

CEC Registration / Enrollment Steps

CEC website: vcoe.org/cec

Initial Registration window: March 6-May 5

1. The student visits our online course catalog and selects a course.
2. After selecting course, the student will need to create an account with their:
 - a. Full Name
 - b. Email - Please use a personal primary email for us to contact
 - c. Confirm email
 - d. School district
 - e. High School name
 - f. Grade level
3. After creating an account, the student will be able to enroll in the course.
4. After enrolling, the student will receive an email from Canvas Catalog confirming they are Pre-Registered. (Example confirmation email below)

You are Pre-Registered

Advanced Naval Technologies – Fall 2023

Aug 07 12:00am (PDT)

Dear Nicole Valentine,

You are now **pre-registered** in Advanced Naval Technologies – Fall 2023 at Ventura County Office of Education!

This does **not** mean you are enrolled in the course. In order to complete your enrollment, you **must** attend the first meeting as well as ensure your school counselor knows you are registering for this course so they can include it in your school schedule.

If you have any questions, please call the CEC office at 805-437-1420

Thank you,
Ventura County Office of Education

[CEC Course Dashboard](#)

Enrollment ID: 17288-124685

Listing ID: 124685

VCOE Career Education Center | 465 Horizon Cir, Camarillo, CA 93010 | (805) 437-1420

5. Embedded in the Canvas confirmation email, there will be a link to complete the [Acknowledgements form](#). The Acknowledgements form will list where to email proof of the prerequisite. **Students must complete the form to be considered for our program.**
6. After completing the Acknowledgements form, CEC will review each application and will begin sending “Welcome” emails, counselors will be copied. (Example Welcome email below)

Congratulations! Your application has been accepted for Intro to Patient Care, Session 4. The course meeting details are listed below.

Intro to Patient Care, Session 4 - Tuesdays (Online via Zoom), 7 PM - 9 PM

Begin Date: March 28, 2023, End Date: May 9, 2023

In the weeks prior to the start of class, your instructor, Ms. Erica Spicer will contact you with the course information.

If you have any questions, or are no longer interested in taking this course, please contact me as soon as possible.

Thank you,

Nicole Valentine

School Office Manager

Career Education Center

Ventura County Office of Education

805-437-8077 | nvalentine@vcoe.org

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7. If we cannot find the student in our enrollment system, we will contact the student and copy you (the counselor) on all correspondence.

Late Registration window: May 15 - May 31, or until classes are filled