



## VVC STEPS TO ENROLLMENT

WebAdvisor [www.vvc.edu](http://www.vvc.edu)

*RamTalk* (760) 243-6440

**All students, except those exempted on the basis of locally established criteria (see next page), are expected to complete the following matriculation steps. Detailed information regarding matriculation policies and provisions can be found in the College catalog and Schedule of Classes.**

### STEP 1: APPLICATION

- Complete the Admissions Application online at [www.vvc.edu](http://www.vvc.edu)  
**OR**
- Complete the Admissions Application and submit to the Admissions Office located in Student Services I, Building #52

Name \_\_\_\_\_

ID# \_\_\_\_\_

Date \_\_\_\_\_

Staff Verification \_\_\_\_\_

### STEP 2: ATTEND "NEW STUDENT" ORIENTATION.

**Orientation prepares you to register for your first semester classes**

- **WHERE:** To Be Determined
- **WHEN:** After you have completed your Admissions application, you must schedule your orientation.
- **HOW:** Sign up at Counseling/Administration, Building #55, or call (760) 245-4271, ext. 2296 or 2531.

### STEP 3: COMPLETE ASSESSMENT TEST

- **NOTE:** You **must** complete these activities unless you meet one of the exemptions listed on the reverse side. Bring your photo ID, student ID number or social security number, and this form (with Step #1 initialed by the Admissions staff) **OR** bring your printout from your online Admissions Application.
- **Assessment** consists of placement exams in reading, sentence skills, and mathematics. Results will be immediately available. **Visit the Student Transition Center in Building #52, Window 18, to be seated for assessment (available on a first-come, first-served basis). No appointment is necessary.**

### STEP 4: COUNSELING/EDUCATIONAL PLAN

- Counselors will be available by appointment or on a **limited** walk-in basis in the Counseling/Administration Building #55 for additional career and educational planning. Call (760) 245-4271, ext. 2296 or 2531.
- Students who have previously attended VVC or any other college must have an educational plan filed with the Financial Aid office in order to receive funds.
- Students may register before meeting with a counselor, however, an educational plan is highly recommended.

## STEP 5: REGISTER FOR CLASSES

- A **registration date** will automatically be assigned to you allowing you to use our **RamTalk** phone-in registration or **WebAdvisor** registration.  
Consult the “**Registration Dates**” page in the Schedule of Classes to determine the dates during which you may enroll in classes. The “Registration Dates” page is also available at [www.vvc.edu/schedule/](http://www.vvc.edu/schedule/)
- **RamTalk** and **WebAdvisor** registration instructions and hours of operation are listed in the Schedule of Classes.
- **WebAdvisor** registration and fee payment are available through VVC’s website: [www.vvc.edu](http://www.vvc.edu)

*A Student Identification Card is required for VVC students and must be presented to access certain classes, computer labs, the weight room, and the library. Bring your photo ID and class printout to the ASB Office, Bldg. 44.*

## STEP 6: PAY FEES

- For your convenience, you may pay your fees by:
  - Mail/Drop Box
  - Online
  - In person at the VVC Bursar’s Office after you register.Payments must be received no later than 4:30 pm on the fee payment deadline date.

For more information go to <http://www.vvc.edu/offices/admissions-records/fees-refund.htm> or check the class schedule.

## FINANCIAL AID (Optional):

- Many VVC students receive some type of financial assistance in the form of grants, loans, and/or scholarships to help pay for the costs of attending Victor Valley College.
- To apply, complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or mail the application to the Department of Education.
- You can obtain all necessary forms and instructions at the Financial Aid Office located in Student Services I, Building #52.

## EXEMPTIONS

If you meet any one or more of the following conditions, you can choose not to participate in the matriculation activities outlined in **STEP 3**. Those students who do not meet any of these exemptions must complete the activities in **STEP 3**.

Check all that apply

### ASSESSMENT EXEMPTIONS

- 1. Completed an Associate (AA/AS) or higher degree from an accredited college.
- 2. Completed the equivalent of at least Math 50 and English 101 at another higher education institution. (See Counseling)
- 3. Have placement recommendations from an ASSESSMENT taken within 3 years at another California Community College. (See Counseling)
- 4. Enroll only in non-credit classes.
- 5. Planning to only take classes for personal development or enrichment.
- 6. Taking classes for recertification or licensing.
- 7. Currently enrolled in a four-year college/university.

### ORIENTATION/ADVISEMENT EXEMPTIONS

- 1. Completed an Associate (AA/AS) or higher degree from an accredited college.
- 2. Enroll only in non-credit classes.
- 3. Taking classes for recertification or licensing.
- 4. Currently enrolled in a four-year college/university.