

# Admissions Information

---

## Eligibility

Admission to Oxnard College is open to any high school graduate or certificate of completion, anyone possessing a high school proficiency certificate, GED, or any adult 18 years of age or older and capable of profiting from instruction. Students entering any of the public community colleges of California are subject to the residency requirements as determined by the State of California.

A student is eligible to attend Oxnard College if he or she has been a legal resident for one year and 24 hours prior to the first day of the semester. Students whose legal residence is in another state or in a foreign country may be admitted under conditions stipulated by the Governing Board and on payment of tuition fees.

The right of a student to attend any community college in this district is conditioned by certain admissions and residency qualifications as provided by law. Students disqualified from other institutions must petition through the Admissions & Records Office for permission to enter.

Further information is listed under Residency Requirements, or may be obtained from the Admissions & Records Office.

## Admission Procedure

### Application for Admission

Apply online at [www.oxnardcollege.edu/apply](http://www.oxnardcollege.edu/apply) OR

An application for admission may be obtained by contacting:

Oxnard College  
Admissions & Records Office  
4000 South Rose Avenue  
Oxnard, California 93033-6699  
(805) 986-5810

The application should be completed promptly and returned to the Admissions & Records Office.

### Social Security Numbers

Student ID numbers are assigned to replace social security numbers as the student identifier. The assigned ID number will appear the first time you enter your social security number on WebSTAR for online registration. It will also appear on printed mailers and notices from the college and on faculty attendance, drop, and grade rosters. Your social security number will still be collected for such purposes as statistical reporting, financial aid, and Hope Scholarship Tax Credit reporting, and it will appear on your official transcript.

Although you will still be able to access your records using your social security number, the use of a student ID will provide you with additional security and confidentiality.

### Transcript Requirements

The requirements for official copies of high school and/or college and university transcripts are as follows:

1. All new students are required to have their past transcripts sent if they have attended high school in the past three years.
2. All veterans and financial aid students are required to send official transcripts of any courses completed at other colleges and universities.

3. All students enrolling in any math courses are required to send transcripts of any math courses completed either in high school or at other colleges and universities during the past three years.
4. All applicants for associate degrees and/or certificates of achievement are required to send transcripts of any courses completed at other colleges and universities.
5. Special programs with special admission requirements require a student to file all high school and college transcripts to verify eligibility.
6. All other students are urged to have transcripts of both high school and college work forwarded to the Oxnard College Counseling Office.

### Educational Work Load

A student's educational work load generally consists of fifteen (15) units of work per semester in order to make normal progress towards the AA/AS degree and/or transfer requirements.

Students desiring to take an overload of more than 19.5 units but less than twenty-two (22) - must have a counselor's approval. Students desiring to take twenty-two (22) units or more must have the approval of the Dean of Student Services in addition to the counselor's approval.

### Registration

Class schedules will be published prior to the summer intersession and fall and spring semesters. Please follow the instructions outlined in these schedules. Locate the web schedule at [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar).

### Late Registration

Late registration will take place after the beginning of instruction, as stipulated in the pertinent class schedule.

### Confirmation Notices

Registration confirmation notices will no longer be mailed to students. To view your class schedule online go to [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar).

### Courses Open to Enrollment

Each course offered by the Ventura County Community College District and its colleges is fully open to enrollment and participation by any person who has been admitted to the college and who meets the prerequisites to the class or program, unless specifically exempted by statute.

### Students Associated with the Armed Forces

**Students who are members of the armed forces** of the United States stationed on active duty in California shall be entitled to resident classification (Education Code 68075.1).

**Spouses, dependents** of military personnel shall be entitled to resident classification until they have resided in the state the minimum time necessary to become a resident (Education Code 68074). Further information regarding residency is available from the Admissions & Records Office.

### Selective Service Registration

Oxnard College, in accordance with AB 397 added by statutes 1997, c. 575, E.C.s 66500 & 69400, is alerting all male applicants for admission who are at least 18 years of age and born after December 31, 1959 to be aware of their obligation to register with the Selective Service. In order to receive Federal student aid, you must be registered with the Selective Service. For more information, refer to: [www.sss.gov](http://www.sss.gov).

## Matriculation Services Promote Student Success

The primary goal of Matriculation is to assist all students in attaining academic success. The college and each individual student work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses for two semesters. Within the Matriculation process both college and student responsibilities are defined.

### **College Responsibilities Include:**

**Admissions and Records** - provide an admissions and records process that will enable the college to collect state required information on students.

**Assessment** - provide an assessment process using multiple measures to determine students' academic readiness in English, Reading, Math, and English as a Second Language.

**Orientation** - provide an orientation process designed to acquaint students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures.

**Counseling/Advisement** - provide counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services; provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skill courses, are on academic probation/dismissal, or have been identified as high-risk.

**Follow-Up** - establish an Early Alert process to monitor a student's progress and provide necessary assistance toward meeting educational goals; provide students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

***NOTE:** Alternative services for the matriculation process are provided for ethnic and language minority students and students with disabilities.*

### **Student Responsibilities Include:**

1. Submit to the OC Counseling Office official transcripts from high schools and colleges attended.
2. Acquire and read the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures.
3. Indicate at least a broad educational goal upon admission.
4. Declare a specific educational goal after completing a minimum of 15 units.
5. Participate in orientation, assessment, advisement groups and other follow-up support services deemed necessary by the college in order for students to complete their stated educational goals.
6. Attend all classes and complete all course assignments.
7. Complete courses and maintain progress toward their educational goals.

### **Matriculation Exemption Policy\***

**\*College Math, English, and Reading courses require assessment prior to registration.**

All students are encouraged to participate in the matriculation process at Oxnard College. You may be exempt from the process if you meet the criteria listed below:

1. Students who have already earned an AA/AS degree or higher from a regionally accredited institution and **CAN DEMONSTRATE THIS WITH DOCUMENTATION.**
2. Students who have completed a basic skills assessment or prerequisite courses at other colleges and **CAN DEMONSTRATE THIS WITH DOCUMENTATION.**
3. Students who are concurrently enrolled at another college in the district, or a four-year college or university, and who have completed fewer than 16 units of college credit and **CAN DEMONSTRATE THIS WITH DOCUMENTATION.**
4. Students who have completed fewer than 16 units and whose educational goals are among the following:
  - a. Updating or advancement of job skills.
  - b. Maintenance of a certificate (e.g., nursing or real estate).
  - c. Educational development.
  - d. Personal Interest.

## Waitlist Option

Classes now have a waitlist option once the class fills to its maximum capacity. This option will allow you to add your name to a priority listing. If space becomes available in that class before instruction begins, waitlisted students will automatically be registered into the class in priority order. While the college will make every attempt to notify students via e-mail confirmation when they are moved from the waitlist into the class, it is the student's responsibility to be aware of their registration status. A waitlist priority status does not guarantee admission to the class. If you are still on the waitlist on the first day of instruction, you must attend the first class meeting. The instructor will utilize the waitlist to assign add authorization codes if seats are available. Students must drop themselves off of the waitlist via webSTAR before enrolling in the available course using the add authorization code.

### Important details you should know:

1. All co-requisites or prerequisites must be met before you will be placed on a waitlist. Students must have completed the prerequisite course at this college with a grade of A, B, C or CR, or obtained counselor approval for prerequisite clearance.
2. The waitlist course cannot cause any time conflicts with your existing class schedule, or with other courses for which you may be on the waitlist.
3. Do not exceed the maximum allowable number of units including the waitlisted course (19.5). Requests for unit overload must be approved by a counselor and filed with the Admissions & Records Office.
4. Do not exceed the maximum allowable number of repeats for any class.
5. You will be informed if the waitlist is full.
6. Fees will be assessed when a student is moved from the waitlist and registered in the class.
7. If you wish to remove yourself from a waitlist, you may do so by activating the drop code function on the webSTAR registration form or in person by filing a drop notice for the course in the Admissions & Records Office. [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar)
8. Students dropped from all enrolled courses due to non-payment of fees will also be dropped from the priority waitlist.

## Full-Time Student

A student is defined as full-time if carrying 12 or more units in a regular semester or 4 units in a summer session.

### Unit Requirements for Benefits and Activities

To qualify for certain benefits and activities, minimum unit requirements must be maintained, as follows:

**Veteran and war orphan benefits under GI Bill:** 12 or more units completed by end of semester, full subsistence; 9-11 units, three-quarters subsistence; 6-8 units, one-half subsistence.

**Social Security benefits:** 24 units per academic year (no benefits payable if course load drops below 12-unit minimum per semester).

**Automobile insurance discounts and dependent medical insurance:** 12 units

**Financial Aid and EOPS Services:** 12 units

**Athletic eligibility:** 12 units

**Student Government:** 6 units for major offices; 3 units for Council members

**Student employment:** 12 units (generally); 6 units or less if eligible for CalWORKs, DSPS, EOPS, or FWS.

## High School Students Admissions Program

In accordance with the California Education Code, high school students who are juniors or seniors are permitted to enroll in college courses. Enrollment fees are exempt for students concurrently enrolled in high school; however students are responsible for payment of the mandatory Health Fee, Student Representation, and Student Center Fees.

An approved special part-time high school admissions form, signed by the student's parent/guardian and school principal (or designee) is required before a student is permitted to register. This petition is available in the Admissions & Records Office at Oxnard College or in the student's high school counseling office. **IF YOU ARE BELOW THE 11TH GRADE, you must also provide a letter from your parents and principal stating how you will benefit from the class. Parent and student must make an appointment to interview with the Dean of Student Services, 986-5847.**

Students under 18 years of age not enrolled in a public school may have their parents/guardian petition the Registrar for admission as a special full-time student. If the petition is approved, these students may enroll for scholastic or vocational work.

## Residency Requirements

California state law requires each student applying to a California community college to provide the information and evidence to determine residency or non-residency status. Requirements are as follows:

To be a legal California resident for admission and tuition purposes, a student must have been living in California for at least one year preceding the semester residence determination date in order to qualify as a "resident student." The residence determination date for a given semester is the day before the semester opening date.

It is the student's responsibility to demonstrate both physical presence and intent to establish permanent residence in California. Presence and intent may be demonstrated in several ways.

Because of the complexity in these laws, students having difficulty in determining their residency should contact the Admissions & Records Office.

Students classified as "non-resident" will be required to pay a tuition fee fixed each year by the California State Legislature. Fees are published in the Schedule of Classes each semester, and must be paid at the time of enrollment in the college.

## Military Personnel Residency (Active)

California Education Code, Section 68075.1 states: A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, is entitled to resident classification at any campus of the California Community Colleges.

## Military Personnel Dependents

There is ongoing non-resident tuition exemption for military personnel dependents whose spouses' are assigned to California bases.

## Tuition or Nonresident Fee

Tuition is required of all students classified as nonresidents of the state of California and foreign students. Please refer to Residency Requirements section.

## Tuition Refunds

Eligibility for and amount of tuition fee refunds will be determined by the number of units for which there were financial charges and the date of official withdrawal from class.

The refund schedule is based upon a decreasing sliding scale with no refunds given beyond the third week of the regular semester nor beyond the second week of the summer session. The Admissions & Records Office shall compute and approve the amount of refund and notify the Student Business Office in writing. Refunds will be issued by check through the Student Business Office within a reasonable period of time following official notification.

## Transfer Credit

### Evaluation from Regionally Accredited Colleges and Universities

Students transferring to the Ventura County Community Colleges from colleges accredited by the recognized regional accrediting associations will normally be granted lower-division credit for courses entered on officially certified transcripts. These transcripts must be sent to the Admissions & Records Office. They will be evaluated based upon the current Transfer Credit Practices of appropriate associations.

Students transferring to the Ventura County Community College District from other regionally accredited colleges and universities are required to declare all previous college work. Failure to provide complete information may result in dismissal from the Ventura County Community Colleges.

### Foreign Colleges and Universities

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts evaluated by an agency approved by the college district.

Course work from non-English speaking countries must be evaluated by approved translating agencies. Students must submit their official transcripts to an approved agency and request that the agency forward the official evaluation to the college.

Course work attempted will normally be lower-division unit credit only. Requests for equivalent course credit are evaluated on an individual basis by the Admissions & Records Office. This review is based upon considerations of the recommendations of the transcript evaluation service and by the appropriate college discipline.

## Advanced Placement

Students who complete special advanced placement courses in high school and who earn scores of 3, 4, or 5 on the College Entrance Examination Board Advanced Placement Examination taken before high school graduation will receive credit towards graduation in the Ventura County Community Colleges for each such test completed with the required scores, provided scores are reported to the Admissions & Records Office. Students granted credit for advanced placement may not enroll in equivalent college courses. Appropriate faculty will determine course equivalency. Other colleges or universities may have different policies.

All examinations require a score of 3, 4, or 5.

Examination	College Credit	OC Course Equivalencies
American Government	3 Units	POLS R101
American History	6 Units	HIST R102 & R103
Art History	6 Units	ART R102 & 3 units Humanities
Art Studio Drawing	6 Units	3 units Fine Arts & 3 units Humanities
Art Studio General	6 Units	3 units Fine Arts & 3 units Humanities
Math Calculus AB	5 Units	MATH R120
Math Calculus BC	5 Units	MATH R121
Biology	6 Units	BIOL R120 (no lab)
Chemistry	5 Units	CHEM R120
English Language and Composition	4 Units	ENGL R101
English Language and Literature	3 Units	ENGL R102
European History	3 Units	HIST R106
Physics B or C	6 Units	PHYS R101
Spanish Language	10 Units	SPAN R101 & R102
Spanish Literature	10 Units	SPAN R103 & R104

### Military Service

The colleges of the Ventura County Community College District will recognize and grant credit to service personnel for formal educational training completed in the United States armed forces providing such credit is not a duplication of work taken previously.

Service personnel may be allowed credit for formal service school courses offered by the United States military service recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide. The maximum amount of credit which may be allowed toward satisfaction of college requirements shall be 12 units.

Service personnel will be allowed full advanced standing credit for college level courses completed under the auspices of the Defense Activity for Non-traditional Educational Support (DANTES) or the United States Armed Forces Institute (USAFI) as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. Service personnel will be allowed full advanced standing credit for college level courses completed

at the Naval Construction Training Center (NCTC) at Port Hueneme based upon the recommendations of the Accredited Institutions of Post-secondary Education of the American Council of Education. Such credit will be treated in the same manner and under the same policies as allowing credit from regionally accredited colleges and universities.

Any work taken by service personnel while in military service at a regionally accredited college or university and for which the college or university issues a regular transcript showing the credits allowable towards its own degrees, will be allowed advanced standing credit toward the associate degree in the same manner as if the student had pursued the courses as a civilian.

## Student Fees

The following student fees are listed for your information, and are subject to change. Most fees are required by California law. All fees are due immediately and must be paid at the time of registration. A student who does not pay, or arrange payment of, mandatory fees within a limited time period may be dropped from all classes and will not receive grades, transcripts, diplomas, or permission to enroll for future academic terms. A student who owes fees from prior semesters will not be permitted to register for classes until all obligations have been paid in full. All fees may be paid at the Student Business Office. The Business Office accepts Visa or Mastercard. Payments on Webstar accept Visa, Mastercard, American Express or Discover Cards.

## Mandatory Fees

### 1. Enrollment Fee

The enrollment fee is set by the California Legislature is subject to change and may be retroactive. The basic fee is \$26 per unit, \$13 per ½ unit, \$6.50 per ¼ unit. California residents who are receiving benefits under CalWORKs, SSI/SSP, or General Assistance, or who meet certain income standards may be eligible for a Board of Governors' Fee Waiver (BOGW). Contact the Financial Aid Office for further information. High school students are exempt from this fee, unless they are taking 12 or more units.

### 2. Health Fee

A mandatory \$15 per semester (\$12 summer session) Health Fee is charged. This fee entitles students to the services of the Student Health Center.

In accordance with the California Education Code and Board Policy, you are required to pay a health fee, regardless of units taken, unless you meet one of the exemptions listed below pursuant to Ed Code §76355:

- You qualify for the Board of Governors Fee Waiver (BOGW) or are identified by the Financial Aid Office as qualifying for exemption under §76355.
- You depend exclusively on prayer for healing in accordance with the teachings of a bona-fide religious sect, denomination or organization. Documentation of such an affiliation is required.
- You are attending college under an approved apprenticeship training program.

### 3. Student Representation Fee

The Student Representation Fee of \$1 provides support for student representatives to lobby for legislation affecting California Community Colleges. However, students may for religious, political, financial, or moral reasons refuse to pay the Student Representation Fee by indicating their reason on the Student Representation Fee Waiver form, which is obtained in the Financial Aid Office.

### 4. Student Center Fee

The Student Center Fee was established by a vote of the students to build a Student Center. The fee is \$1 per unit with a maximum of \$10 per academic year. Students receiving benefits under CalWORKs, SSI/SSP, or General Assistance may be exempt from this fee by documenting participation in these programs through the Financial Aid Office.

### 5. Nonresident Tuition (Non-California residents)

The Ventura County Community College District Governing Board has adopted the state-mandated nonresident tuition fee at \$169 per unit for students who are non-California residents. This fee is in addition to the enrollment fee.

State law provides limited exemptions from payment of nonresident tuition for students as follows:

- a. Students taking noncredit classes (Ed Code §76380)
- b. Student apprentices taking supplemental instruction (Ed Code §76350)
- c. Students who are in the military stationed in California on active duty (Ed Code §68075)
- d. Students who are natural or adopted children or step-children of members of the military or dependent spouses of members of the military (Ed Code §68074)
- e. Students who are job transferees, under certain conditions (Ed Code §76143)
- f. Nonresident students who are taking classes for high school credit only (Calif. Const. Art. 9, §5)
- g. Students who are dependents of any person killed in the September 11, 2001, terrorist attacks, under certain conditions (Ed Code §68121)

#### h. AB540 Students

In accordance with Ed Code §68130.5 any student, other than a nonimmigrant alien under Title 8 U.S.C. 1101(a) (15) is exempt from paying nonresident tuition after completing a questionnaire form available from Admissions & Records Office if he or she:

1. Attended high school in California for three years or more, and
2. Graduated from a California high school or attained the equivalent thereof.

For further details please contact the Admissions & Records Office at (805) 986-5810.

### 6. Nonresident Tuition (International Students)

The Ventura County Community College District Governing Board has adopted the state-mandated nonresident tuition fee at \$169 per unit for international students and a \$14 foreign capital outlay surcharge. These fees are in addition to the enrollment, health, student center, and student representation fees.

You are required to pay the capital outlay surcharge unless you meet one of the exemptions listed below pursuant to Ed Code §76141:

- You must demonstrate economic hardship, or
- You must be a victim of persecution in the country in which you are a resident.

**7. Application Fee (International Students)**

International Students pay a non-refundable \$50 fee to apply for admission to Oxnard College. This fee covers the cost of federally-mandated documentation.

You are required to pay this fee unless you meet one of the exemptions listed below pursuant to Ed Code §76142:

- You must demonstrate economic hardship, or
- You must be a victim of persecution in the country in which you are a resident.

**8. Materials Charge**

Students who enroll in certain courses are charged for required course materials necessary for successful course completion. Materials may include, but are not limited to, textbooks, tools, equipment, clothing, and materials necessary for the student's vocational training and employment.

**9. Returned Checks/Returned Credit Card Charges**

Students who pay student fees, book purchases, or other transactions with a check or credit card that is returned by the bank for non-sufficient funds will be charged \$10.00 for each returned item.

**10. Refund or Credit**

Students who drop their classes within the deadline for refund or credit and who are eligible for a refund, will be charged \$10 to process the refund if one is requested. Students who have a credit balance on account may apply the balance toward other student fees and charges, either in the current term or in a future term.

## Optional Fees

Optional fees are identical for day and evening students. They may be paid at the Student Business Office.

**1. Parking Fee**

- a. Regular Semester Fees (12 weeks or longer):
  - (1) Automobiles: Regular semester— \$40
  - (2) Motorcycles: Regular semester— \$28
- b. Short-term Fees (less than 12 weeks):
  - (1) Six to eleven weeks: Auto— \$28;  
Motorcycle— \$16
  - (2) One to five weeks: Auto— \$12;  
Motorcycle — \$8
- c. Summer Intersession: Auto— \$19;  
Motorcycle— \$12
- d. Second Vehicle Permit: \$8 for regular semester; \$7 for summer
- e. Replacement Permit: \$7 for regular semester;  
\$5 for summer
- f. Single-day permit: \$1 (purchased at the Parking Permit Machine on South Campus Road)

Parking permits may be purchased at the Student Business Office. They are required for all parking lots on campus.

Students who are receiving benefits under CalWORKS, SSI/SSP, or General Assistance or who have qualified for the Board of Governors Fee Waiver (BOGW) are exempt from parking fees in excess of \$20 per semester.

Students who certify they have two or more passengers regularly commuting to the college in the student's vehicle may qualify for a reduced parking fee of \$30 for fall/spring semesters and \$10 for summer session. Students may apply at the Student Business Office.

**2. Child Care**

Students who use the services of the Child Development Center for the care of children while attending classes will be charged a fee by the Center based on the number and ages of the children and the number of hours of care provided.

**3. College Photo Identification/ASB Card**

This card may be purchased for \$6 per semester or \$10 for the year. Cards for the year can be purchased only in the fall semester. All registered students are encouraged to buy their cards as early as possible to ensure maximum benefits. Funds from the purchase of cards support the operations and activities of student government and, in turn, various college programs. There is a \$5 replacement charge for a lost card.

**4. Textbooks and Supplies**

Textbooks and/or supplies may be purchased at the Oxnard College Bookstore and their cost will vary each semester depending on individual class requirements.

There may be extra fees for instructional materials and services. See a current schedule of classes for these fees.

**5. Transcripts**

Copies of the student academic transcript may be sent upon completion of coursework to another institution or agency upon reception of a signed written release. Signed statements of release may be mailed or faxed to the Admissions & Records Office.

For your convenience online transcript request forms are available at [www.oxnardcollege.edu/transcripts](http://www.oxnardcollege.edu/transcripts). Students receive two copies of their transcripts without cost. A charge of \$3 will be made for each additional transcript. There is a \$5 fee for rush transcripts that require next-day service. A \$1 fee is charged for unofficial transcripts requested through the Admissions Office. No-cost unofficial transcripts can be printed at [www.oxnardcollege.edu/webstar](http://www.oxnardcollege.edu/webstar). A mailed transcript request should include your name(s), address, phone number, date of birth, social security number or college ID, dates of attendance, and the address of college or agency where transcript is to be sent.

**The request must include your written signature.** Payment methods include cash, check, Visa, MasterCard, American Express and Discover cards. Contact the Student Business Office at (805) 986-5811 for credit card payments. The Admissions & Records fax number is (805) 986-5943.