

ADMISSIONS INFORMATION

Eligibility

Admission to Ventura College is open to any California resident who possesses a high school diploma or equivalent (certificate of proficiency, GED), any adult 18 years of age or older who may benefit from instruction offered, and any person who is an apprentice as defined in Section 3077 of the Labor Code. Exceptions are considered by petition for special admissions programs noted elsewhere in this section. High school graduates under 18 years of age shall provide an official transcript verifying their graduation or its equivalent. 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 who is a resident of another state may be admitted under conditions stipulated by the governing board and on payment of nonresident tuition, enrollment, health fees and other applicable fees. A student who is a citizen and resident of another country (international student) may be admitted under conditions stipulated by the governing board and on payment of an application processing fee, nonresident tuition and foreign student surcharge, enrollment, health fees and other applicable fees. Consult the "Fees" section and "Appendix XIII" of this catalog for more information on nonresident tuition, fees and refunds.

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 to be admitted by the Office of the Registrar.

Further information is listed under residency requirements.

Admission Procedures

New Students: Students attending Ventura College for the first-time must file an application for admission and attend a new student orientation, assessment and advisement session. Apply online at www.venturacollege.edu/apply. Applications may also be filed in person at the Admissions Office. Students who complete orientation, assessment and advisement activities will be eligible for an early registration date.

Continuing Students: Students who have attended within the last year must update personal information (address, phone) and academic goal information before they register each semester. This may be done online when you register, or in-person at the Admissions Office before your registration appointment date.

Returning Students: Students who are returning to Ventura College after an absence of one year must file an Application for Admission in-person or online at www.venturacollege.edu/apply.

All Students: Must have official transcripts of all previous high school, college, and university coursework sent to the Admissions Office. Additional information is provided under Transcript Requirements, (see page 17).

Student Central: Online Student Services

Students may access the following student services online at www.venturacollege.edu by clicking on Student Central:

- Apply for Admission
- Check registration appointments
- View Registration Calendars
- Register for classes
- Search for classes using the "Searchable Schedule," customize the search with available options
- Add and drop classes
- Pay fees with Visa or Mastercard
- Change your mailing address and phone numbers
- Change your PIN to a personalized PIN
- Update your major and educational goals
- View your class schedule
- View your academic records (courses, units, GPA)
- View unpaid fees and holds
- Check your progress toward a degree, certificate or transfer
- Print an official enrollment verification
- Access course information and drop deadlines

Registration Procedures

Ventura College offers registration online and in person. All students must have an application on file, and must have completed or waived the three student matriculation activities of orientation, assessment and advisement before they receive a registration appointment. Registration appointments are available online at least one week prior to the beginning of registration.

• **Registration Calendar** is available online and in the printed Schedule of Classes each semester.

• **Register online at www.venturacollege.edu/register**

• **In person** at the Admissions Office.

• **Late Registration and Program Adjustment:** begins on the first day of instruction. See the Registration Calendar for more information about deadlines for full- and short-term classes.

• **Registration in a Closed Class:** During the registration period before a semester or session begins, students have the option of placing themselves on a waitlist for most closed classes. See "Waitlist for Closed Class" information below. Registration in a closed class as of the first day of the semester always requires permission of the instructor, and must be completed by the end of the Late Registration and Program Adjustment period. Attend the first available class meeting, get an "Authorization to Add Code" from the instructor, and register for the class online using WebSTAR, or in-person at the Admissions Office. This process also applies to students who are still on a waitlist as of the first class meeting.

• **Waitlist for Closed Class:** Students will have the option of placing themselves on a waitlist for most closed classes. The option is available during the registration period, up to the end of the last registration day before a class begins, through online and in-person registration. Waitlisted students will be moved into seats that become available during the registration period. All students who are still on the waitlist as of the first day of instruction must attend the first class meeting to take advantage of their priority on the waitlist. Follow the procedures for "Registration in a Closed Class" above.

Residency Requirements

The determination of legal California residence is a complex matter. Students will be required to present various kinds of documentation for purposes of the final determination. All questions as to legal residence and the exceptions allowed under California law shall be directed to the Admissions and Records Office.

The right of a student to attend any public community college in California is conditioned by certain residency qualifications set forth in the California Education Code. Residence determination is based on state and federal law, and is subject to change without prior notification.

California Residents

To qualify as a California resident, a student must have legally resided in California for one year and one day prior to the beginning of the semester he or she is planning to attend, and must have taken actions that express intent to establish California residence.

Students who have lived in California for more than one year but less than two years will be asked to show proof of legal California residence. The burden of proof lies with the student, who must present documentation of both physical presence in the state for at least one year and one day, and intent to establish permanent California residence. Failure to present such proofs will result in a nonresident classification for admission and tuition purposes. A complete list of acceptable proofs of residence is available from the Admissions and Records Office.

Students who are former residents of California and have been absent from the State, but who attended a California high school for three years and graduated from a California high school may be eligible for exemption from the requirement to pay nonresident tuition fees while they reestablish their legal residence in the State. Contact the Admissions and Records Office for more information on AB540.

Nonresidents

A nonresident is a student who has lived in California continuously for less than one year and one day prior to the beginning of the semester he or she is planning to attend, or who is unable to present proof of intent to establish permanent California residency. Students classified as nonresidents shall pay nonresident tuition fees in addition to mandatory enrollment and health fees. Conduct inconsistent with a claim for California residence includes but is not limited to:

- being an actively registered voter in another state
- petitioning for divorce in another state
- attending an out-of-state educational institution as a resident of that state
- declaring nonresident status for California state income tax purposes
- maintaining a driver's license or vehicle registration from another state

International Students

International students (F1, F2, M1, M2 visas) and persons who hold nonimmigrant visas including but not limited to visa types B, C, D, H2, H3, J, O, P, Q1, TN, TD, TWOV, U, WB, WT are citizens and residents of another country. Eligibility for admission is determined by the type and current status of the visa. If eligible for admission, students present in the United States under these visa types are classified as International students and required to pay nonresident tuition fees in addition to the mandatory enrollment and health fees for each semester of attendance. Contact the International Student Office for more information.

Students who hold certain types of nonimmigrant visas approved by the United States Citizenship and Immigration Services (formerly known as the Immigration and Naturalization Service or INS) may be eligible for admission as well as residence classification for tuition purposes. Visa types eligible to establish residence include: A, E, G, H1B, HIC, H4, I, K, L, N, NATO, O1, O3, Q2, Q3, R, S, T, V. Proof of current visa status must be submitted. Contact the International Student Office for more information.

Students residing in the United States who do not possess a visa or other documentation issued by the Bureau of Citizenship and Immigration Services may be eligible for exemption from the requirement to pay nonresident tuition fees. The student must have attended a California high school for at least three years and graduated from a California high school. Contact the Admissions and Records Office for more information on AB540. This exemption does not apply to students who hold nonimmigrant visas.

Military Personnel and Dependents

Military personnel who are stationed in California on active duty are exempt from the requirement to pay nonresident tuition for the duration of their active duty assignment to California. Eligibility for the exemption does not mean the individual is classified as a California resident. Persons eligible for the exemption may not be eligible for certain types of financial aid or assistance. The exemption does not apply to members of the armed forces assigned to California solely for educational purposes.

Spouses and dependents of military personnel who meet the above description are also exempt from the requirement to pay nonresident tuition. Eligibility for the exemption does not mean an individual is classified as a resident. Persons eligible for the exemption may not be eligible for certain types of financial aid or assistance. The exemption applies only to dependents whose sponsor is assigned to California on active duty. The exemption may not apply to any military personnel or dependant who already possesses a bachelor's degree or higher.

Minors as Special Admission Students

In accordance with the California Education Code, minors may be permitted to take college courses under very specific circumstances. The intent of Special Admissions is to provide minors who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

Ventura College permits high school students to enroll in Ventura College courses as Special High School Admission students. The College may admit other minors, in accordance with the California Education Code, who can demonstrate the ability to benefit from advanced (college-level) scholastic and vocational education.

Special High School Admission and Special K-8 Admission Students are required to complete and submit an application for college admission (online or in person), a Special Admission packet that includes the Recommendation for Special Admission (required every semester), Memorandum of Understanding, a transcript (high school students), a letter from the principal attesting to the student's ability to benefit from advanced scholastic or vocational education (through grade 8), and may be requested to provide additional documentation as needed. K-8 students are also required to obtain the instructor's written permission (signed add slip).

Parents and students applying for Special Full-time Admission status must contact the Registrar's Office. See information following regarding this category of special admission.

All packets and forms are available from the high schools or the VC Admissions Office.

Under the Family Educational Rights and Privacy Act, once a student is attending an institution of postsecondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore, all students, regardless of age, must provide written consent for release of their transcripts. For more information, see the Student Privacy section in this Catalog.

Fees

Special High School Admission students and other minors in Special Admission status who are enrolled in 11 or fewer units, are exempt from paying the enrollment fee. Nonresident tuition, health fee, student center fee, and materials fees (if applicable) still apply. No fee exemption applies if enrollment in more than 11 units is approved.

Special High School Admission Students

Such students are actively enrolled in at least a minimum day at high school, and are requesting to take college courses concurrently. After first semester, student must submit the Recommendation for Special Admission form each term at registration. Special High School Admission students register in-person on an assigned day as noted on the registration calendar in the Schedule of Classes or online at: www.venturacollege.edu/calendars.

Special K-8 Admission Students

Such students are enrolled in grades K-8 and have provided the required documentation supporting that they can benefit from advanced scholastic and vocational education. Documentation may consist of a letter from their primary school principal (required); official confirmation that the student is a GATE (gifted and talented) student; test results from the Ventura College Assessment tests; other forms of documentation may be considered. After first semester, student must submit the Recommendation for Special Admission form and written permission from college instructors each term at registration. Written permission consists of a signed add slip. Special Admission students register in-person on or after the first day of the semester.

Special Full-Time Admission Students

As provided for in the California Education Code, a parent or guardian may petition the Ventura College President on behalf of a person who is under 18 years of age, not a high school graduate, no longer enrolled in a public school, and determined by the College to be able to benefit from advanced (college-level) scholastic and vocational education. Admission to Ventura College will only be considered upon determination that the parent and student have exhausted all possible alternatives offered by the public school district in which the student would normally be enrolled, and may require that the student obtain permission from the administration of that district for a leave of absence. Students applying under this status are required to enroll in and maintain full-time status in every term they attend as Special Full-Time Admission students. Failure to maintain full-time status may result in probation or dismissal. They must complete an application for college admission, provide transcripts from the last high school attended and submit a petition for Special Full-Time Admission then, complete the college matriculation process, see a Ventura College counselor and the Registrar.

Additional documentation may be required to determine the ability to benefit from college-level coursework. Special Full-Time Admission students register in-person during walk-in registration.

College Board Advanced Placement Credit

Students who complete special advanced placement courses in high school and who earn scores of 3, 4, or 5 on the College Board Advanced Placement examinations taken before high school graduation will receive credit towards graduation at Ventura College for each such test completed with the required scores. An official copy of test scores must be submitted to the Admissions and Records Office.

Students granted credit for advanced placement exams will not earn credit towards a Ventura College degree for duplicated college courses. Students should see a counselor before taking courses which appear to duplicate advanced placement tests. The specific unit value assigned to each examination and the applicability of this credit to the College's general education requirements are available from college counselors.

Other colleges or universities have different policies concerning advanced placement and may offer a different number of units or consider different courses as comparable courses. It is also possible that other colleges and universities may not honor Ventura College transcript entries which award advanced placement credit for particular tests. Students planning to transfer should discuss the use of AP scores for meeting transfer requirements with their college counselor.

Credit for 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 provided 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 Nontraditional Education 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 Postsecondary 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 completed at a regionally accredited college or university by service personnel while in military service and for which the college or university issues a regular transcript showing the credits allowable toward 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.

Service personnel should be aware that other colleges and universities may have different policies concerning credit for military educational training. There is no assurance that the granting of these units by the colleges of this district will be accepted by other institutions of higher education. Students must submit an official transcript of military course work to the Admissions and Records Office for evaluation. Contact the Admissions and Records Office for more information.

Ventura College Matriculation

MATRICULATION

Matriculation is a partnership which results in an agreement between Ventura College and the student for the purpose of defining and realizing the student's educational goal. This agreement includes responsibilities for both the College and the individual student. This agreement results in a Student Educational Plan.

COLLEGE RESPONSIBILITIES INCLUDE:

1. **Admissions and Records** - provides an admissions and records process that will enable the College to collect state-required information on students. This information will be used as a basis for providing services to students.
2. **Orientation** - provides an orientation process designed to acquaint students with College programs, services, facilities and grounds, academic expectations, and College policies and procedures.
3. **Assessment** - provides an assessment process using multiple measures to determine academic readiness in English, reading and math. These assessment results will be used by the College to assist students in the selection of academic courses. Additional assessments are available in areas of study/learning skills and vocational interest.
4. **Counseling/Advisement** - provides counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services. Additional advisement and counseling assistance will be provided for students who have not declared an educational goal, are enrolled in basic skills courses, or are on academic probation/dismissal.
5. **Follow-up** - establishes a process to monitor a student's progress and provide necessary assistance toward meeting educational goals.
6. **Alternative Delivery** - Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.

STUDENT RESPONSIBILITIES INCLUDE:

1. Submit official transcripts from high schools and colleges attended.
2. Acquire and read the College Catalog, Schedule of Classes, 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 the student to complete their stated educational goal(s).
6. Attend all classes and complete all course assignments.
7. Complete courses and maintain progress toward their stated educational goals.

MUST I PARTICIPATE?

A comprehensive assessment process is **required** for all non-exempt students. Students are strongly encouraged to participate in all the components of the Matriculation process, i.e., *orientation, assessment, counseling/advisement, and follow-up*. You may be exempt from participating in the Matriculation process if you meet the criteria listed as follows:

1. If you hold an associate degree or higher from a regionally accredited institution.
2. If you have completed less than 15 units and your education goal is either:
 - a. To advance in current job/career (update job skills).
 - b. To maintain a certificate or license (e.g., nursing, real estate).
 - c. Educational development (intellectual, cultural).
3. If you are receiving matriculation services at another college and attending a VCCCD campus concurrently, you may be exempt from orientation and counseling/advisement.
4. If you provide scores from recently taken VCCCD-approved assessment tests, you may be exempt from the testing portion of assessment.

You have the right to postpone or appeal one or more of these activities: Assessment (including math, English and reading testing), orientation, or advisement. If you choose to postpone or appeal one or more of these activities, you may not take part in early registration. If you postpone any activities, you are required to complete them before registration for the following term begins, or you again will be unable to register during early registration. In order to postpone or appeal one or more of these services, you must complete the Postponement or Appeal of Matriculation Services form available in the Admissions and Records Office.

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

Students are required to enroll in and complete a minimum number of units per semester to qualify for certain benefits, including the following:

Most automobile insurance "good student" discounts (3.00 GPA)	12 units
Coverage under most medical insurances	12 units
Student government participation	12 units
Social Security benefits	12 units
Student Loan Deferments:	
Full-time required	12 units
Half-time required	6 units
Financial Aid	Contact Financial Aid Office
Veteran's Educational/War Orphan benefits under G.I. Bill:	
Full subsistence	12 units
3/4 subsistence	9 units
1/2 subsistence	6 units

Less than 1/2 time, contact the VA specialist in Admissions and Records Office for details regarding eligibility.

Obtaining Your VC Transcripts

Only the student can initiate release of transcripts. Transcript requests must be made in writing to the College Admissions and Records Office. All students receive two transcripts free of charge; thereafter, the fee is \$3.00 for regular processing (a minimum of two weeks) and \$5.00 for rush processing.

Under the Family Educational Rights and Privacy Act, once a student is attending an institution of postsecondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore, all students, regardless of age, must provide written consent for release of their transcripts. For more information, see the appendices "Student Privacy" section in this Catalog.

Transcript Requirements

ALL NEW, CONTINUING AND RETURNING STUDENTS are required to submit official transcripts from all high schools, colleges and universities they have attended. *EXCEPTION: Students do not need to submit transcripts from Moorpark and Oxnard Colleges.*

The transcripts should be directed to: *Ventura College Admissions and Records Office, 4667 Telegraph Rd., Ventura, CA 93003.*

Students are encouraged to have their transcripts submitted to Ventura College before enrolling for their first semester, to prevent delays in processing their registration. Transcripts are required for verification that students have met prerequisite requirements with courses from other schools. Special programs with special requirements such as nursing, varsity athletics and financial aid require a student to file all high school and college transcripts to verify eligibility.

Ventura College will retain these transcripts in student files in the Counseling Office. The College is not required to maintain files beyond three years except for actively enrolled students. Therefore, students should be aware that records are periodically purged and copies of high school, college and university transcripts are destroyed.

Acceptance of Transfer Credit from Regionally Accredited Colleges and Universities

Students transferring to the Ventura County Community Colleges from colleges accredited by recognized regional accrediting associations will normally be granted lower division credit for courses entered on officially certified transcripts. Official transcripts must be sent to the Admissions and Records Office. They will be evaluated based upon the current practices specified in the Accredited Institutions of Postsecondary Education by the American Council on Education.

Students transferring to the Ventura County Community College District from other 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.

Transfer Credit from Foreign Colleges and Universities

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts translated and evaluated by a qualified translation and evaluation agency. Contact the Ventura College International Student Office or Admissions and Records Office for more information regarding credential evaluation criteria.

Students must submit official transcripts to a qualified agency and request that the agency forward the official evaluation to the College. Completed coursework will be considered for lower division unit credit only. Requests for equivalent course credit are evaluated on an individual basis by a counselor. This review is based upon the recommendations of the transcript evaluation service and by the appropriate college discipline.

International Student

DEFINITION - An international student is anyone enrolled in courses in the United States who is neither a citizen or permanent resident of the United States. International students may hold an F-1 student visa or other type of nonimmigrant visa, which require that they remain citizens and residents of their home country. Persons holding any type of nonimmigrant visa should contact the Ventura College International Student Office.

PERMANENT RESIDENT - Persons who have been granted a permanent resident card are considered to be United States residents. Persons holding a permanent or temporary resident card, or who have taken steps to obtain permanent resident status by applying to the Bureau of Citizenship and Immigration Services (formerly the Immigration and Naturalization Service) should contact the Admissions and Records Office regarding their resident status for admission and tuition purposes.

WHICH INTERNATIONAL STUDENTS MAY ESTABLISH RESIDENCE?

Persons holding these visas are eligible to establish residency:

1. A-1, A-2, A-3 Foreign government official or employee, family and servants.
2. E-1, E-2 Treaty trader and treaty investor, spouse, children.
3. G-1, G-2, G-3, G-4, G-5 Representative of foreign government, officer and employee of international organization, family and attendants or servants.
4. H-1, H-4* Temporary worker or trainee, spouse and children.
5. I Representative of foreign information media, spouse and children.
6. K Fiancé and fiancée of U.S. citizen.
7. L-1, L-2 Intracompany transferee, spouse and children.
8. O-1, O-3* International student with extraordinary ability in the sciences, arts, education, business or athletics, spouse and children.
9. R Religious Occupations.

*Even though dependent children holding an H-4 or O-3 visa are not precluded, their residency status is derived from that of their parents.

This list is subject to change based on state and/or federal legislation.

WHICH INTERNATIONAL STUDENTS MAY NOT ESTABLISH RESIDENCE?

A person is precluded by the Immigration and Nationality Act from establishing residence in the United States if he or she holds a visa of the following type:

- 1. B-1, B-2 Visitor for business or pleasure.
- 2. C International student in transit.
- 3. D-1, D-2 Foreign crew member.
- 4. F-1, F-2 Academic student, spouse and children.
- 5. H-2, H-3 Spouse and children of temporary worker or trainee.
- 6. J-1, J-2 Exchange visitor, spouse and children.
- 7. M-1, M-2 Nonacademic or vocational student, spouse and children.
- 8. O-2 International student accompanying and assisting an O-1 International student with extraordinary ability in the sciences, arts, education, business or athletics.
- 9. P-1 Internationally recognized athlete or entertainer.
- 10. P-2 Artist or entertainer entering the United States to perform under a reciprocal exchange program.
- 11. P-3 Artist or entertainer entering the United States to perform under a program that is culturally unique.
- 12. P-4 Spouse or child of P-1, P-2 or P-3 International student.
- 13. Q International cultural exchange program.

This list is subject to change based on state and/or federal legislation.

STUDENTS HOLDING A VISA THAT PRECLUDES THE ESTABLISHMENT OF RESIDENCE MUST HAVE APPROVAL FROM THE INTERNATIONAL STUDENT OFFICE PRIOR TO ENROLLING IN CLASSES.

LIMITATIONS ON ENROLLMENTS (F-1 VISA ONLY): In order to foster cultural exchange, the District encourages ethnic and national diversity among the International students admitted. Due to the District's limited financial resources and space, and due to the special educational needs of International students, the Ventura County Community College District reserves the right to limit the number of F-1 International students admitted each year.

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS WITH AN F-1 STUDENT VISA:

- 1. Submit a completed Application for Admission and declare an educational objective. Include required application processing fee. See Fees.
- 2. Provide evidence of adequate proficiency in the use of the English language. Where English was not the language in which their education was acquired, students are required to complete the Test Of English as a Foreign Language (TOEFL) and achieve a score of at least 450 or produce documentation of equivalent English proficiency. Application deadlines for International Students:
 - Fall Semester, June 15
 - Spring Semester, November 15
 - Summer Semester, April 15
 For information on the TOEFL, write: Educational Testing Service, P.O. Box 899, Princeton, NJ 08540.

- 3. Submit a confidential statement of finance that verifies financial capability for the costs of attending one of the colleges of the district, or affidavits guaranteeing financial support from responsible resident citizens of the United States.
- 4. Before registration is validated, foreign students must pay the entire nonresident tuition fee and the enrollment fees for the semester.
- 5. It is expected that applicants will have completed secondary school with a satisfactory academic record. Students must provide certified translated transcripts from secondary schools and colleges previously attended.
- 6. Submit a health statement by a licensed American physician that verifies general good health and freedom from communicable disease.
- 7. Provide proof of major medical insurance coverage. If needed, the College can provide information on policies available.

PERMISSION TO WORK: (F-1 visa only) According to immigration policy, International students may work 20 hours a week, on-campus only, during their first nine months of study. After the first nine months of study, foreign students may request permission to work off-campus. Contact the International Students Office for information, (805) 654-6313.

Fees:

ENROLLMENT FEES ARE SET BY THE STATE, ARE SUBJECT TO CHANGE WITHOUT NOTICE AND MAY BE RETROACTIVE. ALL OTHER FEES ARE SET BY THE VENTURA COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES AND ARE SUBJECT TO CHANGE BY BOARD ACTION.

Enrollment Fee:	\$26.00 per unit
	13.00 per 1/2 unit
	6.50 per 1/4 unit
Health Fee (see details)	\$15.00 Fall/Spring
	12.00 summer
Nonresident Tuition:	
Non-California residents and International students	\$169.00 per unit
International students surcharge	14.00 per unit
International student application process fee	50.00
Materials Fees	As required, see Schedule of Classes
Remote nonrefundable online registration fee	3.00 per sem (Applies to WebSTAR registration)
Student Center Fee	1.00 per unit (maximum of \$10 a fiscal year)
Audit Fee (non-refundable):	
Students enrolled in 10 or more credit units	no charge
Students enrolled in fewer than 10 credit units	15.00 per unit
<i>Note: auditing students also pay the health fee.</i>	
ASB card (optional)	6.00 per sem
<i>Note: year ends last day of summer session.</i>	10.00 per year

Students who owe outstanding fees may not register until their fees are paid and cleared from the computer.

Fees / Obligations / Holds

CALIFORNIA RESIDENTS: California residents must pay the mandated enrollment fee. California residents meeting certain criteria may be eligible for a Board of Governor's Fee Waiver (BOGW) or other financial aid. Contact the Financial Aid Office, (805) 654-6369.

NON-CALIFORNIA RESIDENTS: Non-California residents must pay nonresident tuition, plus the enrollment fee, health fee, student center fee, and applicable material fees. You are a nonresident if you have lived in California for less than one year and one day prior to the first day of the semester, or you are unable to present sufficient documentation to prove that you have established California residency. See the College Catalog for residency information on page 14.

INTERNATIONAL STUDENTS: International students must pay enrollment fees, the health fee, nonresident tuition, a student surcharge unless they meet one of the following exemptions as listed pursuant to Ed Code 76141 and 76142:

- **Student must demonstrate economic hardship.**
- **Student must be a victim of persecution in the country in which the student is a resident;**

and an application processing fee of \$50 which covers the cost of federally-mandated documentation.

Nonpayment of Fees

All fees are due and payable immediately. Students who do not pay their fees in a timely manner may have one or both of the following actions taken: Be dropped from their classes and required to re-enroll and/or have a financial hold placed against their records, which, until paid will prevent all enrollment, drops, and withdrawals, prohibit access to transcripts, grades, and limit access to certain campus services. Students who drop classes after the refund deadline are held responsible for all fees owed. See the Registration Calendar for the last day to drop with a refund or credit.

Health Fees

This fee enables us to provide you with a variety of health care services. In accordance with the California Education Code and Board policy, students are required to pay a health fee, regardless of the units taken, unless they meet one of the exemptions listed:

- any student who depends exclusively on prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. Documentary evidence of such an affiliation is required.
- students attending college under approved apprenticeship training program, Ed Code 76355.

Student Center Fee

Students of Ventura College enacted a Student Center fee of \$1.00 per unit, up to a maximum of \$10.00 per student per fiscal year (July 1 to June 30), for the purpose of financing, constructing, expanding, remodeling, refurbishing and operating a Student Center. The money collected may only be used for this purpose. The fee shall not apply to: a student enrolled in noncredit courses; a student who is a recipient of benefits under Aid to Families with Dependent Children (AFDC) program; a student on the Supplemental Security Income/State Supplementary Program (SSI/SSP); or a student on a General Assistance Program.

Transcript Fee

A student may receive two transcripts free of charge. A \$3.00 fee will be charged for each additional transcript, and a \$5.00 fee per transcript will be charged for rush processing. Normal processing is a minimum of two weeks, and may be longer at the end of the semester. Rush processing is immediate for in-person service or two working days for mailed requests. Transcripts must be requested by the student in writing. See "Obtaining your VC Transcript" in this Catalog for more information (page 17) or online at www.venturacollege.edu.

Refund Policy

Students must drop classes by the credit refund deadline as stated in the Registration Calendar to qualify for a credit or refund of tuition and/or fees. **AFTER** class(es) have been dropped, application for a refund may be made through the Student Business Office. Credits will NOT be authorized for drops or withdrawals occurring after the deadline date. Enrollment fee refunds are subject, once a semester, to the withholding of a \$10 Administrative Fee. To qualify for a refund of parking fees, you must return the original parking permit to the Student Business Office by the deadline.

Refund Policy on Tuition and Surcharge (Nonresident / International Students)

Application for refunds must be made to the Student Business Office *after the class has been dropped*. Refund checks will be mailed by the VCCCD District Office after the application is received and processed at the Student Business Office. The following schedule of refunds will be in effect for nonresident students who withdraw from college:

Full-semester Length Classes

In first and second week	100% tuition
In third and fourth week	50% tuition

Short-term Classes and Summer Session

Withdraw within 10% of class sessions	100% tuition
Withdraw within 20% of class sessions	50% tuition

No refunds are authorized for drops or withdrawals after the fourth week of a full-term class or 20% of short-term classes.

Nonmandatory Fees

Nonmandatory fees are the same for day and evening students. Fees are paid at the Student Business Office.

INSTRUCTIONAL MATERIALS POLICY: Each college of the

Ventura County Community College District may require students enrolled in credit or noncredit courses and programs to purchase certain instructional and other materials including, but not limited to, textbooks, tools, equipment and clothing if:

- a) the instructional and other materials are used in the production of an "end product" that has continuing value to the student outside of the classroom setting, or
- b) the instructional and other materials required for the class have a continuing value to the students outside of the classroom setting.

Instructional and other materials may be obtained by direct purchase from the Bookstore. Students may also purchase instructional and other materials from any other available source.

Every effort will be made to identify in the Schedule of Classes those courses which may require material fees.

A list of all instructional and other materials required in a course will be made available for students no later than the first class meeting each term. The list also will be available in the Division Office and the Bookstore.

Fees charged by the College are subject to change at the discretion of the Governing Board.

STUDENT BODY (ASB) CARD: \$6 per semester, \$10 for the school year, ending at the completion of the Summer session. Purchase of an ASB card entitles students to free admission to home athletic events, and reduced rates to dramas, plays, 10% discount on used books and supplies from the College Bookstore, eligibility for college and ASB emergency loans, various associated student-sponsored events, discounts from local merchants and the right to run for an office on the Associated Students Board.

TEXTBOOKS AND SUPPLIES: By state law, the College is prohibited from furnishing free textbooks or supplies to students. These items may be purchased in the College Bookstore. *Save Your Receipts! No Refunds After Late Registration!*

STUDENT PARKING FEE: Students may park their vehicles off-campus and in the lot at the west end of the campus by the Child Development Center without paying a parking fee. Disabled drivers with a medical verification of disability, or with a vehicle which displays a disabled person's plate or a placard issued by the Department of Motor Vehicles are required to register with the Educational Assistance Center for an on-campus special parking permit. Disabled drivers are subject to the same parking fees as nondisabled drivers. All students parking a vehicle on the campus anywhere but the lot referenced above or the timed slots must pay the parking fee listed below, regardless of the number of units for which they are enrolled.

Parking fees are subject to change at the discretion of the Governing Board.

Automobile:	
regular sem. / summer sem.	\$40 / \$19
BOGW students:	
regular sem. / summer sem.	\$20 / \$20
Motorcycle:	
regular sem. / summer sem.	\$28 / \$12
Additional permit, same household must present car registration:	
regular sem. / summer sem.	\$8 / \$7
Replacement permit, requires return of original permit	
regular sem. / summer sem.	\$7 / \$5
Single Day	\$1

To encourage ridesharing and carpooling, for a student who certifies that he/she regularly has two or more passengers commuting to the College with him/her in the vehicle parked at the College, the fee shall not exceed twenty-five dollars (\$30) per semester and ten dollars (\$10) for Summer session.

Students who receive financial assistance pursuant to any of the programs described in subsection (g) of Education Code Section 72252 shall be exempt from parking fees in excess of twenty dollars (\$20) per semester for one vehicle.

A parking permit is required in all paved lots on campus. CITATIONS WILL BE ISSUED FOR VEHICLES WITHOUT A VALID PERMIT.

Ventura College assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons within it, while it is parked or operated on or about the campus. The campus is posted with special parking restrictions in effect and campus traffic and parking regulations are published in the appendices. These provisions are strictly enforced by the campus police department.



Groundbreaking for Sports Complex