DUAL ENROLLMENT PROGRAM
MULTI-STEP REGISTRATION GUIDE

MOORPARK COLLEGE

FOUR STEPS TO REGISTER

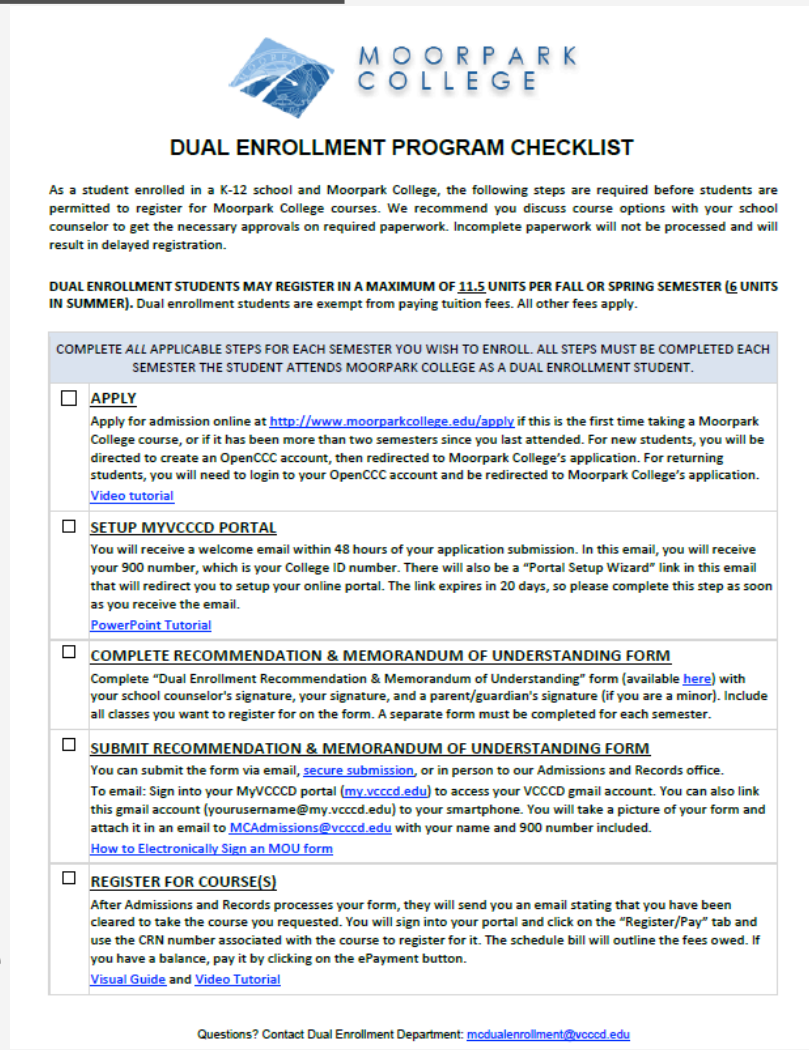
(Click image!)

- **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)

(Click image!)



MOORPARK COLLEGE

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 (available here) 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.

☐ **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. 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 MCAdmissions@vcccd.edu with your name and 900 number included.
How to Electronically Sign an MOU form

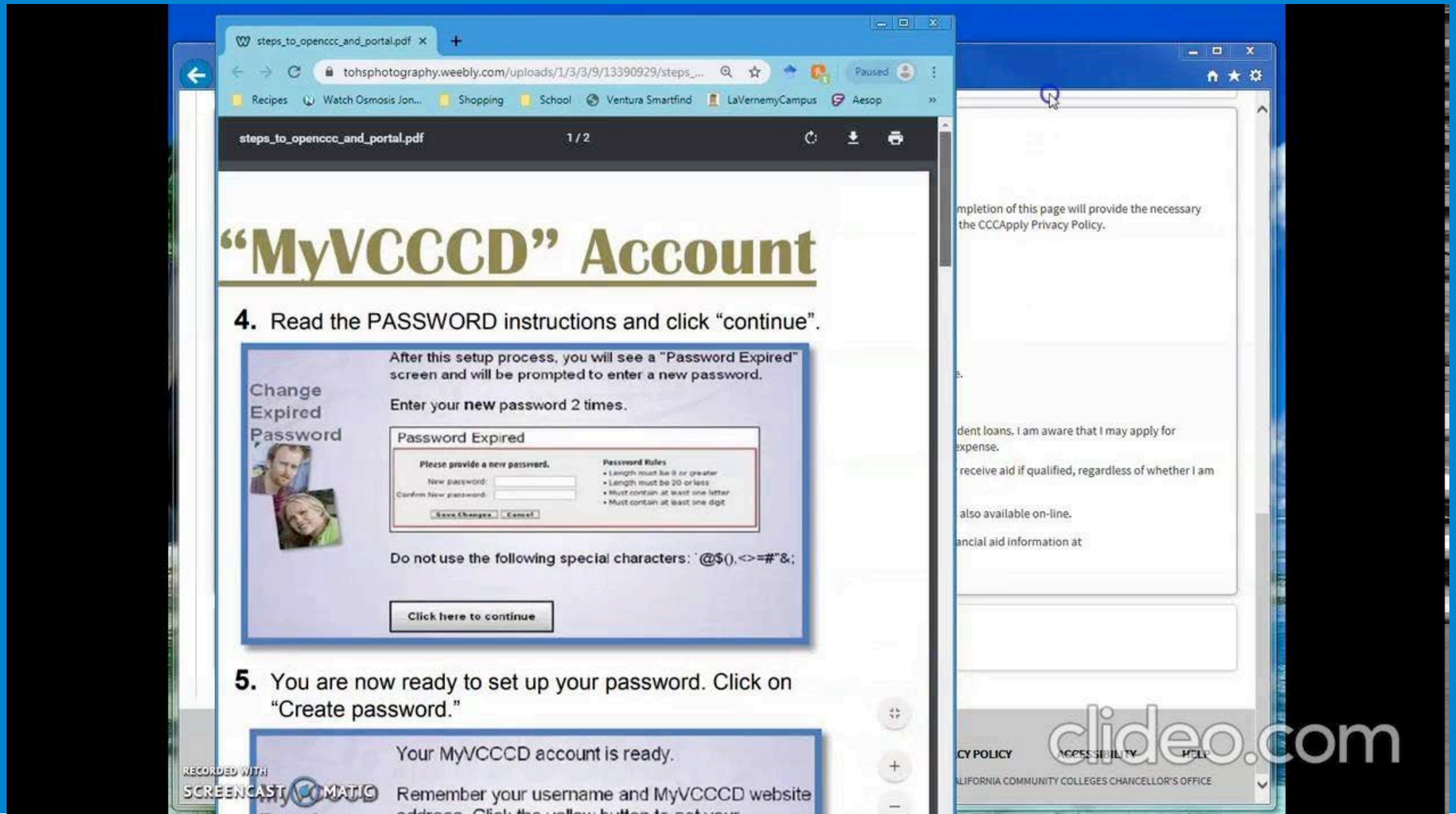
☐ **REGISTER FOR COURSE(S)**
After Admissions and Records processes your form, they will send you an email stating that you have been cleared to take the course you requested. You will sign into your portal and click on the "Register/Pay" tab and use the CRN number associated with the course to register 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

Questions? Contact Dual Enrollment Department: mcdualenrollment@vcccd.edu

STEP 1: HOW TO APPLY

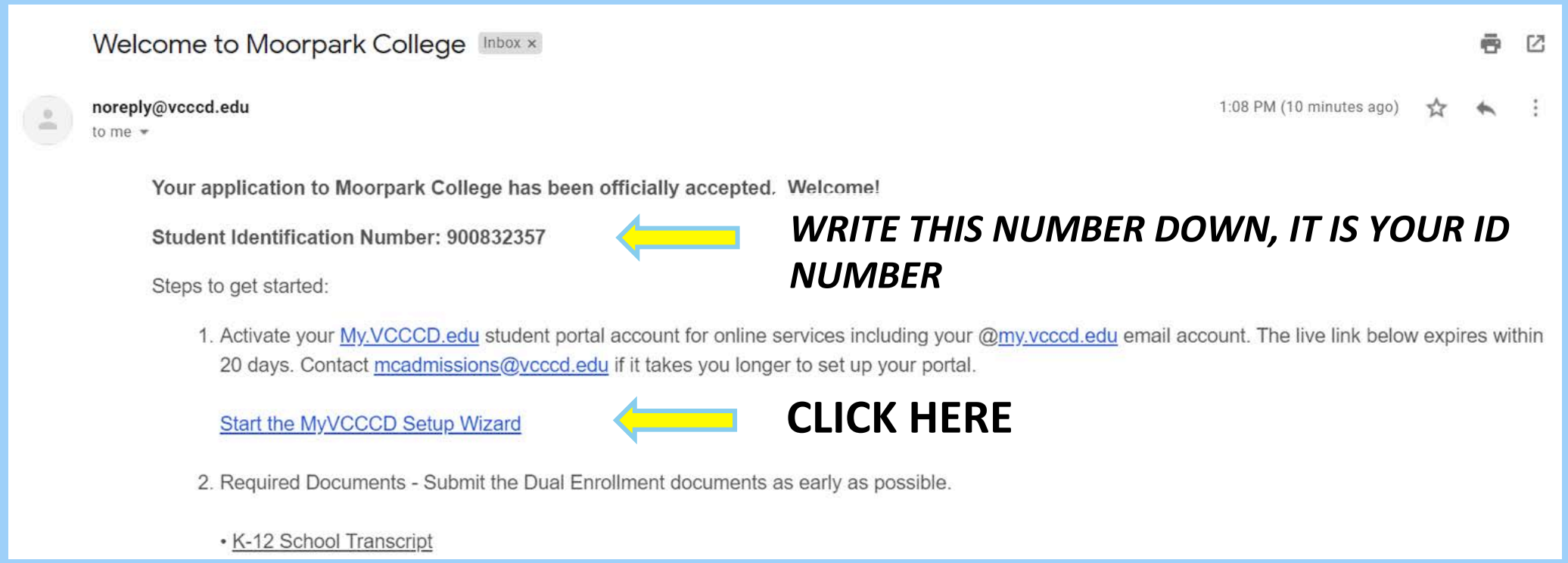
ONLINE APPLICATION LINK (click link, then watch video below for page-by-page help)

If you have trouble viewing the video below, you can view it through this direct link: Step 1: Apply



STEP 2: SETUP YOUR MYVCCCD PORTAL

ACCESS YOUR WELCOME EMAIL



Welcome to Moorpark College Inbox ×

noreply@vcccd.edu
to me

1:08 PM (10 minutes ago)

Your application to Moorpark College has been officially accepted. Welcome!

Student Identification Number: 900832357

WRITE THIS NUMBER DOWN, IT IS YOUR ID NUMBER

Steps to get started:

1. Activate your My.VCCCD.edu student portal account for online services including your @my.vcccd.edu email account. The live link below expires within 20 days. Contact mcadmissions@vcccd.edu if it takes you longer to set up your portal.

   Start the MyVCCCD Setup Wizard

CLICK HERE

2. Required Documents - Submit the Dual Enrollment documents as early as possible.

   • K-12 School Transcript

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

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.

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.

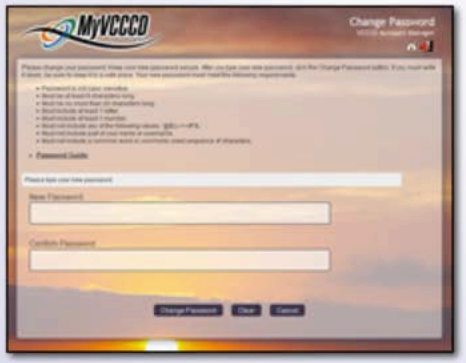
Click here to continue

Read and click to continue.

Create Password

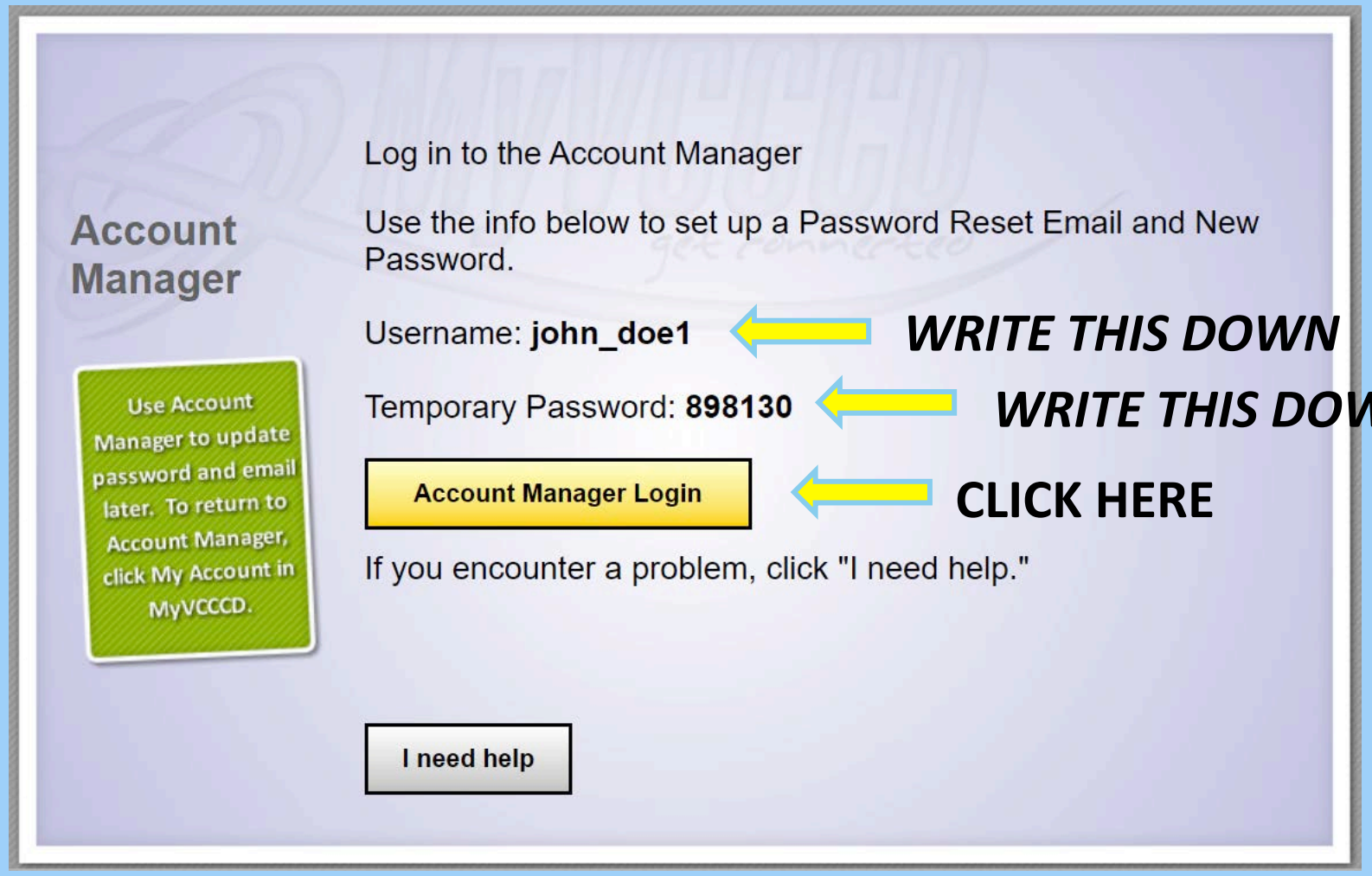
After you set up your Password Reset Email, be sure to change your password in the Account Manager.

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.

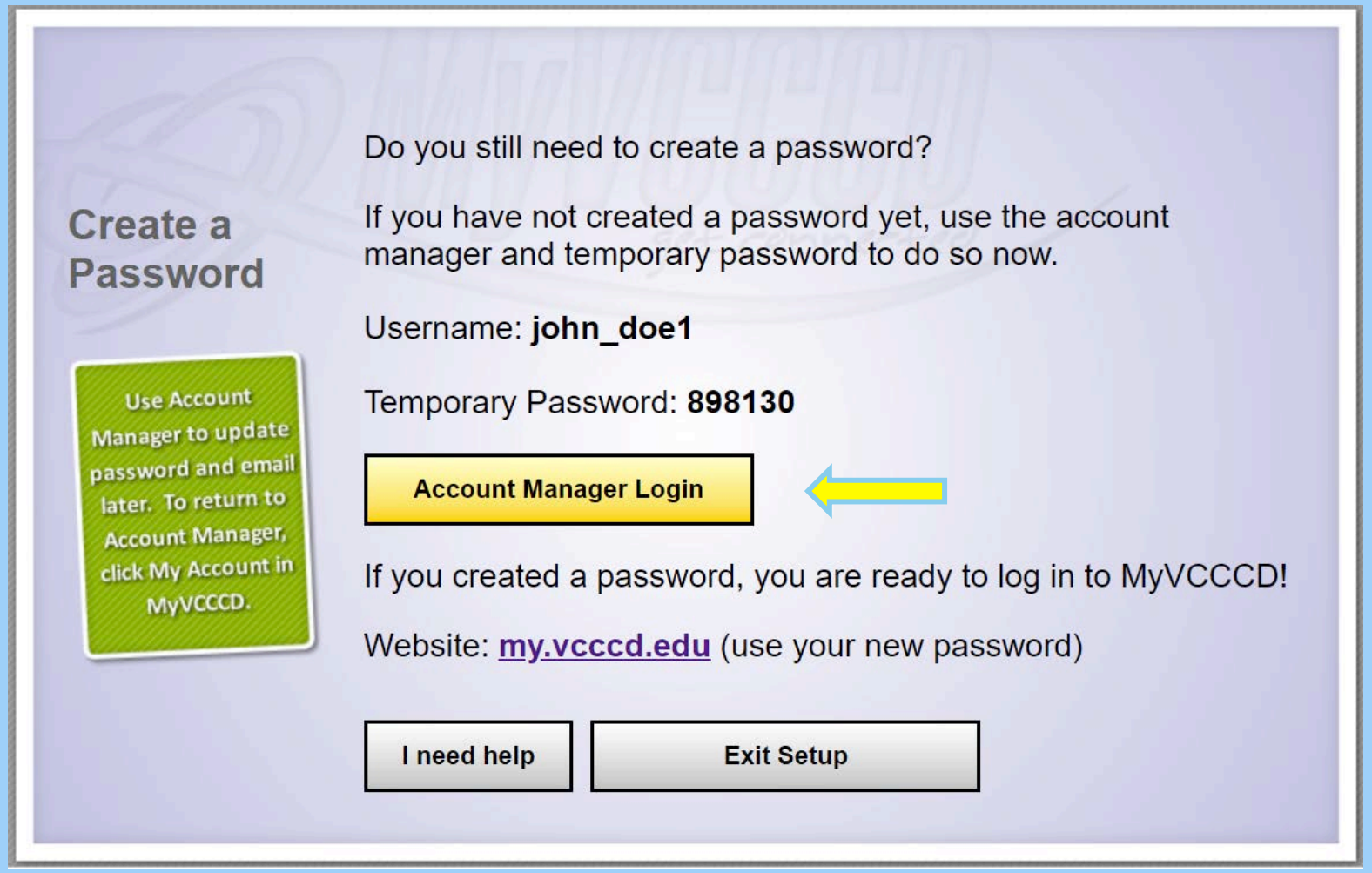


Click here to continue

Read and click to continue.



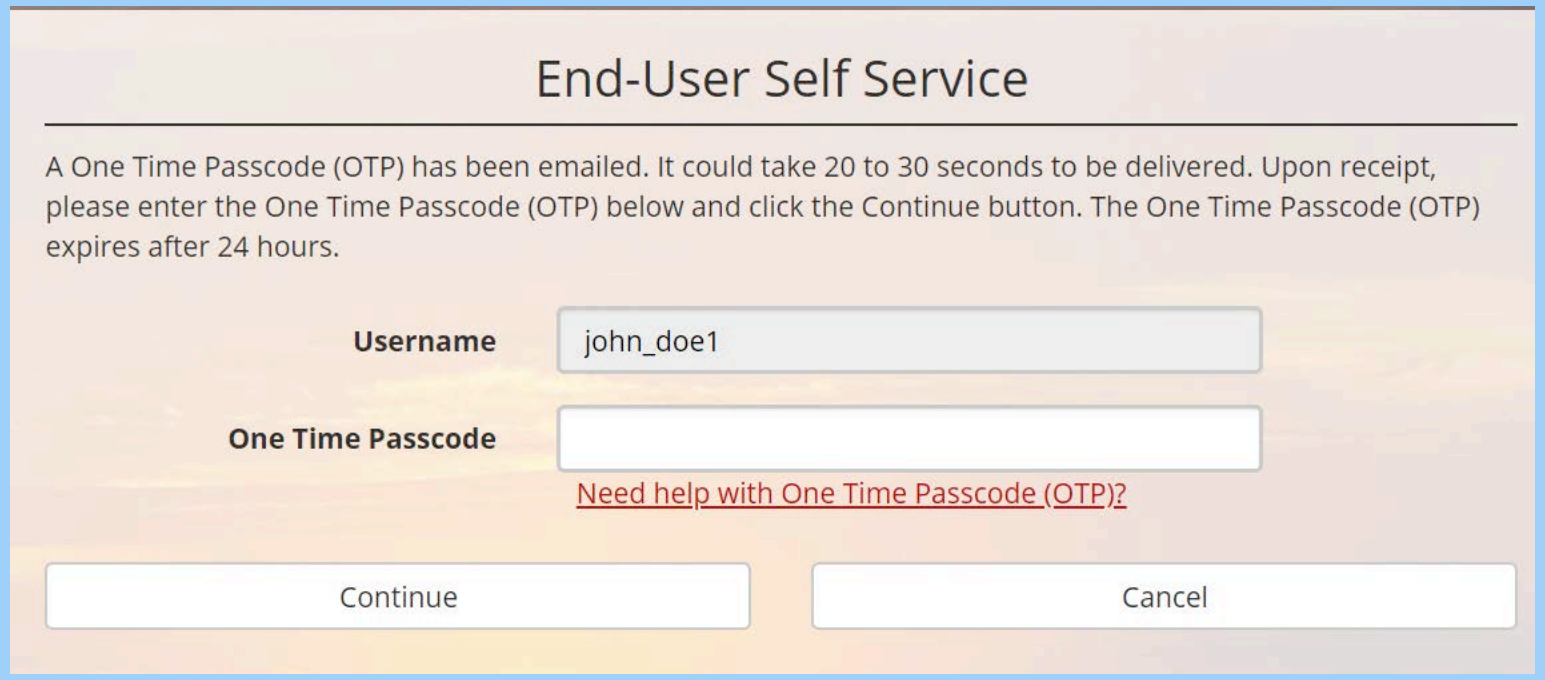
Write down username and temporary password. Click “Account Manager Login”.



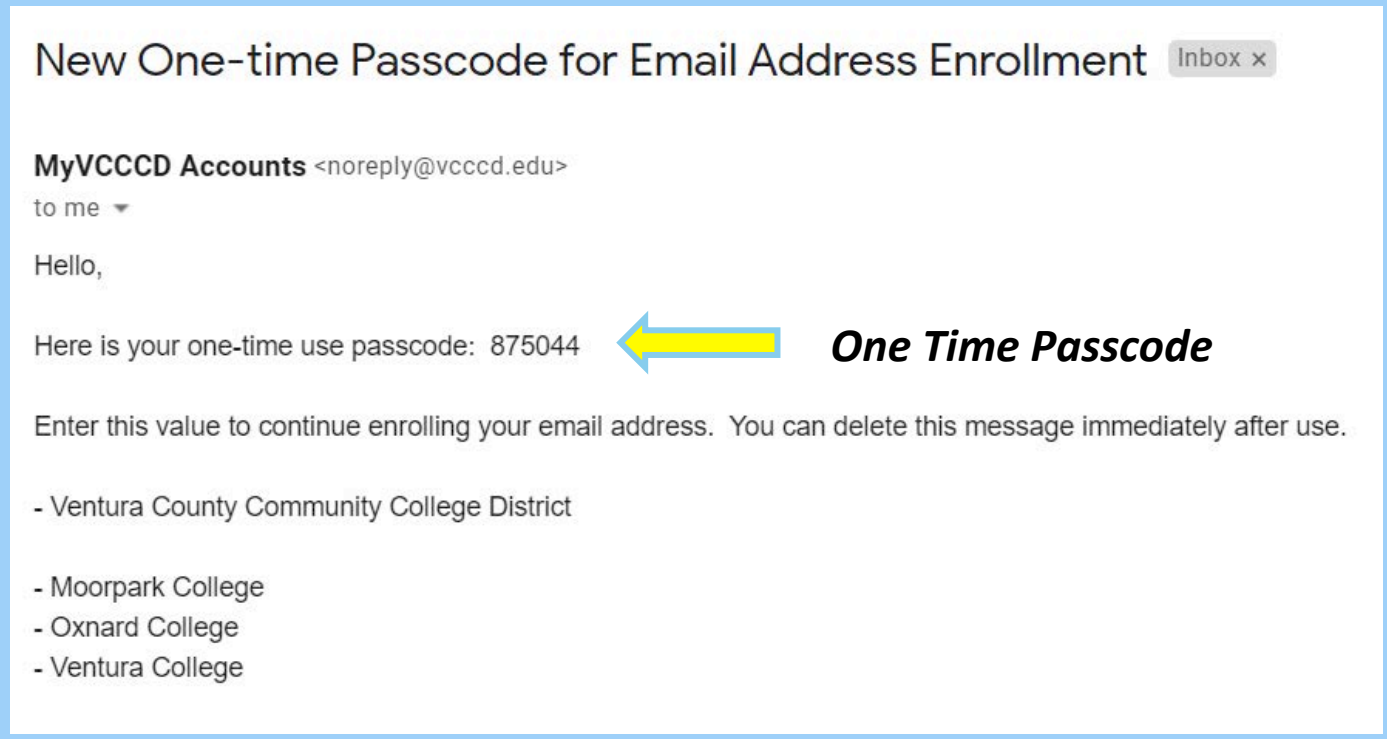
It might re-route you to a similar looking page. If it does, click "Account Manager Login" again.

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.

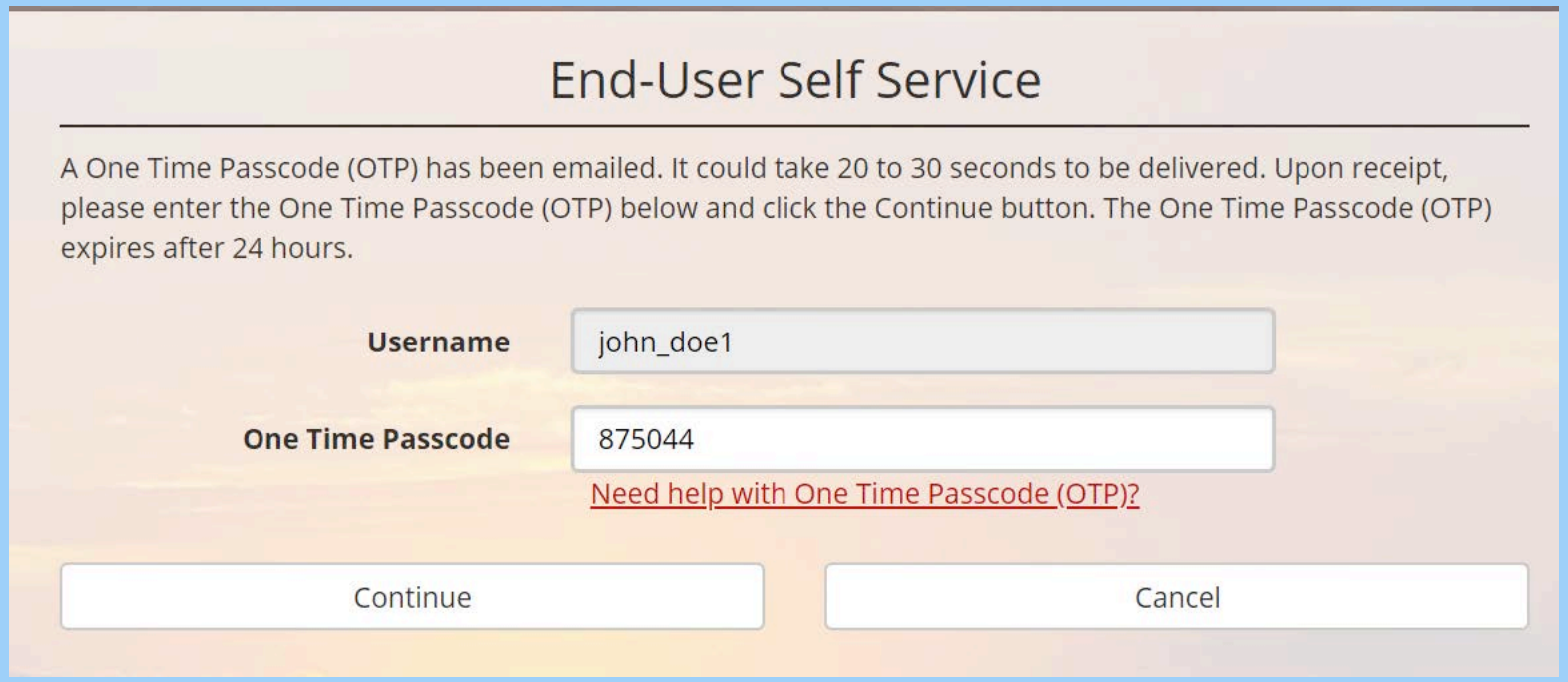
Type in a backup personal email address to have on file. An email with a One Time Passcode will be sent to it immediately, so make sure it is an email address you have access to right now.



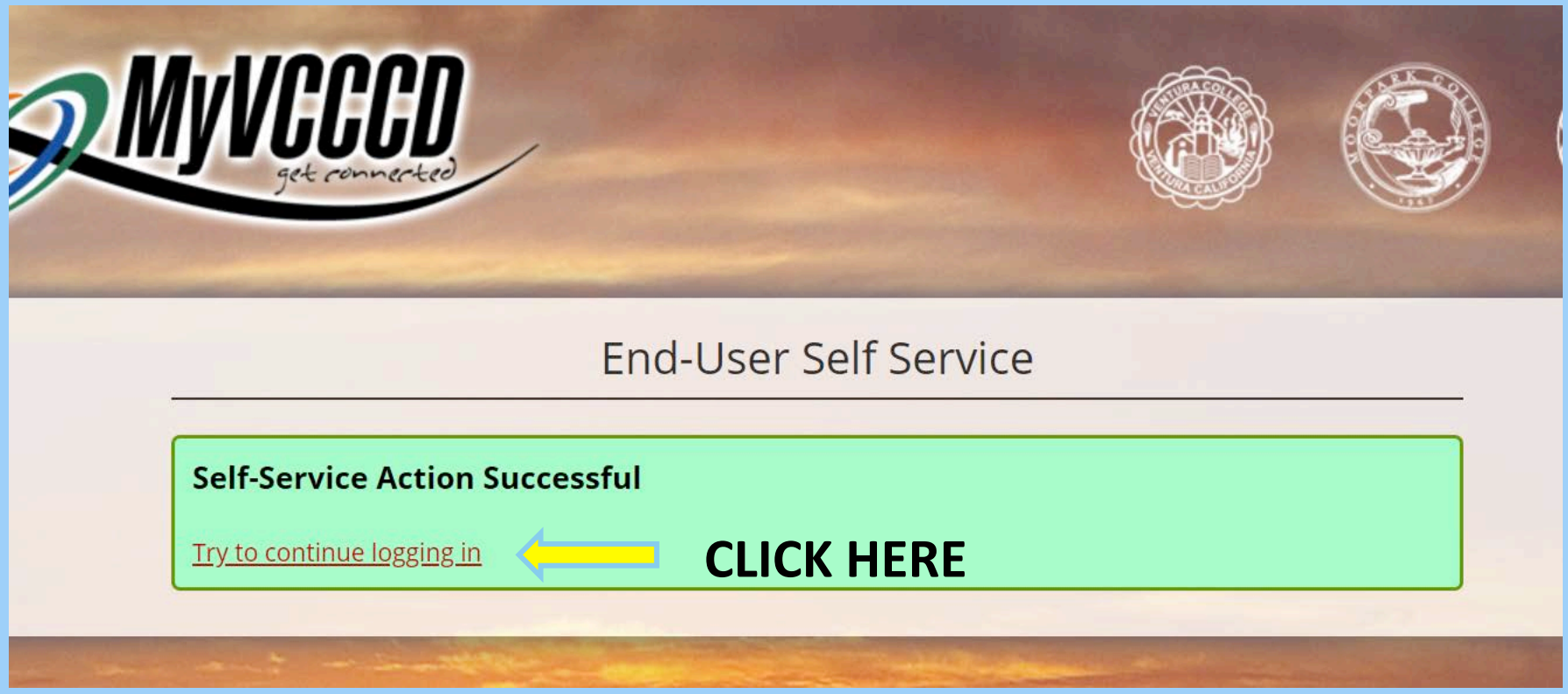
This page will appear next. Now go to your personal email account inbox to find the One Time Passcode that was sent to you.



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

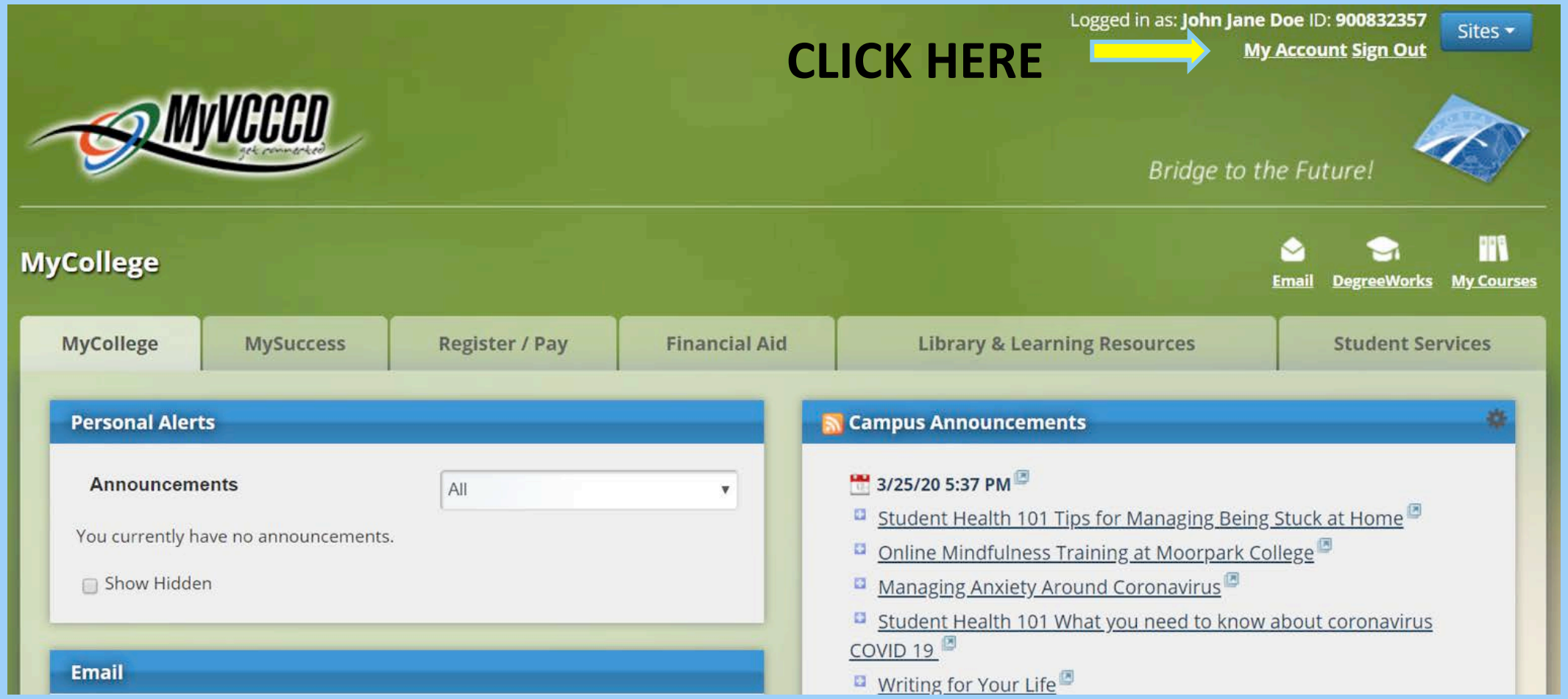


Enter in the One Time Passcode and press “Continue”.

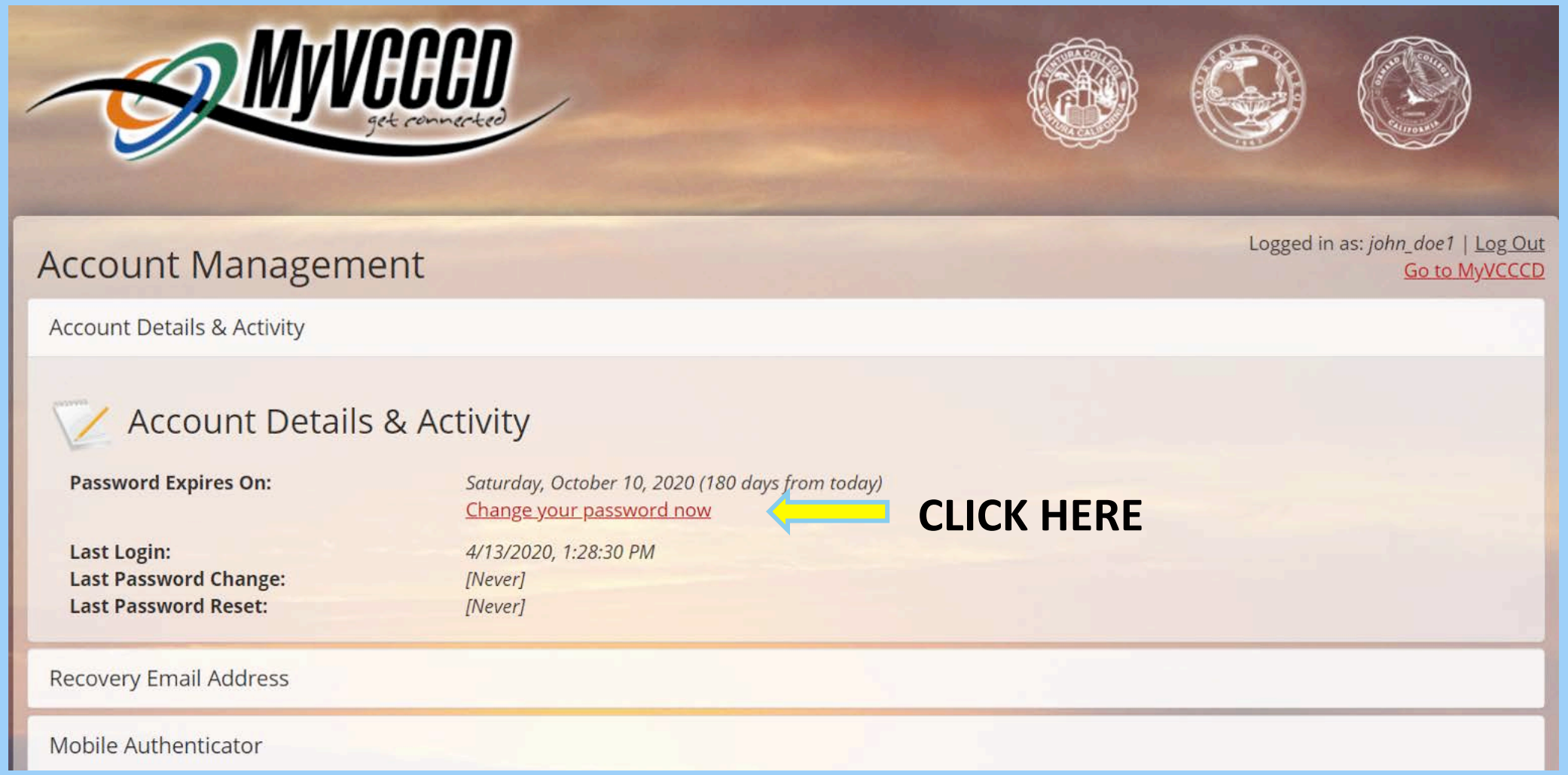


Press “Try to continue logging in” and return to the portal sign-in page. Sign in with your username and original temporary password (not the One Time Passcode from the previous page, but the Temporary Password you initially wrote down.)

WELCOME TO YOUR PORTAL!



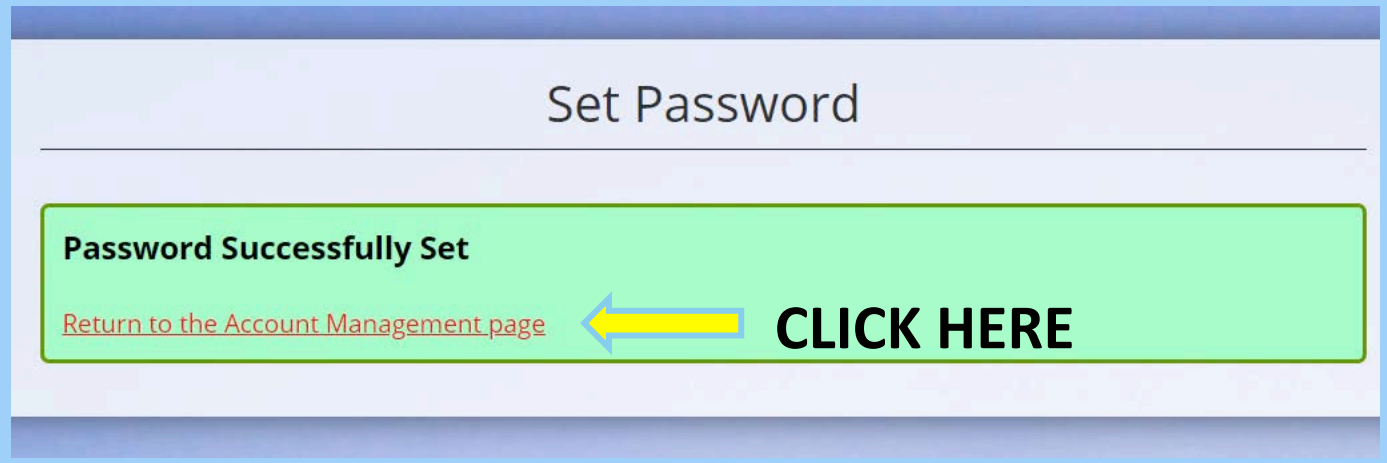
Click on “My Account” at the top right to change your temporary password.



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

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

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

ID *
900527567

First Name *
SEVILLE

DOB
08/11/1989

Last Name *
PINKARD

Primary College
VC

Email Student
SEVILLE_AJIRI1@VCCCD.EDU

Phone Number *

Year *

Grade Level You Will Be In When Classes Begin *

K-12 School Name *

Term *

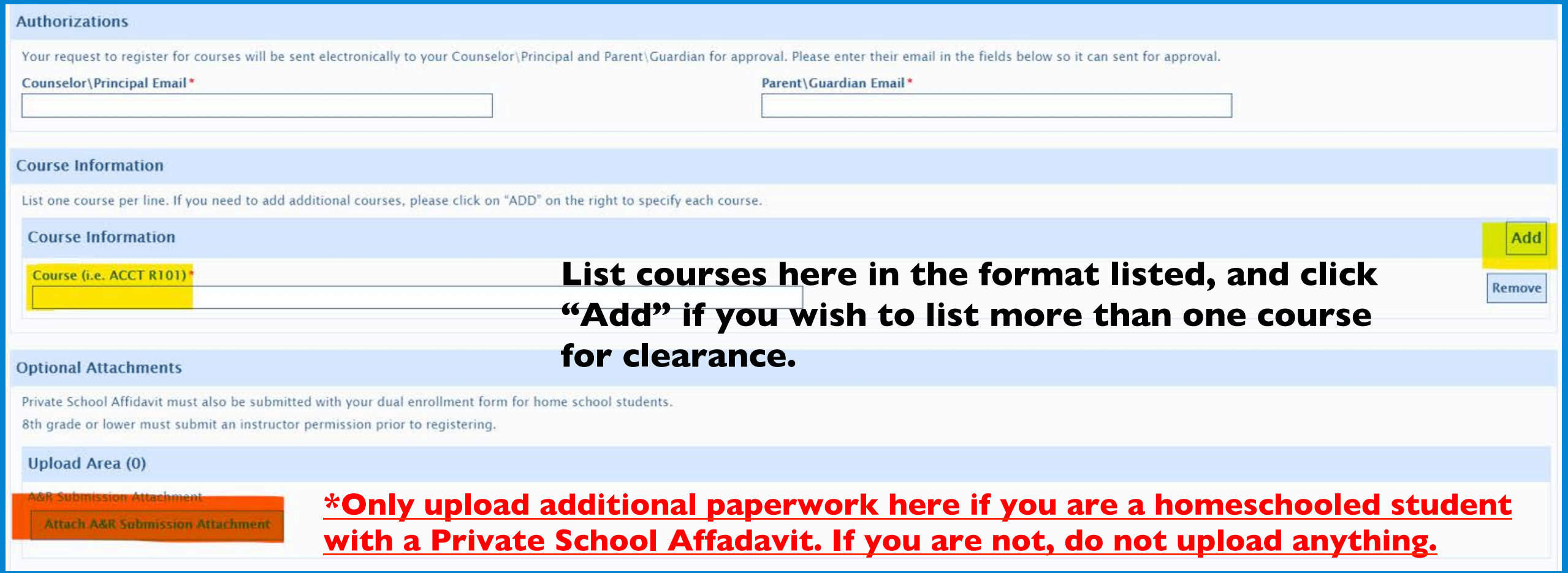
Authorizations

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 *

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



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.** *

SUBMIT FORM

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

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☑ **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 *

Click to Sign Document

Student Signature Date *

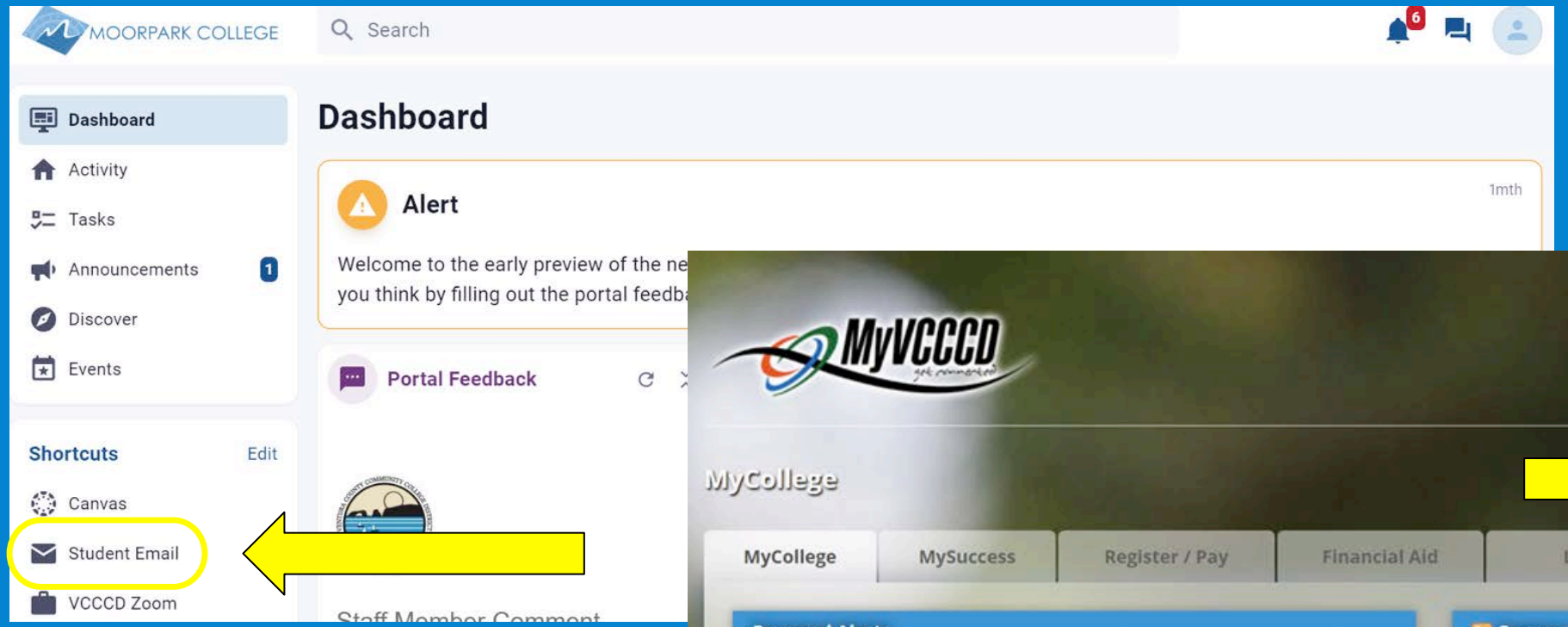
09/22/2021

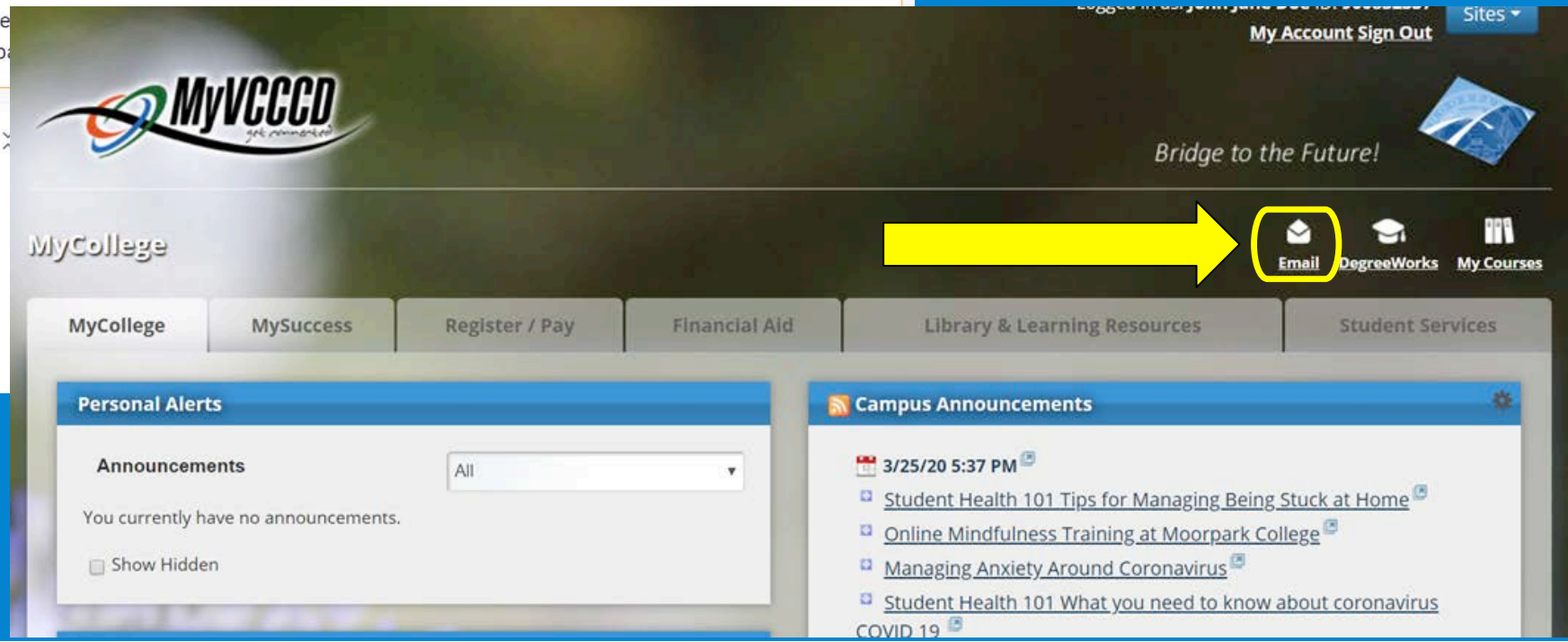
Submit

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.





SUBMIT FORM

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

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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

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 from your my.vcccd.edu email account

STEP 4: REGISTER FOR COURSE

Click this link for a guide in picture format:

*

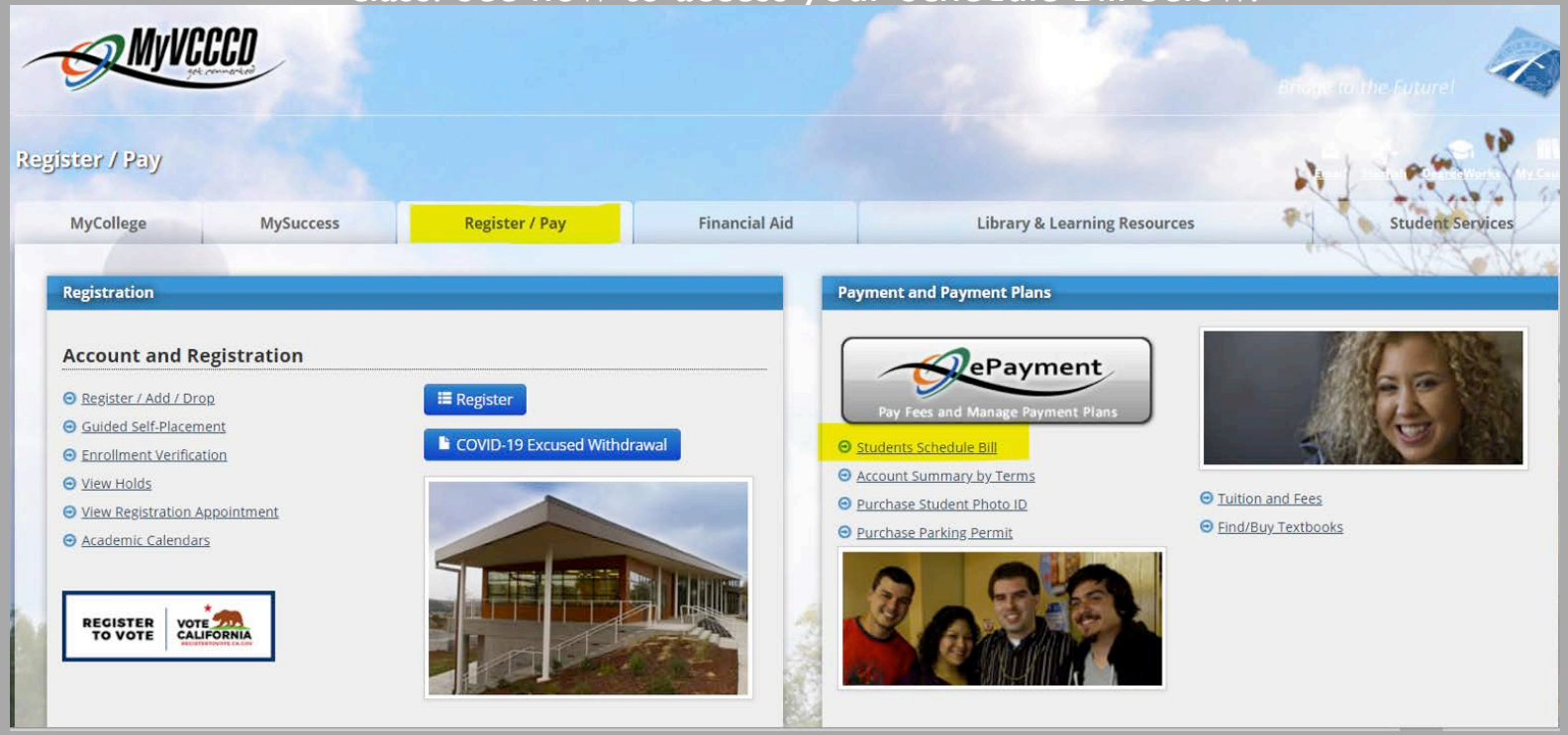
STEP BY STEP REGISTRATION GUIDE (PICTURES) *

- 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!

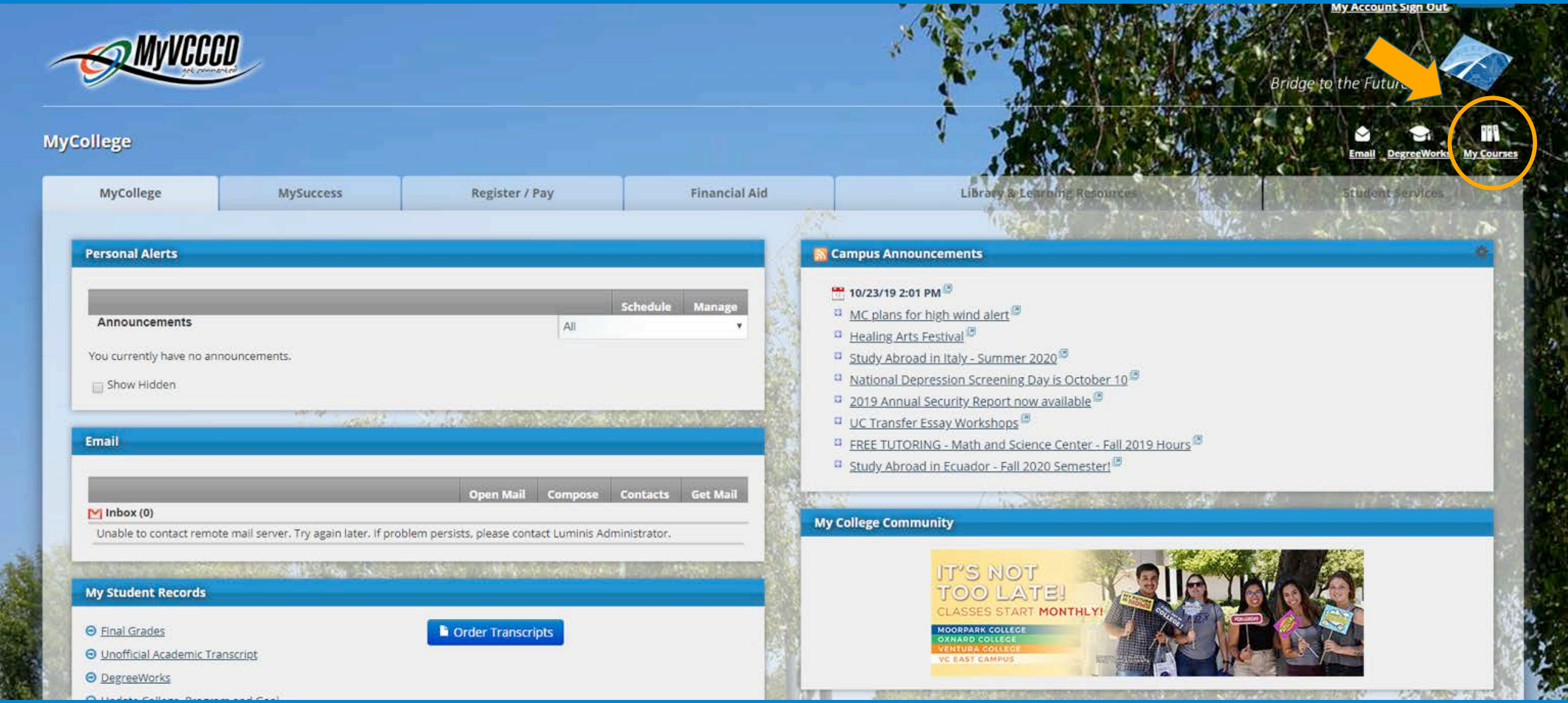
<u>To confirm that you have successfully enrolled in the class</u>, please check your Schedule Bill, accessed at the end of the registration process. Your Schedule Bill will list all the classes you are enrolled in, when they start, and deadlines to drop. If the class you are trying to enroll in is not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



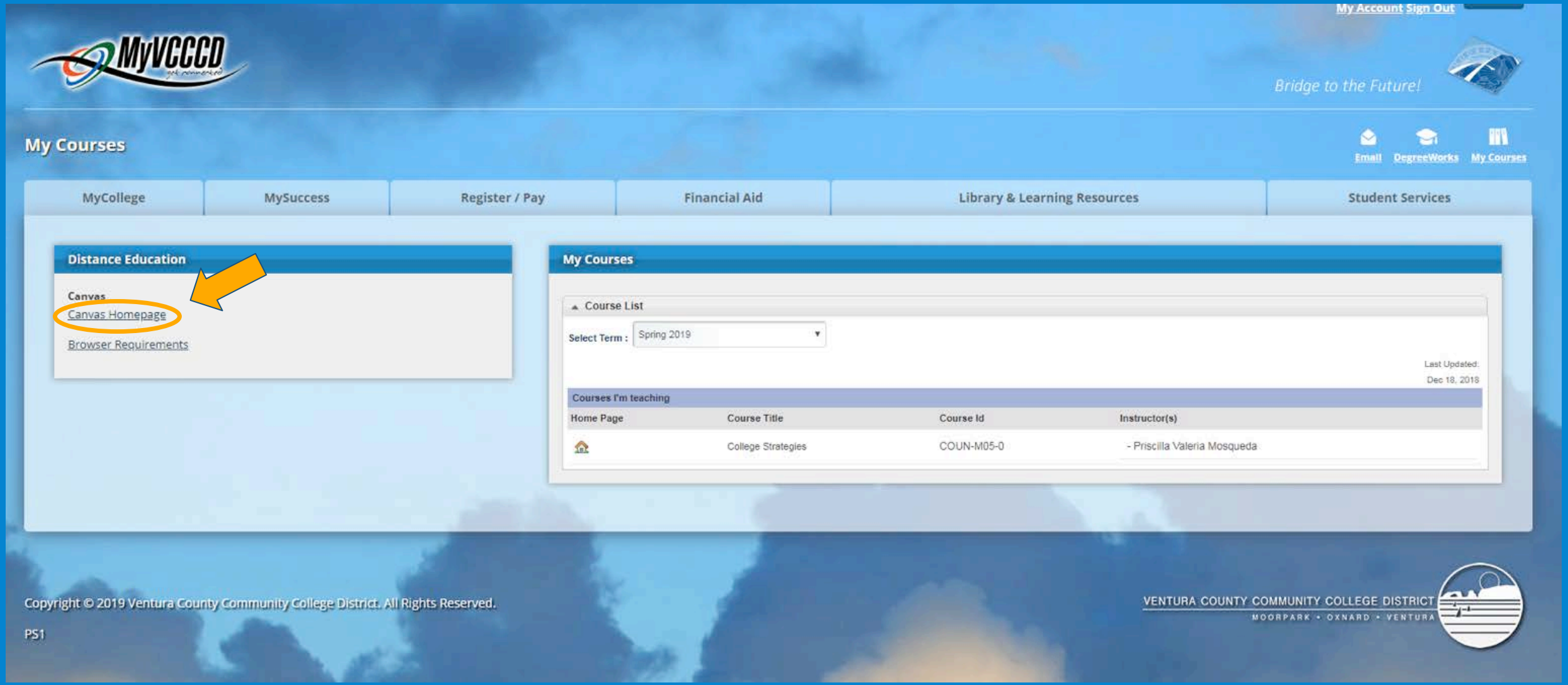
If your class has an online component, referred to as CANVAS, move to the next slide to learn how to access it.

ACCESSING CANVAS

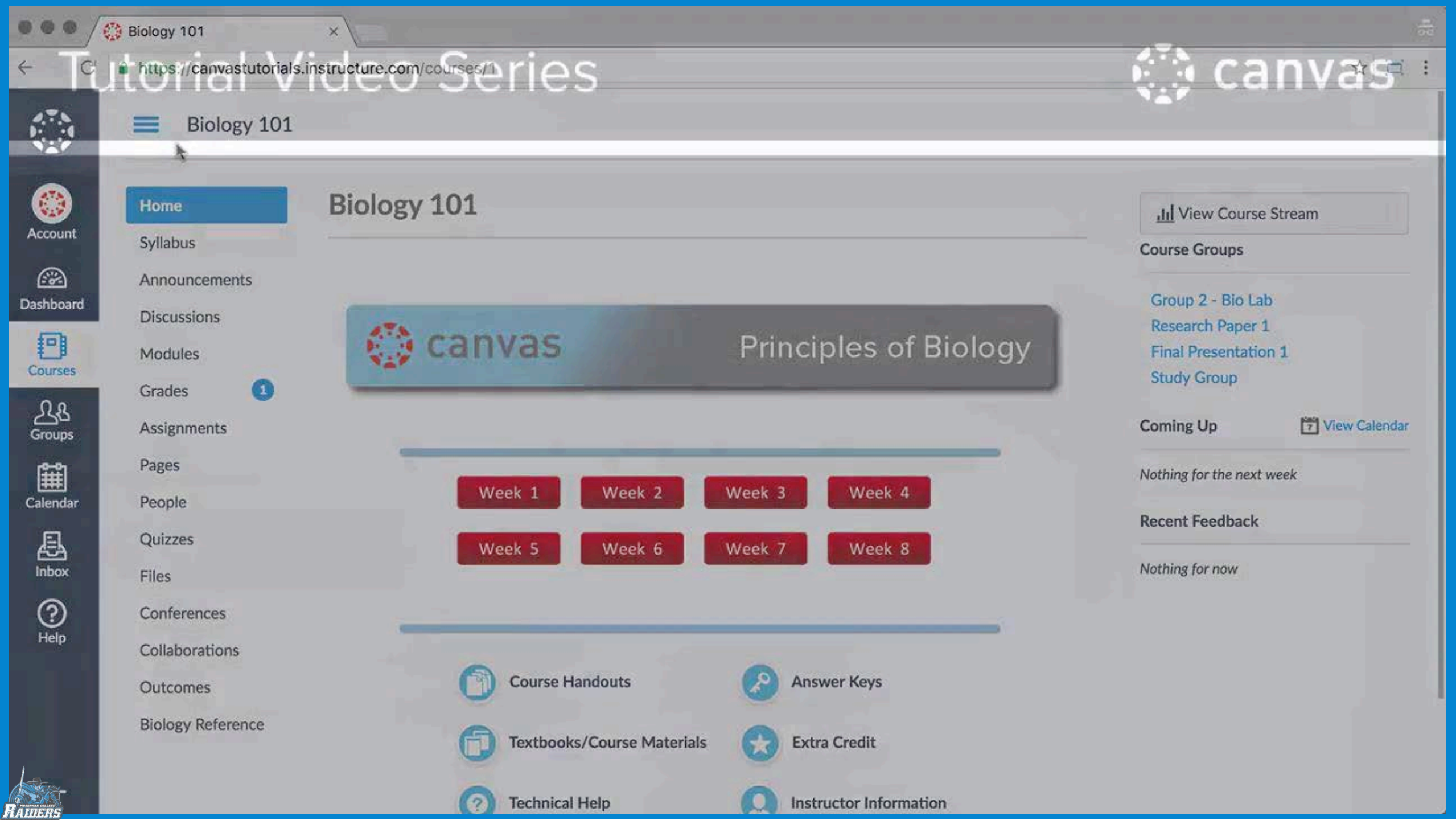
Login to your portal



Click on "My Courses" in the top right corner



Then click on “Canvas Homepage”


Biology 101
https://canvastutorials.instructure.com/courses/1
Tutorial Video Series
canvas
Biology 101
Account
Dashboard
Courses
Groups
Calendar
Inbox
Help
Home
Syllabus
Announcements
Discussions
Modules
Grades
1
Assignments
Pages
People
Quizzes
Files
Conferences
Collaborations
Outcomes
Biology Reference
Biology 101
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