



# **DUAL ENROLLMENT PROGRAM MULTI-STEP REGISTRATION GUIDE**



MOORPARK COLLEGE

# FOUR STEPS TO REGISTER

(Click image!)

(Click image!)

- **Step 1:** [Apply online](#) (click link to start application)
- **Step 2:** Setup your “MyVCCCD” portal
- **Step 3:** Complete and Submit Recommendation/MOU form
- **Step 4:** Register for course through portal

*The slides to follow will show you (in depth) how to complete each step*

(Click on images to the left and right to be redirected to interactive resources)

A HIGH SCHOOL STUDENT'S GUIDE TO  
**REGISTERING FOR A DUAL ENROLLMENT COURSE**  
MOORPARK COLLEGE

**APPLY TO MOORPARK COLLEGE**

Complete an application online at [www.moorparkcollege.edu/apply](http://www.moorparkcollege.edu/apply) and apply to your term of choice.

\*Remember - on the Education page, state that you are enrolling in high school and college at the same time, otherwise you will get charged full tuition.

**SETUP YOUR PORTAL**

**MyVCCCD**

You will receive a confirmation email within 48 hours that includes your College ID number (900\_\_\_\_\_) and a link to setup your online portal.

\*The link expires within 20 days, so please complete it as soon as you can.

**COMPLETE & SUBMIT "MEMORANDUM OF UNDERSTANDING" FORM**

Complete the form and get all necessary signatures. Email it to [MCA admissions@vcccd.edu](mailto:MCA admissions@vcccd.edu) from your Moorpark College email address (which can be accessed through your portal).

\*Form available on MC Dual Enrollment webpage (click picture).

**REGISTER FOR COURSE(S)**

You will receive an email from Admissions and Records stating that you are clear to register online. Sign into your portal and click on the Register button under the "Register/Pay" tab. Enter CRN number for course(s) you wish to take and submit.

\*Don't forget to click the ePayment button to pay amount listed on your schedule bill.

**RAIDERS**

MOORPARK COLLEGE DUAL ENROLLMENT@VCCCD.EDU FOR ASSISTANCE



## 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.	
<input type="checkbox"/>	<b>APPLY</b> Apply for admission online at <a href="http://www.moorparkcollege.edu/apply">http://www.moorparkcollege.edu/apply</a> 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. <a href="#">Video tutorial</a>
<input type="checkbox"/>	<b>SETUP MYVCCCD PORTAL</b> 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. <a href="#">PowerPoint Tutorial</a>
<input type="checkbox"/>	<b>COMPLETE RECOMMENDATION &amp; MEMORANDUM OF UNDERSTANDING FORM</b> Complete "Dual Enrollment Recommendation & Memorandum of Understanding" form (available <a href="#">here</a> ) with 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.
<input type="checkbox"/>	<b>SUBMIT RECOMMENDATION &amp; MEMORANDUM OF UNDERSTANDING FORM</b> You can submit the form via email, <a href="#">secure submission</a> , or in person to our Admissions and Records office. To email: Sign into your MyVCCCD portal ( <a href="http://my.vcccd.edu">my.vcccd.edu</a> ) to access your VCCCD gmail account. You can also link this gmail account (yourusername@my.vcccd.edu) to your smartphone. You will take a picture of your form and attach it in an email to <a href="mailto:MCA admissions@vcccd.edu">MCA admissions@vcccd.edu</a> with your name and 900 number included. <a href="#">How to Electronically Sign an MOU form</a>
<input type="checkbox"/>	<b>REGISTER FOR COURSE(S)</b> After Admissions and Records processes your form, they will send you an email stating that you have been cleared to take the course 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. <a href="#">Visual Guide</a> and <a href="#">Video Tutorial</a>

# **STEP I: HOW TO APPLY**

**ONLINE APPLICATION LINK** (click link, then watch video below for page-by-page help)  
If you have trouble viewing the video below, you can view it through this direct link: [Step 1: Apply](#)

steps\_to\_openccc\_and\_portal.pdf x +

tohsphotography.weebly.com/uploads/1/3/3/9/13390929/steps\_...

Recipes Watch Osmosis Jon... Shopping School Ventura Smartfind LaVernemyCampus Aesop

steps\_to\_openccc\_and\_portal.pdf 1 / 2

## “MyVCCCD” Account

4. Read the PASSWORD instructions and click “continue”.

After this setup process, you will see a “Password Expired” screen and will be prompted to enter a new password.

Enter your **new** password 2 times.

**Change Expired Password**

Please provide a new password.

New password:

Confirm new password:

Save Changes Cancel

**Password Rules**

- Length must be 8 or greater
- Length must be 20 or less
- Must contain at least one letter
- Must contain at least one digit

Do not use the following special characters: ` @\$() , < > = # " & ;

Click here to continue

5. You are now ready to set up your password. Click on “Create password.”

Your MyVCCCD account is ready.

Remember your username and MyVCCCD website address. Click the yellow button to get your

completion of this page will provide the necessary the CCCApply Privacy Policy.

dent loans. I am aware that I may apply for expense.

receive aid if qualified, regardless of whether I am

also available on-line.

ancial aid information at

clideo.com

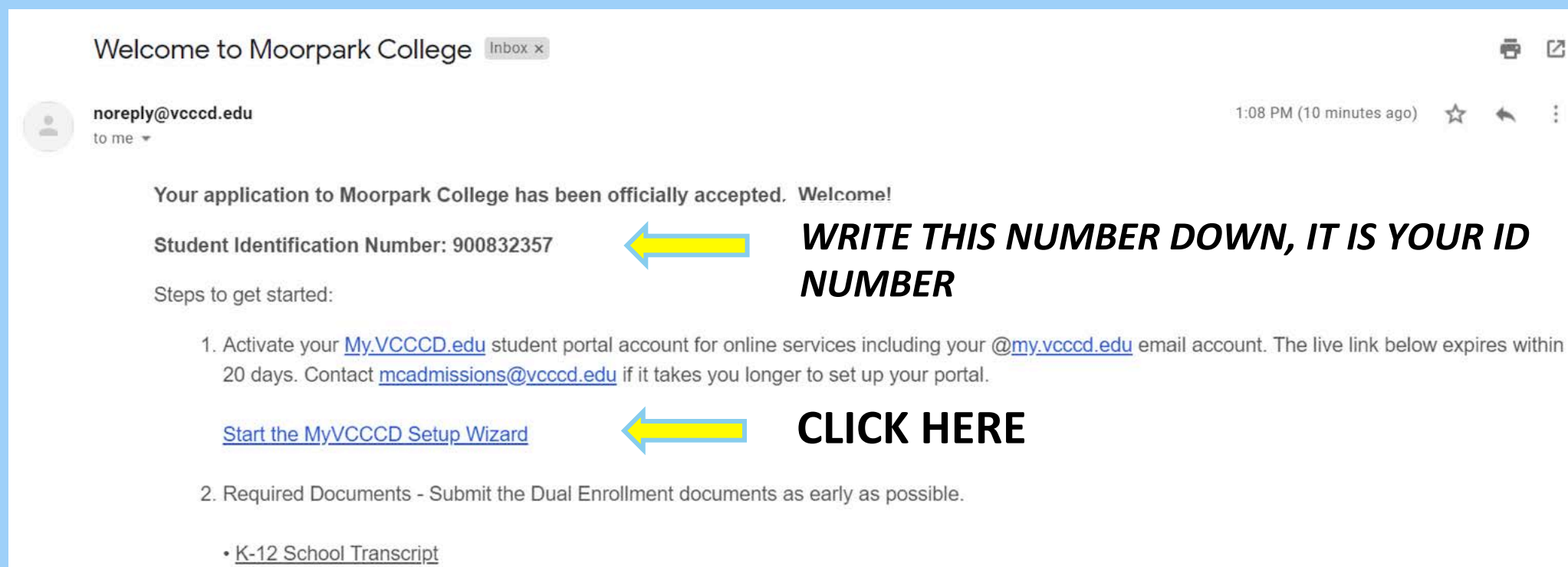
CY POLICY ACCESSIBILITY HELP

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

## **STEP 2: SETUP YOUR MYVCCCD PORTAL**



## ACCESS YOUR WELCOME EMAIL



Click on the "Start the MyVCCCD Setup Wizard" link.  
(Link expires in 20 days, email [mcdualenrollment@vcccd.edu](mailto:mcdualenrollment@vcccd.edu) for a new one if it expired)



A promotional graphic for the MyVCCCD portal. It features a collage of diverse young adults smiling and using laptops. A green square with the word "Introducing" is in the top left. The central logo reads "MyVCCCD" in a bold, black, sans-serif font, with "get connected" in a smaller, italicized font below it. Below the logo, the text "It only takes a few steps to set up a MyVCCCD portal account." is displayed. At the bottom center is a button labeled "Begin Setup", with a large yellow arrow pointing towards it from the right.

Introducing

**MyVCCCD**  
*get connected*

It only takes a few steps to set up a MyVCCCD portal account.

Begin Setup

Click "Begin Setup".

## What is MyVCCCD?



MyVCCCD is an online portal that gives you access to critical academic tools and keeps you in touch with your college community. Here are just a few of the features inside:

- Register for Classes
- Student Records
- Student Email (great for online student discounts)
- Quick Access to course Information
- Campus Announcements and Events
- DegreeWorks Education Planning Tool
- Customizable Features

Click here to continue

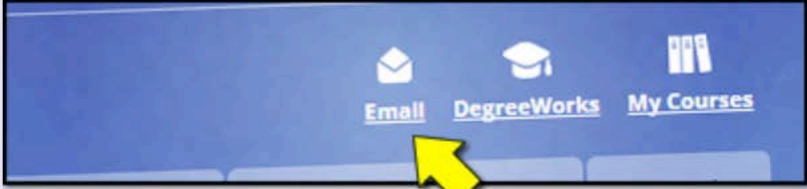


Read and click to continue.

**Student Email**

Your student email address is ready. The address is:  
**john\_doe1@my.vcccd.edu**

To access email, use the email icon in MyVCCCD.



If you prefer to use another email address, please setup email forwarding. Do you want to setup forwarding now?

←

Click no (you can set this up later in the process).

## Account Manager



At the end of this setup wizard, you will be asked to log into the Account Manager to set up 2 things:

- Password Reset Email Address
- Create a new Password.

The Password Reset Email is used later if you forget your password.

If you do not have a personal email address (separate from a VCCCD email address), please create one now. There are many free email providers available such as gmail or yahoo email.

[Click here to continue](#) 

Read and click to continue.

## Create Password



After you set up your Password Reset Email, be sure to change your password in the Account Manager.


On the next step you will be given a temporary password to log into the Account Manager. You **MUST** change your temporary password, as it will not work in the MyVCCCD portal.

A screenshot of the MyVCCCD 'Change Password' web form. The form includes a title bar with the MyVCCCD logo and 'Change Password' text. Below the title, there is a paragraph of instructions. A bulleted list of password requirements follows: Password is 8-16 characters, Must be at least 8 characters long, Must be no more than 60 days old, Must include at least 1 upper, Must include at least 1 lower, Must include at least 1 number, Must include at least 1 special character, and Password must not be the same as any other passwords. Below the list is a 'Password Guide' section. The main form area has a label 'Please type your new password' followed by two input fields: 'New Password' and 'Confirm Password'. At the bottom of the form are three buttons: 'Change Password', 'Clear', and 'Cancel'.

Click here to continue



Read and click to continue.



**Account Manager**

Log in to the Account Manager

Use the info below to set up a Password Reset Email and New Password.

Username: **john\_doe1** ← **WRITE THIS DOWN**

Temporary Password: **898130** ← **WRITE THIS DOWN**

**Account Manager Login** ← **CLICK HERE**

If you encounter a problem, click "I need help."

**I need help**

Use Account Manager to update password and email later. To return to Account Manager, click My Account in MyVCCCD.

Write down username and temporary password. Click "Account Manager Login".

## Create a Password

Use Account Manager to update password and email later. To return to Account Manager, click My Account in MyVCCCD.

Do you still need to create a password?

If you have not created a password yet, use the account manager and temporary password to do so now.

Username: **john\_doe1**

Temporary Password: **898130**

**Account Manager Login** ←

If you created a password, you are ready to log in to MyVCCCD!

Website: [my.vcccd.edu](http://my.vcccd.edu) (use your new password)

**I need help**   **Exit Setup**

It might re-route you to a similar looking page. If it does, click “Account Manager Login” again.



The image shows the MyVCCCD login portal. At the top is the MyVCCCD logo with the tagline "get connected". Below the logo is a login form with a "Username" field containing "john\_doe1" and a "Password" field with masked characters. To the right of the form are links for "Sign up for an account" and "Student Support". Below the form is a "Login" button and links for "Forgot username?" and "Forgot password?".

**MyVCCCD**  
get connected

**Username**  
john\_doe1

**Password**  
.....



**Login**

[Sign up for an account](#)

[Student Support](#)

[Forgot username?](#)  
[Forgot password?](#)

It will direct you to the MyVCCCD portal. Type in your username and password from prior page (the ones you wrote down) and login. Your username is in the format "firstname\_lastname\_number" and will always remain the same.



## Enrollment - Email Address

Please enter your current password and an alternative email address to enroll. A test message will be sent immediately for confirmation.

<b>Username</b>	<input type="text" value="john_doe1"/>
<b>Password</b>	<input type="password" value="....."/>
<b>Email Address</b>	<input type="text"/>

Type in a backup personal email address to have on file. An email with a One Time Passcode will be sent to it immediately, so make sure it is an email address you have access to right now.

## End-User Self Service

A One Time Passcode (OTP) has been emailed. It could take 20 to 30 seconds to be delivered. Upon receipt, please enter the One Time Passcode (OTP) below and click the Continue button. The One Time Passcode (OTP) expires after 24 hours.

**Username**

john\_doe1

**One Time Passcode**

[Need help with One Time Passcode \(OTP\)?](#)

Continue

Cancel

This page will appear next. Now go to your personal email account inbox to find the One Time Passcode that was sent to you.

## New One-time Passcode for Email Address Enrollment Inbox x

**MyVCCCD Accounts** <noreply@vcccd.edu>

to me ▼

Hello,

Here is your one-time use passcode: 875044  ***One Time Passcode***

Enter this value to continue enrolling your email address. You can delete this message immediately after use.

- Ventura County Community College District

- Moorpark College

- Oxnard College

- Ventura College

Copy the One Time Passcode in your personal email inbox and  
return to the setup wizard.



## End-User Self Service

A One Time Passcode (OTP) has been emailed. It could take 20 to 30 seconds to be delivered. Upon receipt, please enter the One Time Passcode (OTP) below and click the Continue button. The One Time Passcode (OTP) expires after 24 hours.

**Username**

john\_doe1

**One Time Passcode**

875044

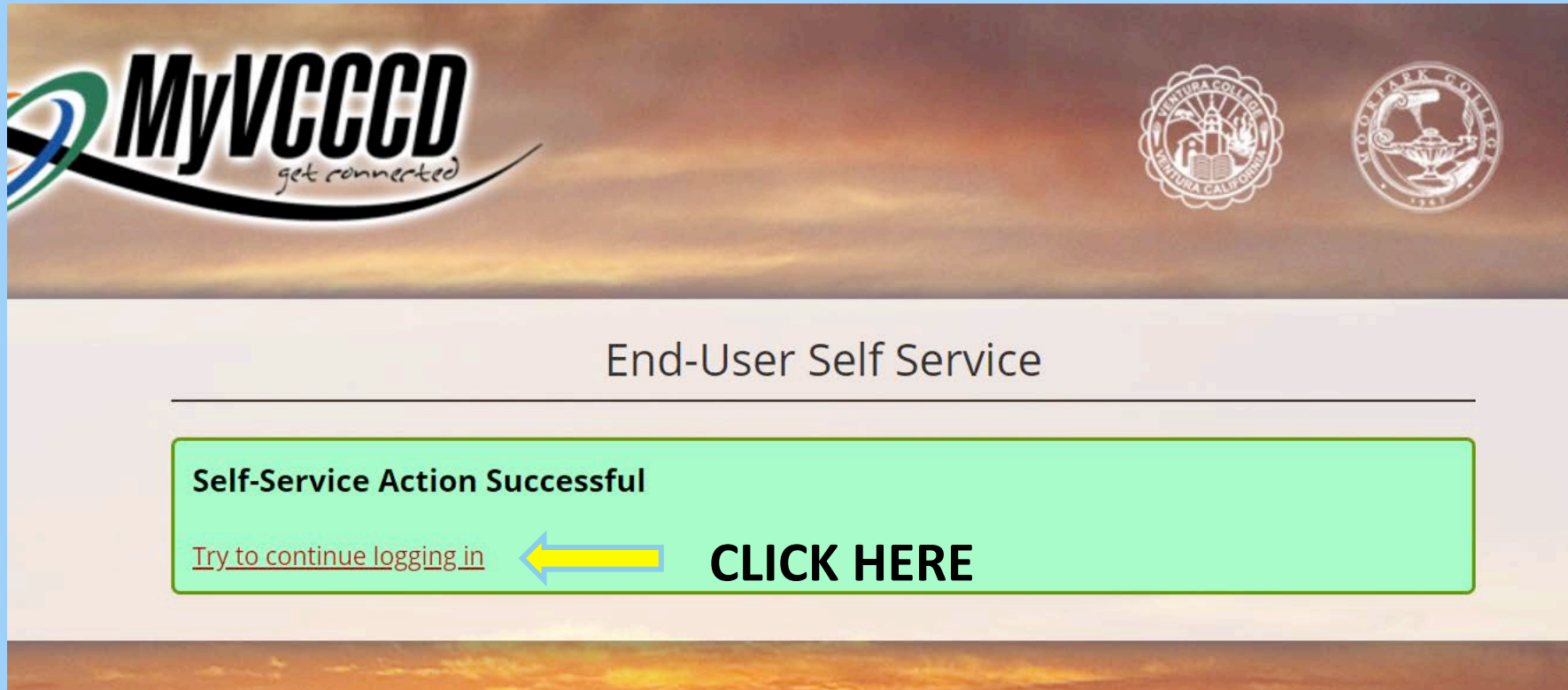
[Need help with One Time Passcode \(OTP\)?](#)

Continue

Cancel

Enter in the One Time Passcode and press  
“Continue”.





Press "Try to continue logging in" and return to the portal sign-in page. Sign in with your username and original temporary password (not the One Time Passcode from the previous page, but the Temporary Password you initially wrote down.)

# WELCOME TO YOUR PORTAL!

The screenshot shows the MyVCCCD portal interface. At the top, a green banner contains the MyVCCCD logo on the left, the text "Bridge to the Future!" on the right, and a blue "Sites" dropdown menu. In the center of the banner, the text "CLICK HERE" is displayed with a yellow arrow pointing to the "My Account Sign Out" link. The top right corner shows the user is logged in as "John Jane Doe ID: 900832357". Below the banner, a navigation bar includes icons for "Email", "DegreeWorks", and "My Courses". A horizontal menu below the navigation bar contains tabs for "MyCollege", "MySuccess", "Register / Pay", "Financial Aid", "Library & Learning Resources", and "Student Services". The main content area is divided into two columns. The left column features a "Personal Alerts" section with a dropdown menu set to "All" and a message stating "You currently have no announcements." Below this is an "Email" section. The right column features a "Campus Announcements" section with a list of recent announcements, including "Student Health 101 Tips for Managing Being Stuck at Home", "Online Mindfulness Training at Moorpark College", "Managing Anxiety Around Coronavirus", "Student Health 101 What you need to know about coronavirus COVID 19", and "Writing for Your Life".

Logged in as: **John Jane Doe** ID: 900832357 [My Account Sign Out](#) Sites ▾

## CLICK HERE

**MyVCCCD**  
get connected

Bridge to the Future!

**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





### Campus Announcements

3/25/20 5:37 PM

- [Student Health 101 Tips for Managing Being Stuck at Home](#)
- [Online Mindfulness Training at Moorpark College](#)
- [Managing Anxiety Around Coronavirus](#)
- [Student Health 101 What you need to know about coronavirus COVID 19](#)
- [Writing for Your Life](#)

Click on “My Account” at the top right to change your temporary password.






Account Management

Logged in as: john\_doe1 | [Log Out](#)  
[Go to MyVCCCD](#)

Account Details & Activity

 Account Details & Activity

<b>Password Expires On:</b>	Saturday, October 10, 2020 (180 days from today) <a href="#">Change your password now</a>
<b>Last Login:</b>	4/13/2020, 1:28:30 PM
<b>Last Password Change:</b>	[Never]
<b>Last Password Reset:</b>	[Never]

Recovery Email Address

Mobile Authenticator

 **CLICK HERE**

Change your password by pressing “change your password now” link.





## Set Password

Please provide your current password then click the 'Continue' button

**Username**

**Password**

Continue

Cancel

Type in Temporary Password (the one you wrote down at the beginning with your username). Press continue.

## Set Password

Please provide your new password, confirm it then click the 'Continue' button

**Password Complexity Rules**

Your new password must satisfy the following rules:

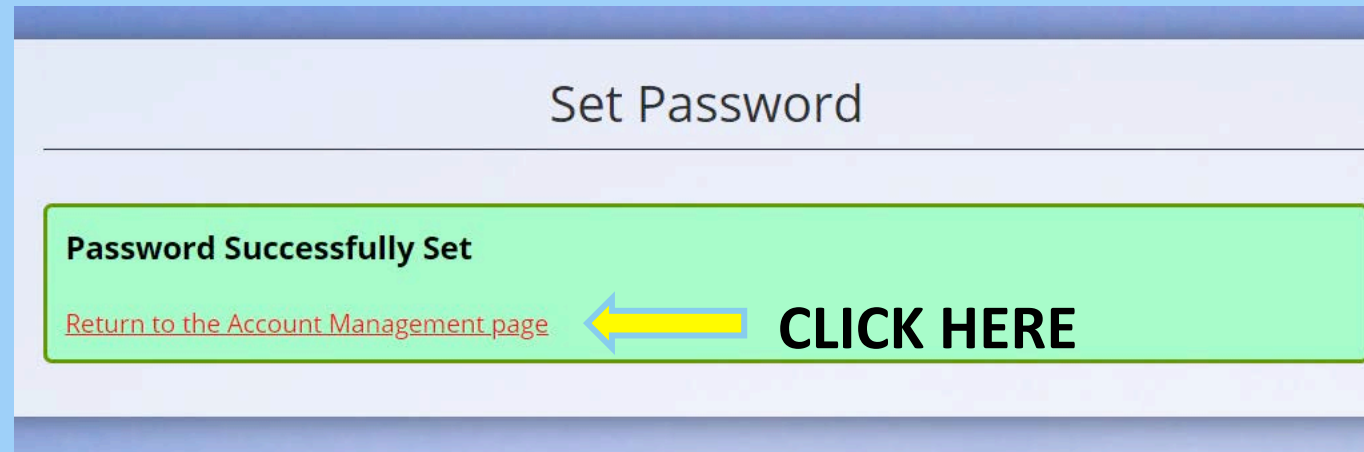
- Must be at least **8** characters long
- Must be **20** or fewer characters long
- Must have at least **1** numeric character

Username

New Password

Confirm Password

Create password that satisfies rules in green box.



Press "Return to the Account Management Page".  
*You're done setting up your portal.*

**STEP 3: SUBMIT  
RECOMMENDATION/MOU FORM**

## HOW TO SUBMIT MOU

Click the link below to complete the Digital MOU Form:

[Dual Enrollment Recommendation & MOU](#)

You will log into your portal, then this page will appear. Complete all sections with red asterisk:

Dual Enrollment Request



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Opening the Door to Higher Education

Student Form

DUAL ENROLLMENT RECOMMENDATION & MEMORANDUM OF UNDERSTANDING

Student Information

<b>ID*</b> <input type="text" value="900527567"/>	<b>First Name*</b> <input type="text" value="SEVILLE"/>	<b>DOB</b> <input type="text" value="08/11/1989"/>
	<b>Last Name*</b> <input type="text" value="PINKARD"/>	
<b>Primary College</b> <input type="text" value="VC"/>	<b>Email Student</b> <input type="text" value="SEVILLE_AJIRI1@VCCCD.EDU"/>	<b>Phone Number*</b> <input type="text"/>
<b>Year*</b> <input type="text"/>	<b>Grade Level You Will Be In When Classes Begin*</b> <input type="text"/>	<b>K-12 School Name*</b> <input type="text"/>
<b>Term*</b> <input type="text"/>		

Authorizations

Your request to register for courses will be sent electronically to your Counselor\Principal and Parent\Guardian for approval. Please enter their email in the fields below so it can sent for approval.

<b>Counselor\Principal Email*</b> <input type="text"/>	<b>Parent\Guardian Email*</b> <input type="text"/>
---	---



# After listing Counselor/Principal email and Parent/Guardian email, scroll down and list courses you wish to take:

**Authorizations**

Your request to register for courses will be sent electronically to your Counselor\Principal and Parent\Guardian for approval. Please enter their email in the fields below so it can sent for approval.

Counselor\Principal Email \*

Parent\Guardian Email \*

**Course Information**

List one course per line. If you need to add additional courses, please click on "ADD" on the right to specify each course.

Course Information	<a href="#">Add</a>
Course (i.e. ACCT R101) * <input type="text"/>	<a href="#">Remove</a>

**Optional Attachments**

Private School Affidavit must also be submitted with your dual enrollment form for home school students.  
8th grade or lower must submit an instructor permission prior to registering.

**Upload Area (0)**

A&R Submission Attachment

[Attach A&R Submission Attachment](#)

**List courses here in the format listed, and click "Add" if you wish to list more than one course for clearance.**

**\*Only upload additional paperwork here if you are a homeschooled student with a Private School Affidavit. If you are not, do not upload anything.**

# Scroll down and read through Memorandum of Understanding, and check the box at the bottom:

## MEMORANDUM OF UNDERSTANDING – Admission of K–12 Students

1. Dual Enrollment students are expected to abide by all college policies in the college catalog including the Student Code of Conduct, requirements for admission, and deadlines for adding and dropping classes including payment of applicable fees. Students are responsible to drop classes by published deadlines. Failure to drop a class by the deadline can result in an "F" grade 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. Outside the classroom setting there is no provision for monitoring of minor students. Be sure to pre-arrange a pick-up location in case of any emergencies or early dismissal.
  3. The coursework completed 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 K–12 campus at that school's discretion. You and your child should confer with a counselor at the K–12 campus for more information. The coursework 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.
  4. 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 include physical requirements.
  5. Parent Authorization to Consent to Medical Treatment or Personal Counseling of Minors: I give my permission for emergency first aid and treatment for my minor child/legal ward. I also give my permission for him/her to be treated by a nurse, nurse practitioner, physician, and/or personal counseling in the Student Health Center at the colleges of Ventura County Community College District (Moorpark/Oxnard/Ventura Colleges).
  6. 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.
  7. Enrollment in a course offered through a College and Career Access Partnership (Dual Enrollment Pathway) shall not be assessed any fee that is prohibited by Section 49011 of the Education Code.
  8. Dual Enrollment Students may register at a maximum of eleven (11) units per semester.
  9. Dual Enrollment students that have an IEP or 504 must meet with the college Disabled Student Programs and Services (DSPS/EAC/ACCESS) office prior to start of the semester for evaluation and approval of eligible and appropriate accommodations to a college course.
- ☐ By checking this box, I confirm that I have read and understand the information above. \*

# Checking the box opens up a signature box, where you will then sign the form electronically and click “Submit”.

SUBMIT FORM

8. Dual Enrollment Students may register at a maximum of eleven (11) units per semester.

9. Dual Enrollment students that have an IEP or 504 must meet with the college Disabled Student Programs and Services (DSPS/EAC/ACCESS) office prior to start of the semester for evaluation and approval of eligible and appropriate accommodations to a college course.

☒ By checking this box, I confirm that I have read and understand the information above. \*

## CERTIFICATION OF UNDERSTANDING

### Student

By signing below I certify that I have read and understand this petition for Dual Enrollment and seek approval from the other parties to this request named above. I authorize the colleges of Ventura County Community College District (Moorpark/Oxnard/Ventura Colleges) to release my final grades and other personally identifiable information to the K-12 school listed above.

Student Signature \*

Student Signature Date \*

09/22/2021

Click to Sign Document

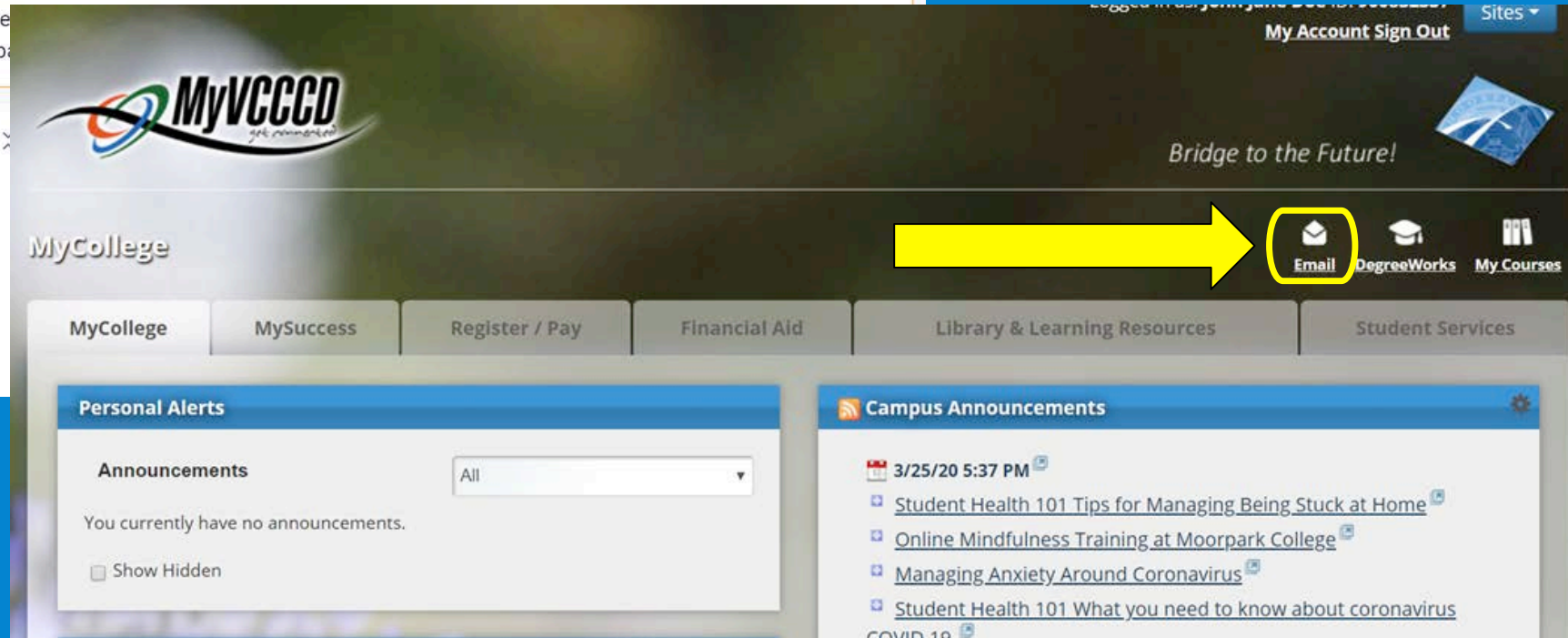
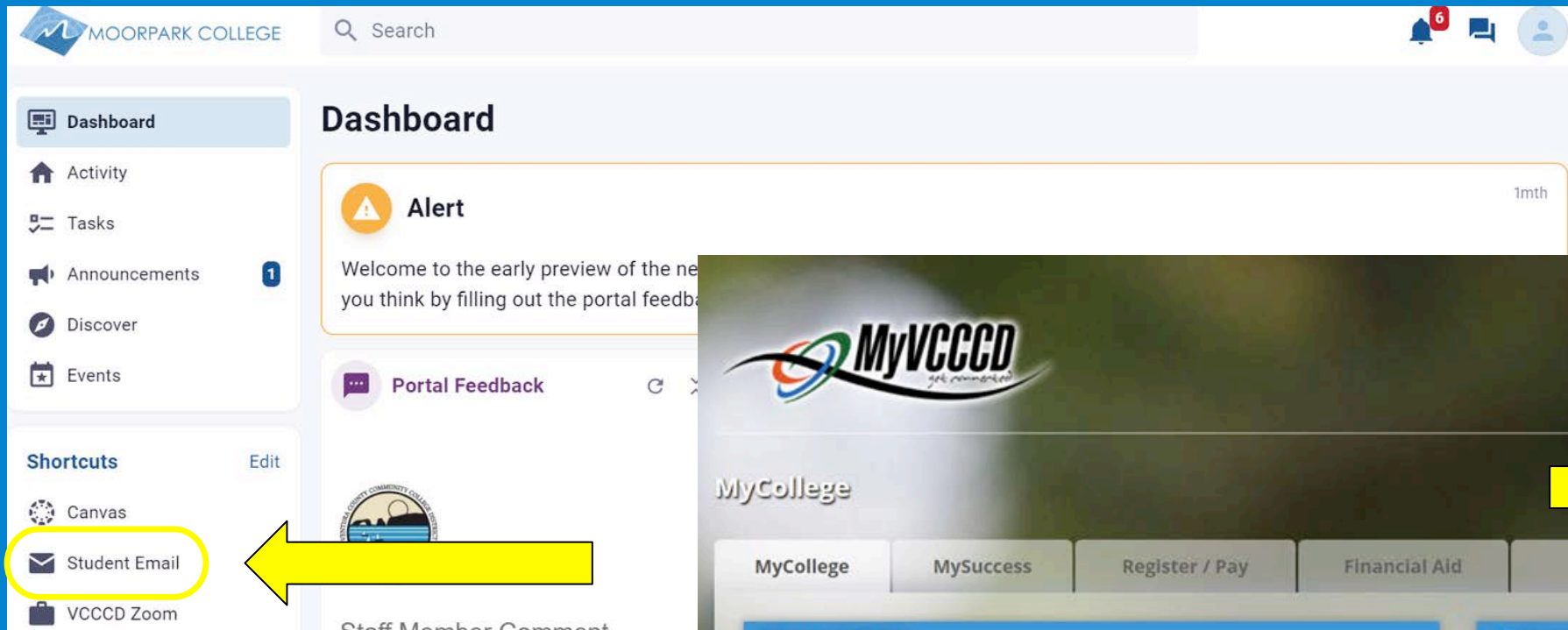
Submit

## Your School Counselor will then receive the form via email and sign it, and then it will automatically be sent to the parent/guardian to sign. Once the parent/guardian signs the form, it will be sent to Admissions and Records for processing.



You will receive emails regarding the progress of your form at your my.vcccd.edu Gmail account. Make sure to continue to check your my.vcccd.edu email.

Below is how to access your VCCCD email account, depending on which version of the portal you have.





MOORPARK COLLEGE  
DUAL ENROLLMENT RECOMMENDATION & MEMORANDUM OF UNDERSTANDING

Name: \_\_\_\_\_ College ID: (900-number) Birth Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip)

College Term: (Example: Fall 2020) Grade Level: \_\_\_\_\_ K-12 School Name: \_\_\_\_\_

COLLEGE COURSE(S) RECOMMENDED BY K-12 SCHOOL OFFICIAL

Course name (Example: BUS M30) \_\_\_\_\_ (You may list up to four, or just one)  
(Subject Code & Number i.e. HIST M25)

I certify that this student is enrolled for at least a minimum day at the K-12 campus, has the ability to benefit from the advanced scholastic or vocational education offered by the college, and that the information above is valid. This Dual Enrollment recommendation is approved in compliance with California Ed. Code sections 76000 et seq and 48800 et seq.

Signature of Principal or Designee - Date \_\_\_\_\_ Printed Name & Email Address \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING - Admission of K-12 Students

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6. 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 signing below I certify that I have read and understand this petition for Dual Enrollment. I authorize Moorpark College to release my final grades and other personally identifiable information to the K-12 school listed above.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

By signing below I certify that I have read, understand, and agree to this Memorandum of Understanding and request Dual Enrollment for the minor student named above.

Signature of Parent - Printed name \_\_\_\_\_ Date \_\_\_\_\_

SUBMIT FORM

If you are having trouble with the Digital eForm,  
you can use the PDF method of submitting the  
MOU form, download below:

**PDF MOU FORM**

Make sure to fill out the form in its entirety (all  
highlighted sections on the left),  
and email it to [mcadmissions@vcccd.edu](mailto:mcadmissions@vcccd.edu) from  
your my.vcccd.edu email account

## **STEP 4: REGISTER FOR COURSE**

Click this link for a guide in picture format:

\*

## STEP BY STEP REGISTRATION GUIDE (PICTURES) \*

- Once you submit your MOU form, you will be cleared to take the course(s) listed on the form.
- You can then register for your course through the Register tab in your portal. Input CRN number (for Dual Enrollment classes offered on HS campus, ask your school official for the CRN number of your course) and then register for the class.

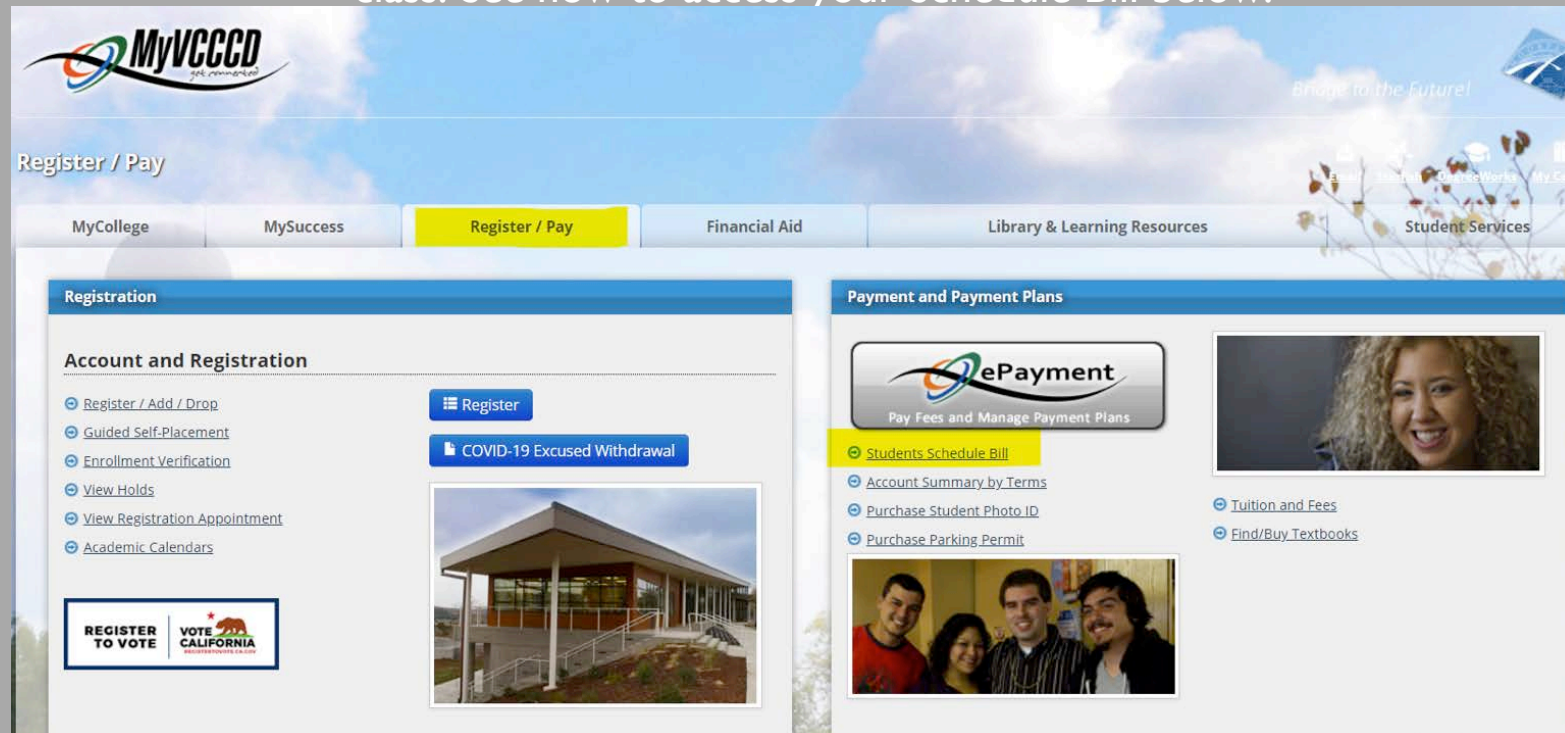
\*Do not “Search” for the CRN if you are taking a class with a CRN given to you by the high school. It will not appear through the Search function. Type it in manually.



# YOU DID IT!

**Congratulations, you are now a college student and have registered for a college class!**

**To confirm that you have successfully enrolled in the class**, please check your Schedule Bill, accessed at the end of the registration process. Your Schedule Bill will list all the classes you are enrolled in, when they start, and deadlines to drop. If the class you are trying to enroll in is not listed, you are not registered for the class. See how to access your Schedule Bill below:



**If your class has an online component, referred to as CANVAS, move to the next slide to learn how to access it.**



# ACCESSING CANVAS



Username

Password

Login

[Forgot username?](#)

[Forgot password?](#)



Sign up for an account



Sign up and Log in help



Student Support



Faculty Support

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Login to your portal





MyCollege

[My Account Sign Out](#)

Bridge to the Future



Email

DegreeWorks

My Courses

MyCollege

MySuccess

Register / Pay

Financial Aid

Library &amp; Learning Resources

Student Services

## Personal Alerts

	Schedule	Manage
Announcements	All	

You currently have no announcements.

☐ Show Hidden

## Email

	Open Mail	Compose	Contacts	Get Mail
--	-----------	---------	----------	----------

Inbox (0)

Unable to contact remote mail server. Try again later. If problem persists, please contact Luminis Administrator.

## My Student Records

- [Final Grades](#)
- [Unofficial Academic Transcript](#)
- [DegreeWorks](#)

[Order Transcripts](#)

## Campus Announcements


- 10/23/19 2:01 PM
  - [MC plans for high wind alert](#)
  - [Healing Arts Festival](#)
  - [Study Abroad in Italy - Summer 2020](#)
  - [National Depression Screening Day is October 10](#)
  - [2019 Annual Security Report now available](#)
  - [UC Transfer Essay Workshops](#)
  - [FREE TUTORING - Math and Science Center - Fall 2019 Hours](#)
  - [Study Abroad in Ecuador - Fall 2020 Semester](#)

## My College Community



Click on "My Courses" in the top right corner



 [My Account Sign Out](#)

Bridge to the Future!

**My Courses**

Email DegreeWorks My Courses

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

**Distance Education**

Canvas  
Canvas Homepage  
Browser Requirements


**My Courses**

Course List

Select Term : Spring 2019

Last Updated: Dec 18, 2018


**Courses I'm teaching**

Home Page	Course Title	Course Id	Instructor(s)
	College Strategies	COUN-M05-0	- Priscilla Valeria Mosqueda

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PS1

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
MOORPARK • OXNARD • VENTURA




Then click on “Canvas Homepage”


Biology 101


←

https://canvastutorials.instructure.com/courses/1


 canvas

☆







Account




Dashboard




Courses




Groups



Calendar



Inbox



Help

≡

Biology 101

Home

Syllabus

Announcements

Discussions

Modules

Grades

Assignments

Pages

People

Quizzes


Files

Conferences

Collaborations

Outcomes

Biology Reference

 canvas

Principles of Biology

Week 1

Week 2

Week 3


Week 4


Week 5


Week 6


Week 7


Week 8


 Course Handouts


 Answer Keys

 Textbooks/Course Materials

 Extra Credit

 Technical Help

 Instructor Information

 View Course Stream

Course Groups


Group 2 - Bio Lab

Research Paper 1

Final Presentation 1

Study Group

Coming Up

 View Calendar

Nothing for the next week

Recent Feedback

Nothing for now

