

	PARENTS ALREADY REGISTERED	PARENTS NOT YET REGISTERED	STUDENTS ALREADY REGISTERED	STUDENTS NOT YET REGISTERED
STEP 1	Go to www.MoorparkCollege.edu	Go to www.MoorparkCollege.edu	Go to www.MoorparkCollege.edu	Go to www.MoorparkCollege.edu
STEP 2	STARTING ON MARCH 30, register for non-credit class	Create an OpenCCC account	Complete Moorpark's Dual Enrollment form ANY time after February 24	Click on Apply & Enroll, then New Student Steps for Success
STEP 3	Send your 900# and which class you signed up for to L.Schwarz@YouthMusicalTheatre.com	Fill out a Secure CCC Application	STARTING ON APRIL 22, register for class (either credit or noncredit) If you are in 6 th -8 th grade, you must wait until May 18 and will need to get an "add code" from Leslie Schwarz	Create an OpenCCC account
Step 4		WAIT UNTIL YOU GET YOUR "900-NUMBER" BEFORE MOVING ON	Send your 900# and which class you signed up for to L.Schwarz@YouthMusicalTheatre.com	Fill out a Secure CCC Application
Step 5		Create your MyVCCCD account		WAIT UNTIL YOU GET YOUR "900-NUMBER" BEFORE MOVING ON
Step 6		STARTING ON APRIL 13, register for non-credit class		Complete Moorpark's Dual Enrollment form ANY time after February 24
Step 7		Send your 900# and which class you signed up for to L.Schwarz@YouthMusicalTheatre.com		Create your MyVCCCD account
Step 8				AFTER April 22, register for class (either credit or noncredit) If you are in 6 th -8 th grade, you must wait until May 18 and will need to get an "add code" from Leslie Schwarz
Step 8				Send your 900# and which class you signed up for to L.Schwarz@YouthMusicalTheatre.com
Step 9				

Tips for enrolling in the Ventura County Community College District

There are SIX steps needed to enroll at Moorpark College:

1. Create an OpenCCC account
2. Complete a Secure CCC Application (this is where you are applying to Moorpark)
3. Sign up for a myVCCCD account (this is where you will be assigned a “900-number” which is your student ID number).
4. IF YOU ARE A STUDENT, fill out Moorpark’s Dual Enrollment form once you have your 900-number. If you are not a student, skip this step.
5. Enroll in a class once enrollment is open.
6. SEND LESLIE SCHWARZ YOUR “900-NUMBER” (this is your student ID number) AND WHAT CLASS YOU SIGNED UP FOR (L.Schwarz@YouthMusicalTheatre.com).
 - a. This allows us to tell Moorpark which of their students is with YMT.

Here’s the nitty gritty of how to actually get enrolled in the class:

If you are a parent volunteer, you’ll start at www.MoorparkCollege.edu and complete these four steps below.

If you are a middle school or high school student, you’ll need to start at www.MoorparkCollege.edu, and click on “apply & enroll”, then “New Student Steps for Success”. FOLLOW THE INSTRUCTIONS. You can skip Steps 3 (English Placement), Step 4 (New Student Orientation, and Step 5 (Apply for Financial Aid). The instructions below may help guide you as you are directed thru the various steps in the “new student steps for success” section.

You will also need to fill out Moorpark College’s concurrent enrollment form. The dual enrollment information can be found at:

www.moorparkcollege.edu/departments/student-services/admissions-records/dual-enrollment-k-12

These are hints & notes I took while completing the process. It’s not a step-by-step guide...just hints/notes to help you along.

STEP 1: Create an OpenCCC account

This is a California state-wide account you need to set up before applying to ANY California Community College. This creates an account for you in the California Community College system.

Select the Apply & Enroll option from the menu bar

Select "Apply for admission"

Select "online application for admission"

Then select "Create an account "

When I accessed this, it said "setting not private"I clicked OK and went to the website

Fill out the info requested.

When asked to provide a Social Security Number, you can elect not to, but then you'll get an email saying that you need to provide it in person. Seemed like far less hassle to provide the SSN. You can decide (and you may never need to actually go in person & provide it)

Write down your user name, PIN and the CCID number they give you.

When all info is entered, click continue to fill out the Secure CCC Application.

STEP 2: Fill out the Secure CCC Application

This is where you fill out the application for admission to a specific California Community College—in our case that's Moorpark.

Select the summer 2020 term (if it's not available, select the spring 2020 term)

Educational goals: improve basic skills

Intended Major: Theatre Arts Technical

When done, print out your confirmation (shows confirmation #)

WAIT UNTIL YOU GET AN ACCEPTANCE EMAIL FROM MOORPARK COLLEGE BEFORE MOVING ON TO NEXT STEP. This may take 10-60 minutes.

ONCE YOU GET YOUR ACCEPTANCE EMAIL, IT WILL CONTAIN A 900-NUMBER. THIS IS BASICALLY YOUR STUDENT ID. WRITE IT DOWN AND KEEP TRACK OF THIS NUMBER.

STEP 3: Create a MyVCCCD account

This is the portal you need to create in order to access the "register for classes" portion.

ONCE YOU RECEIVE THE EMAIL ABOVE, click on the "Start the MyVCCCD Setup wizard" link IN THAT EMAIL. (The MyVCCCD portal is where you'll register for classes) and complete the info.

You are now registered in the Ventura County Community College district as a student.

STEP 4: SIGN UP FOR THE CLASS

Parents will be signing up for a non-credit class in the Summer 2020 session.

You can do this starting on the dates shown below:

Returning adults/parents may register beginning March 30

New adults/parents may register beginning April 13.

Students will be signing up for EITHER a credit, or non-credit class in the Summer 2020 session.

You can do this starting on the dates shown below:

Students in grades 9-12 may register beginning April 22.

Students in 6th-8th grade may register beginning May 18 AND WILL NEED AN ADD CODE.

CONTACT LESLIE SCHWARZ FOR ADD CODE.

Once your date (shown above) has arrived, the summer session will be open for class signups.

Do the following:

After completing the MyVCCCD portal, there is then a link to go back to Moorpark College—click on “apply & enroll” and select the “register for classes” (if this doesn’t direct you there, go to MyVcccd portal and click on “apply & enroll” and select the “register for classes”.)

Select the Register/Add/Drop tab, and you will be directed to the Directory for Student Services screen. Answer the questions about Cal Grant, etc. and click on Continue on to Registration.

You will next be directed to an Add Class Worksheet.

- i. At that worksheet, select the Summer 2020 session, then enter CRN for your class, which is any one of the following (as of 2/24, the CRN for summer classes have not been released...head to the course catalog and look up the CRN for any of the classes below):
- ii. NON CREDIT CLASSES:
 - a. TTHA M901 Applied Tech Theatre Lighting
 - b. TTHA M902 Applied Tech Theatre Audio Production
 - c. TTHA M903 Applied Tech Theatre Stage Management
 - d. TTHA M904 Applied Practice Theatre Costume
 - e. TTHA M905 Applied Practice Theatre make-Up
- iii. FOR CREDIT CLASSES:
 - a. TTHA M12A Technical Theatre Practicum I
 - i. (only pick this class if 1st time enrolling in this class)
 - b. TTHA M12B Technical Theatre Practicum II
 - i. (only pick this class if you enrolled in TTHA M12A during ELF)

Continue thru the screens and answer the questions.

No fees are owed for non-credit classes.

At the very bottom, click on “Pay Fees & Complete Registration”.

A screen will then display that says “you are enrolled for the selected term”

Voila!! You are now enrolled in our class!!

Please email Leslie Schwarz (L.Schwarz@YouthMusicalTheatre.com) once you’ve enrolled, and tell her which class you signed up for, and your 900# . This way Moorpark can track which students are from YMT.

