** and then press the Save Schedule Changes button. More information about waitlists can be found here.

🚫 Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 4 Waitlisted	Wait List ▼	30610	ANAT	V01	002	Undergraduate	4.000	Letter Graded	General Human Anatomy

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Save Schedule Changes]
By clicking this button, you acknowledge that you will be registered in all available classes and responsible for all fees due.

- **To add yourself to the waitlist, click on the drop down "Action" menu**
  - **Select "Wait List" from the drop down menu**
    - **Click the "Save Schedule Changes" button**

- Once your spot on the waitlist is finalized, you will see this message

- Remember to attend the first days of any class you are waitlisted in

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level
Web Registered on Nov 07, 2017	None	32005	PSY	V01	001	Undergraduate 3
Wait List on Nov 07, 2017 You are 2nd of 2 waitlisted	None	32476	ART	V01	006	Undergraduate 0.0

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.500
Date: Nov 07, 2017 03:28 pm

Add Classes Worksheet

CRNs

Save Schedule Changes

By clicking this button, you acknowledge that you will be registered in all available classes and responsible for all fees

DROP A CLASS

- Go to your MyVCCCD portal

- Click the "Register/Pay" tab

- Click the blue "Register" button

- Select the appropriate semester from the drop down menu

- Click the "Submit" button

- Under the "Current Schedule" click on the "Action" drop down menu

- Select "Drop Before Class Begins"

- Click the "Save Schedule Changes" button

- Read the dropped classes notification

- Click the "View Drop List" button

- Click the "Print Page" button and save the drop receipt for your records

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cr
Web Registered on Nov 07, 2017	Drop Before Class Begins ▾	30014	THA	V01	001	Undergraduate	3.
Web Registered on Nov 07, 2017	Drop Before Class Begins ▾	30037	HED	V01	001	Undergraduate	3.
Web Registered on Nov 07, 2017	Drop Before Class Begins ▾	31421	SOC	V01	003	Undergraduate	3.
Web Registered on Nov 07, 2017	None	32005	PSY	V01	001	Undergraduate	3.

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 19.500
Date: Nov 07, 2017 03:20 pm

Add Classes Worksheet

CRNs

[Save Schedule Changes]
By clicking this button, you acknowledge that you will be registered in all available classes and

---

ATTENTION You must **print** your drop list and keep it for your records. Yo be required to provide a copy of your drop list to the Admissi and Records Office if you have any questions about this drop transaction.

[View Drop List]

CAUTION: If the class you just dropped does not appear on t list, the class is not dropped; **DN0643165**

To add a class, enter the Course Reference Number (CRN) into the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field. If no options are li

How to Add A Waitlisted Class with an Add Authorization Number: To add a class you waitlist drop the class from your schedule by selecting the Drop Option from the Action field. Click o your schedule and submit your changes. You will be prompted to enter the add authorization the 'Submit' button, the add authorization number will be authenticated and you will need to

Current Schedule

Student ID: **900000000**
Drop Code: **DN0643165**

These are the courses dropped for **Spring 2018**
Please print and keep a copy of this page for your records.

[Print Page]

Course	Drop Date	Messages
30014 THA V01	07-NOV-2017 03:20 PM	Drop Before Class Begins
30037 HED V01	07-NOV-2017 03:20 PM	Drop Before Class Begins
31421 SOC V01	07-NOV-2017 03:20 PM	Drop Before Class Begins

[Close Window]