

# Excelsior Charter Students: Steps for Dual Enrollment (DE) at VVC

## 2022-2023 School Year

1.) APPLY to Victor Valley College and become an Active College Student.

Link to start: [OPENCCAPPLY - VVC APPLICATION](#)

([Step by step application video from VVC](#))

- Allow 2-3 business days for your application to process and receive a welcome to VVC email with your student ID # and your VVC student email address and MyVVC log in Information.



2.) Students must fill out and submit the YEARLY updated Excelsior Addendum Form to their HS Counselor to upload into their student Documents. May be handed in in-person as well.

Last Names: A-L [Gerardog@excelsior.com](mailto:Gerardog@excelsior.com) M-Z [FernandoC@excelsior.com](mailto:FernandoC@excelsior.com)

 [Dual Enrollment Addendum\\_revised 4-7-22.pdf](#)



3.) Students Must fill out and submit the digital form through VVCs NextGen Dynamic Forms!

[CCAP Dual Enrollment Form](#)

[NonCCAP Dual Enrollment Form](#)

Sign in to your MyVVC account (using the info from your welcome email) & form will load. Place your desired courses. Be sure to enter your parents information correctly, and be sure Nicholas Gaytan [gerardog@excelsior.com](mailto:gerardog@excelsior.com) is in the place of counselor, then HIT SUBMIT! Parents will click the link sent to their email. They will then **CREATE AN ACCOUNT**, then go back to the original email to log in, click to sign and HIT SUBMIT! (You can log into MyVVC, click NEXTGEN, to confirm submission or change counselor's email.)

BE SURE YOU HAVE THE CORRECT FORM BEFORE YOU SUBMIT YOUR CCAP VS. NONCCAP.

\*You will receive a confirmation email from excelsior that your CCAP form was submitted to Admissions.

\*VVC sends confirmation emails to your VVC Email account for approved NonCCAP forms.



4.) Complete the Placement Survey and VVC Orientation through [MyVVC - Webadvisor](#).

\* If this step is not complete, VVC may not process your NonCCAP Dual Enrollment form.

5.) Register for your approved courses through your MyVVC Navigate account.

- Non-CCAP Courses: Walk you through how to register from VVC: <https://youtu.be/aK-ksWp749c>
- CCAP Students: The CCAP Program office will complete registration for you! This is to ensure only Excelsior Students enroll in the course. You will receive a confirmation email from Mrs. Eastwood, if you have not, please follow up with your HS counselor to check all steps were complete.

6.) Check your class schedule in your MyVVC Webadvisor for accuracy.

- Get familiar with your VVC Email- this is how your instructors will communicate with you.
- The week before the term begins make sure you have access to Canvas.
- Non-CCAP: check to see if you can borrow your textbooks or ask about Reimbursement.

