

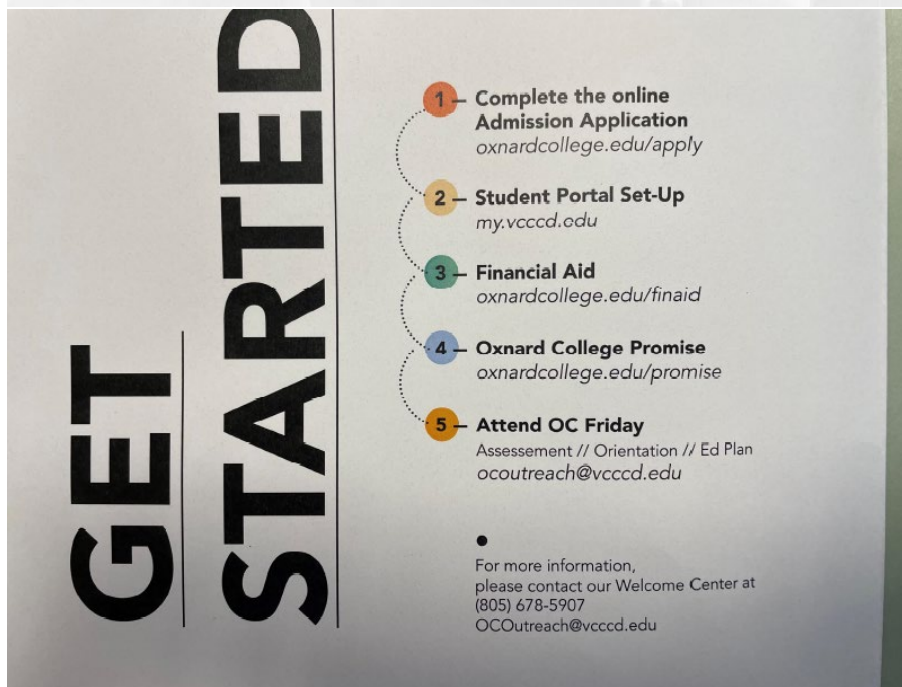
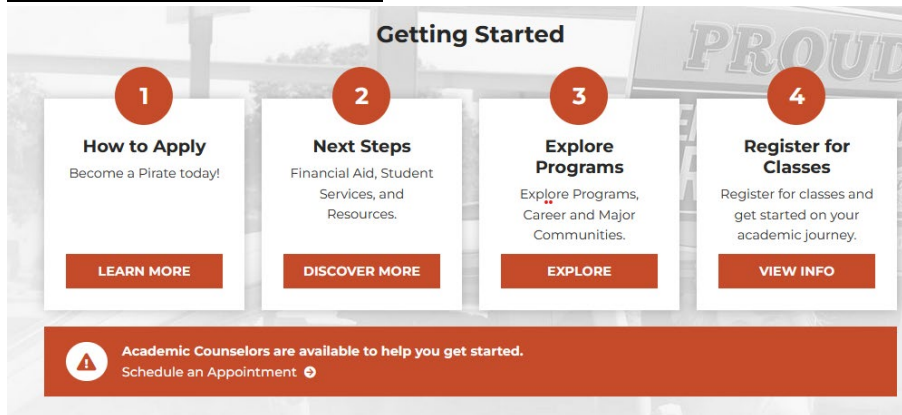


Districtwide Steps to Enroll Recommendation From Student Experience Workgroup (2.17.2022)

On February 9, 2022, a small team of the Student Experience Workgroup met to discuss the inconsistencies in online and print materials related to the Steps to Enroll at our respective colleges within the VCCCD. The team included: Marcos Rodriguez, Alejandra Ildelfonso, Jodi Dickey, Dave Anter, Tatiana Lawler, Joseph Cordero and Damien Peña.

Current Practice:

- Each Outreach team presents its own marketing materials to prospective students which outlines the steps to enroll. At each college within the VCCCD, these steps vary in number and description.
- Each college homepage showcases four steps to “getting started” that are consistent among all three colleges, yet are different from the steps that any of the three colleges provide in their marketing materials to the students they are recruiting.
- WEBSITE and Printed Materials





Mc
STEPS TO ENROLL

- 1 APPLY**
 - Apply at [moorparkcollege.edu/apply-and-enroll](https://www.moorparkcollege.edu/apply-and-enroll)
 - Complete orientation through MyVCCCD Portal
 - Activate MyVCCCD Portal after welcome email is received
 - Apply for **Financial Aid** and follow up: <https://www.moorparkcollege.edu/departments/student-services/financial-aid-office>

*Check your [my.vcccd.edu](https://www.moorparkcollege.edu) portal weekly for updates on your status. We communicate by email to the [my.vcccd.edu](https://www.vcccd.edu) email. Expect to see an award notification email sent to vcccd email and your portal
- 2 PLAN YOUR SCHEDULE**
 - Visit the **English/Math Placement website**: <https://www.moorparkcollege.edu/apply-and-enroll/self-placement-guides>
 - Visit **Program Mapper** in your area of interest: <https://programmap.moorparkcollege.edu/academics>
 - Complete your **education plan** on MyVCCCD Portal
 - Clear prerequisite**: <https://www.moorparkcollege.edu/departments/student-services/counseling-office/prerequisite-clearance-request>
- 3 REGISTER**
 - Check your **priority registration date** in MyVCCCD Portal
 - Register** through MyVCCCD Portal
 - Check **financial aid awards** on MyVCCCD Portal
Call for assistance: 805-378-1462
 - Payment options

805.378.1400 | mccstudentservices@vcccd.edu

EST 1925
Ventura
COLLEGE

STEPS TO ENROLL

- 1 APPLY**
 - Apply at [venturacollege.edu/apply](https://www.venturacollege.edu/apply)
 - Activate** MyVCCCD student portal after welcome email is received
 - Apply for **Financial Aid** [venturacollege.edu/financialaidapply](https://www.venturacollege.edu/financialaidapply)
- 2 ORIENTATION**
 - Orientation** online through MySuccess tab (portal)
 - Transcripts** | submit official high school or college transcripts to A&R
 - Residency** | check residency for tuition purposes
- 3 PLACEMENT**
 - Visit **English and Math Placement website**
 - Noncredit students** do not need to complete this step
 - Contact **Counseling Department** at vcplacement@vcccd.edu for help
- 4 PLAN YOUR CLASSES**
 - Complete** the First Semester Course Planning
 - Clear** Pre-requisites & Co-requisites [venturacollege.edu/prerequisites](https://www.venturacollege.edu/prerequisites)
 - Follow up** with a Counselor at (805) 289-6448
- 5 REGISTER**
 - Register** through **Register/Pay** tab
 - Check** financial aid awards | (805) 289-6369
 - Pay** fees or set up a payment plan

STUDENT CONNECT | vcambassador@vcccd.edu (805) 289-6420

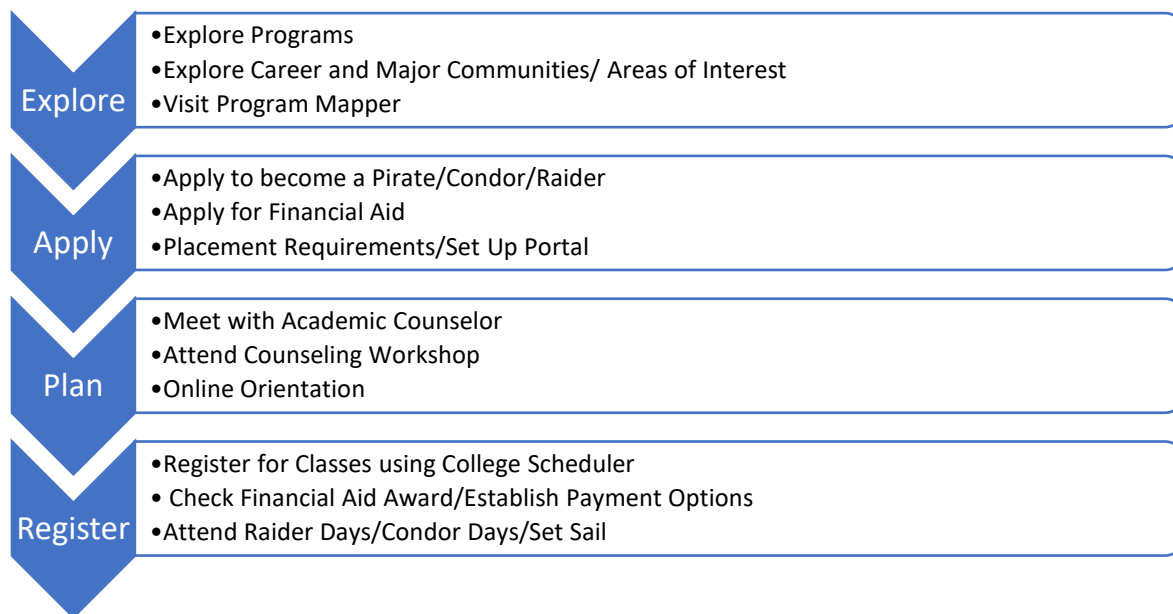
- The miscommunication to the public can cause confusion for those trying to access higher education, thus creating a barrier.
- How do we maintain the individuality of our distinct campuses, maintain the integrity of our particular onboarding practices, and remain consistent without compromising our identity?

The Request:

- Convene a small group and bring forth a recommendation to the Student Experience Work Group that would bring about a level of consistency among the campuses as it relates to the steps students need to take to enroll.
- Discuss recommendation with work group and bring forth a formal recommendation.
- This recommendation would then go be forwarded to the DCEM for review.



Recommendation: (please note that bulleted items may vary by campus)



- In alignment with Guided Pathways, we propose shifting the current steps located on all marketing materials and the website to these four consistent steps: 1) Explore 2) Apply 3) Plan and 4) Register.
- Establish a commitment between the DAC and three colleges to use these four main steps in all publications and marketing, including the website.
- Within these four main steps, each college can establish their own requirements that satisfy completion of each step.

Rationale:

- Bring about a level of consistency within the district.
- Harmonize the websites so that they match the marketing materials that will be distributed to the public.
- Switching the current order of the steps with EXPLORE being first, aligns nicely with the work the campuses have done preparing for Guided Pathways and incorporates the Vision for Success.
- This new shuffling of the “getting started” steps allows potential students to take advantage of the new software IT have been working on.
- This new structure solidifies a connection with Counseling Faculty as part of the exploration and planning phase of the application process.
- Helps students make an informed decision which may minimize changing majors, taking courses that are not part of their career path, and could be a strong retention strategy.
- Maintains the individualization of the campus and integrity of each process as it pertains to the onboarding of their students.



- Making this shift demonstrates to the Outreach Specialist that we are listening to the them and recognize that they are the faces of our colleges, interacting with the public, and building relationships with schools. Their interactions with students and the questions they receive informed this recommendation.

Moving Forward:

- The DCEM and DTRW-SS have asked for a recommendation from this group brought to their March meeting for discussion.

Formal Recommendation:

In alignment with Guided Pathways, we propose shifting the current steps located on all marketing materials and the website to these four consistent steps: 1) Explore 2) Apply 3) Plan and 4) Register.

- Establish a commitment between the DAC and three colleges to use these four main steps in all publications and marketing, including the website.
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