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Financial Aid

The Financial Aid Office is located in the Student Services Center, Room SSC 130 • 949-451-5287 • financialaid.ivc.edu

Financial aid is intended to help qualifying students pay for college expenses including books, fees, transportation, and other educationally related costs. The IVC Financial Aid Office encourages students to become informed about the variety of aid programs available to them.

Who Qualifies for Financial Aid?

To receive aid, you must:

1. Prove financial need based on federal and state guidelines, for need-based programs.
2. Have a high school diploma or equivalent.
3. Be enrolled as a regular student working towards an eligible degree or certificate.
4. Be a US citizen or eligible non-citizen. (International and AB540 students: Please visit the Financial Aid Office for more details.)
5. Be making satisfactory academic progress.
6. Not be in default on any educational loan or owe a refund on an educational grant.

7. Have a Social Security Number for federal aid only. State financial aid does not require a Social Security Number.
8. Register with the Selective Service System (applies to male students only).

Free Application for Federal Student Aid (FAFSA)

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) online at fafsa.gov. The FAFSA is used to determine eligibility for all state and federal financial aid, including the California College Promise Grant (BOG Fee Waiver). AB540 students can complete the California Dream App. Both applications open October 1 each year; students should apply before March 2 to meet state Cal Grant, IVC Foundation scholarship and priority funding deadlines.

IVC Financial Aid Programs

State Programs

- **California College Promise Grant (formerly known as the Board of Governors Fee Waiver):** A program for California residents attending a community college. The fee waiver pays for enrollment fees for eligible students. It does not cover parking, lab, material, or health fees or the ASIVC activity sticker. To apply for the fee waiver ONLY, visit <https://bog.openccapply.net/gateway/bog?cccMisCode=892>.

Students who are on probation for their last two consecutive semesters will lose eligibility for the CC Promise Grant. Students may appeal the loss of CC Promise Grant eligibility under the following conditions:

1. Student has a disability and applied for reasonable accommodations, but did not receive services in a timely manner.
2. Student has made significant academic improvement.
3. Student has experienced extenuating circumstances (e.g. accident, illness or other circumstance beyond the student's control).
4. Student requests special consideration because they are receiving CalWorks benefits, DSPS, EOPS, Veterans, or Foster Youth, or homeless services.
5. Student has not enrolled at IVC or Saddleback College for two consecutive primary semesters (fall and spring) since becoming ineligible for the CC Promise Grant.
6. Student was unable to obtain essential support services.

Students must submit their appeal to the Office of Admissions and Records. More information can be found at <http://admissions.ivc.edu/pages/priorities.aspx>.

- **Cal Grant:** A state-funded grant program for California residents. All Cal Grant award offers are subject to the approval of the final state budget. First-time applicants need to complete their FAFSA or Dream App by March 2 each year, and submit their GPA information. For more information, please visit www.csac.ca.gov or the Cal Grant page on the Financial Aid Office website.
- **Full-Time Student Success Grant (FTSSG):** A state funded grant program for full-time community college students already receiving a Cal Grant.

Federal Programs

- **Federal Pell Grant:** A grant program for students who have not earned a bachelor's or professional degree. Students must file a FAFSA and demonstrate financial need.
- **Federal Supplemental Educational Opportunity Grant (FSEOG):** A program that funds grants based on demonstrated exceptional financial need. Priority is limited and given to Pell Grant recipients who complete their FAFSA by March 2.
- **Federal Work Study (FWS):** A program that funds part-time job opportunities to students with financial need. Students must be enrolled in at least 6 units. Funding is very limited and is awarded on a first-come, first-served basis.

- **Federal Direct Loan Program:** Long-term, low-interest loans from the US Department of Education. Students must be enrolled in at least 6 units and must complete a FAFSA.

Scholarships

Irvine Valley College offers scholarships through the college's Foundation Office and generous donors. Students may be awarded scholarships on the basis of academic achievement, financial need, and campus or community service. Scholarship information is available at financialaid.ivc.edu.

Scholarships are also available from sources beyond Irvine Valley College. Additional information can be found on the IVC Financial Aid Scholarship page.

Satisfactory Academic Progress (SAP)

Federal and state regulations require that students maintain satisfactory academic progress in order to be eligible to receive financial aid. The purpose of this requirement is to encourage all students to progress steadily at a reasonable rate toward graduation, transfer or completion of their educational goal. The Financial Aid Office at IVC will evaluate all aid recipients once each term to ensure that they are meeting all components of satisfactory progress. Students must meet all of the following academic standards to receive financial aid:

1. Maintain a 2.0 cumulative district GPA.
2. Complete 70% of all classes enrolled.
3. Complete associate degree by 90 units of enrolled coursework.
4. Not have an AA, AS, bachelor's or higher degree.

Students not meeting the above academic standards may be suspended and will have to submit an appeal for possible financial aid reinstatement. For more information, visit the Financial Aid Office website.

Return of Title IV Funds

When a recipient of federal student aid (Title IV grant or loan) withdraws completely from the college before completing 60% of the enrollment period, federal law requires repayment of part of the aid received. The amount that must be repaid will depend upon the percentage of the semester completed. The Financial Aid Office will notify the student regarding the amount owed and repayment options. Any aid recipient who needs to withdraw from any or all classes should contact the Financial Aid Office first before dropping. More information on the effects of aid recipients dropping classes can be viewed on the Financial Aid Policies & Procedures page of the Financial Aid Office website.

Counseling Services

The Counseling Center is located in the Student Services Center, Room SSC 210.

Irvine Valley College provides counseling services to help students with a variety of educational, career and personal concerns. The counseling faculty help students clarify their needs, make decisions, set goals and deal effectively with personal obstacles. The relationship between student and counselor is confidential. Students who wish to meet with a counselor for academic planning, transcript evaluation and career counseling should make an individual appointment to see a counselor. In this way, they are assured of enough time to have their questions answered and build rapport with a counselor. For information or to schedule an appointment, students may call the Counseling Center, 949-451-5319, or visit students.ivc.edu/counselingcenter.

Academic Counseling

Counselors work with students to develop a personalized academic plan. Academic counseling is an opportunity to exchange information designed to help students reach their educational and career goals. Counselors evaluate transcripts from other colleges and explore transfer options and requirements with students. If needed, counselors can assist by helping the student understand options, selecting a major, determine resources and, when necessary, identify alternatives to goals.

Career Counseling

Career counseling assists students in identifying their career interests. Counselors use a variety of assessments to help students examine their interests and personality characteristics, including values and skills classification. Counselors also provide information about the labor market and offer career/life-planning courses.

Drop-in Counseling

Drop-in counseling provides students with the opportunity to meet with a counselor on a first-come, first-served basis for answers to quick questions (10 minutes or less). Drop-in counseling is available from 8am - 7pm Monday through Thursday, 8am to 5pm Friday, and 9am to 1pm Saturday.

Personal Counseling

Personal counseling includes help with relationship problems, interpersonal communication, self-awareness, stress management, behavior change, and referral to off-campus resources. Psychological services are also available in the Health and Wellness Center.

Online Counseling

Online educational counseling, an extension of drop-in counseling, offers students an opportunity to ask counselors questions online; visit students.ivc.edu/counselingcenter.

Counseling for International Students

Specific counselors have been designated to work with international students. They work closely with the International Student Center to advise international students about the special rules regarding their course selection.

Counseling for Student-Athletes

A specific counselor has been designated to counsel student-athletes. The athletic counselor works closely with team coaches and is familiar with athletic eligibility requirements for California Community College Athletic Association (CCCAA), National Collegiate Athletic Association (NCAA), and National Association of Intercollegiate Athletics (NAIA). Student-Athletes must have an academic plan in order to compete, and meeting with the athletic counselor is necessary to the completion of this plan. Student-athletes are encouraged to see the athletic counselor on a regular basis for career, personal, academic and athletic counseling.

Counseling for Honors Students

There is a designated honors counselor who advises students with transferring, specifically to UCLA's Transfer Alliance Program (TAP) and UCI's Honors-to-Honors Transfer Agreement. Students need to see the honors counselor each year to update their educational plans. Students pursuing graduate school after completion of the bachelor's degree are encouraged to take Counseling 6 Honors (Academic, Career and Life Success) to assist them with the research and planning process of graduate schools.

Veterans Services Center

The Veterans Service Center (VSC) provides veterans, active military and dependent resources that promote successful transition from military life. The center is a one-stop center that houses a certifying official and provides direct support services to veterans. The certifying official provides assistance to students to complete the paperwork required for VA education benefits. There are computers available for veteran students' use and tutoring available through the Student Success Center and in the VSC for all veteran students. They also are provided with assistance with scholarships, veteran counseling, referrals and resources, and new student guidance. A Vocational Rehabilitation Veteran representative is present weekly, a disability certification representative is present and mental wellness counseling is available onsite for veteran-specific needs. Healthcare benefit enrollment also is available. Our one-stop stresses a holistic approach to accommodating our veterans at IVC and we promote wellness programs for all veterans to participate. We are located in front of the Student Services Building in room SSC 120, and can be reached at 949-451-5296.

Supportive Services

Disabled Students Programs and Services (DSPS)

Student Services Center
Room SSC 171 • 949-451-5630
Video Phone: 949-333-0595

The Disabled Students Programs and Services (DSPS) department provides academic adjustments, auxiliary aids and support services to students with a disability, enabling them to fully participate and benefit from an equitable college experience at Irvine Valley College. Participation in DSPS is voluntary and all student disability-related information is confidential. Services and accommodations are based on a verified disability, counselor's recommendations, and an interactive process, which may include the following:

- Alternate media for educational materials
- Disability management counseling
- Extended academic tutoring
- Note taking
- Test proctoring
- Sign language interpreting

DSPS strives to support Irvine Valley College in the inclusion of students with disabilities as independent, responsible, and productive members of the campus community.

Learning Disabilities Program

Student Services Center
Room SSC 171 • 949-451-5630

The Learning Disabilities Program serves Irvine Valley College students who are not achieving their educational goals because of difficulties with reading, writing, spelling, or math. Irvine Valley College offers learning disability assessments that focus on strategies for overcoming specific learning difficulties.

Students may be referred to the program by an instructor or counselor, or they may refer themselves. Each student will receive an initial interview and then may be individually assessed.

Extended Opportunity Program and Services (EOPS)

Student Services Center
Room SSC 220 • 949-451-5243

EOPS is a state-funded program that provides support services designed to ensure the success of eligible low-income students. Services include financial assistance; textbook assistance; academic, personal, and career counseling; transfer assistance; childcare referrals; work-study opportunities; subject-area tutoring; study-skills assistance; and workshops. Referrals to other campus resources and community agencies are also available. Students may call for eligibility criteria and additional information.

Cooperative Agencies Resources for Education (CARE)

Student Services Center
Room SSC 220 • 949-451-5243

The CARE program supports CalWORKs single parents, offering child care and transportation assistance, books and supplies, special workshops, grants, and counseling. Students interested in the CARE program are encouraged to contact the EOPS office to determine their eligibility.

California Work Opportunities and Responsibility to Kids (CalWORKs)

Student Services Center
Room SSC 220 • 949-451-5243

Irvine Valley College partners with Orange County Social Services Agency to provide a number of support services to CalWORKs cash aid recipients. Services include college work-study, child care, transportation assistance, specialized counseling, and employment readiness workshops. CalWORKs recipient students are encouraged to meet with an IVC CalWORKs counselor as soon as possible when they come to IVC.

Online Services and Online Education

Student Email

All students are automatically given email accounts within 24 hours after applying to the college. User names are assigned automatically (customized names are not provided), and accounts are continued with no interruption in service so long as the student remains enrolled in contiguous semesters (excluding summer). Students may change their initial password and forward

copies of their student email to another account (e.g., their home email) by logging into MySite. However, faculty and staff use the official student-provided email address to correspond. It is highly recommended to always check your school email at <https://outlook.com/ivc.edu>.

Approximately three weeks after the start of a semester, continuing students who have not enrolled in at least one class for the new semester will have their email accounts deleted. Students who drop all of their classes will have both their email accounts and any messages deactivated.

For the most current information about how to use student email accounts, students should log on to www.socced.edu/email and read "Your Email Information" or go to <https://tech.ivc.edu>.

Example: If your name is James Bernardo, your user name is `jbernardo0`. Important: Student email accounts always end in a number. Your account name may end with a zero or any other number, but it will never end with the letter "o" or "l." Your student email address is: `jbernardo0@ivc.edu`. Your default email password is: Your PIN plus two zeros. For example, if your PIN is 3456, your default password is 345600. Your domain is: IVC-STUDENT. To change your password, log in to MySite. Under the MyEmail link on the left, click on "Change PIN/Password." Click on "Change Password."

Important Notice: Student email privileges are designed solely for educational purposes. District policy forbids personal, recreational or commercial use of college computers, e-mail and Internet services.

Online Educational Counseling

Online counseling is an extension of drop-in counseling. Students can access this service from students.ivc.edu/counselingcenter.

Online Orientation

IVC's online orientation is available to students 24/7/365 from any computer with Internet access. The orientation provides students with valuable information regarding the many services, policies, and opportunities available at IVC. It is designed to give students a comprehensive overview of the Irvine Valley College experience. The orientation is fully accessible to the visually impaired.

Once students have applied to IVC and received their student ID number, they may access the online orientation through MySite. After students have completed their matriculation requirements, they may return to this resource.

Online Advisement

IVC's online advisement is available to students 24/7/365 through MySite from any computer with Internet access. The advisement takes students step-by-step through the process of identifying which classes they can take during their first semester at IVC. Advisement is specific to each individual student and is based on recommended classes identified through the student's assessment results, educational goal, and personal interests. Students may review the advisement session multiple times, ask questions, and develop backup schedules from the convenience of their home or other location.

Students are eligible to complete the online advisement after completing their online orientation and taking the Assessment Placement Test and receiving their recommended classes (available for viewing on MySite). Successful completion of the online advisement allows students to enroll in their first semester classes on their assigned registration date and time.

Online Education: Online Classes

Online education is the process of learning, researching, and interacting outside of a campus environment. Online education at Irvine Valley College is conducted on the Internet via the college's learning management system (see below). Each class has a

specific IVC instructor who serves as a personal contact to answer student questions, provide review opportunities, and administer examinations throughout the semester.

Students must meet the specific requirements of the course and participate responsibly. Any student enrolling in an online class is required to go to this website link for orientation information: academics.ivc.edu/DE.

Canvas™

Canvas™ is the college's learning management system (LMS). Canvas provides students with an online learning community along with other tools to assist them in getting the most out of their online courses. Students participate in course lessons by accessing the Canvas site, located at <https://canvas.ivc.edu>. Students are able to download course content (including articles, streaming audio and video, and presentations) and interact with their instructor and classmates through the discussion board and the chat feature/virtual classroom.

Instructors inform students at the class orientation or by email about how to use the Canvas system. Students officially enrolled in an online class may access the account at <https://canvas.ivc.edu> with a valid user name and password. Students can view online videos about Canvas at the following website: academics.ivc.edu/DE. Students can find technology support at <https://tech.ivc.edu>. Google Chrome is the recommended web browser.

Bookstore and Centers for Students

IVC Bookstore

B 100 • 949-451-5258

www.ivcstore.com

Refer to website for exact hours each semester

The Irvine Valley College Bookstore stocks new, used and electronic textbooks, class supplies, IVC swag and a variety of educational materials. Used textbooks are bought back year-round, at up to 50% of the new price. The bookstore accepts cash, credit cards (VISA, MasterCard, Discover, and American Express), personal checks (with valid driver license and student ID), and bookstore gift cards. Students can order their textbooks online at www.ivcstore.com. Books ordered online can be picked up at the store or shipped via FedEx. ATEP students may purchase their books at the IVC Bookstore. The IVC Bookstore offers textbook rentals, saving students 65% or more on select textbooks. Information is available in the bookstore or by logging on to www.rent-a-text.com. The bookstore is open Monday through Friday, except college holidays. The bookstore offers extended hours the first week of each semester. Students should refer to www.ivcstore.com for exact hours each semester. The IVC Bookstore does not carry textbooks for Saddleback College. Saddleback College students should purchase textbooks at the Saddleback College Bookstore.

AESL Center

Room B 382
949-451-5510
ivcesl@ivc.edu

The AESL (Adult English as a Second Language) Center supports all future and current ESL students in becoming successful IVC students and learning English for work, with family, in the community, or at school. The AESL Center is a one-stop center that offers student services that specifically address non-native speakers of English needs, including assistance with completing the admissions and registration process, ESL assessment, orientation, counseling, and campus and community resource referral.

The center has computers and staff available to provide language and digital support for students. The AESL Center is also used as a classroom/lab for ESL classes.

Career and Job Placement Center

Student Services Center

Room SSC 230 • 949-451-5431 • ivccareercenter@ivc.edu

The Career and Job Placement Center is available to help students develop a plan to secure gainful employment during or after their academic career. The Center offers resources for those who need assistance with career planning, goal-setting, choosing a major, researching careers, or enrolling in a career guidance course. Career Exploration and Life Planning (COUN 102) is a career guidance course offered fall, spring, and summer semesters. Career Center staff and counselors are available to help with résumé and cover letter writing, job searches, and interview practice. The Career Center library contains books on résumé and cover letter writing; career paths for various industries/majors; and career paths for different temperament types. Other resources include: handouts with résumé and cover letter tips; career tips for different academic majors; scholarship information; cooperative work experience information; Myers-Briggs Type Indicator summaries; workforce indicator and salary data; and information on Career and Technical Education (CTE) programs. Online Career Center resources can be accessed 24/7 via the website, students.ivc.edu/careercenter. These resources include Eureka (assessments), Bridges (assessments), College Central Network (online job board), and Candid Career (career research). The Center's computer lab is a resource for students to support their career development and job search goals. A number of career-related events are hosted throughout the year. These include job fairs; workshops; and employer/industry panels. Students who would like to meet with a staff member for one-on-one assistance may make an appointment by calling (949) 451-5431.

Counseling Center

Student Services Center

Room SSC 210 • 949-451-5319

The Counseling Center offers holistic counseling, working with each student to meet their academic, career, and personal needs. See Counseling Services for a description of counseling services.

ELEVATE AAPI @ IVC

Equitable Learning Experiences Valuing Achievement, Transfer, and Empowering Asian Americans and Pacific Islanders at Irvine Valley College

B 353 • 949-451-5322

<http://www.ivc.edu/elevateaapi>

ELEVATE AAPI is a federal Title III AANAPISI (Asian American and Native American Pacific Islander Serving Institution) funded program that provides resources and support services to ensure the success of Asian American, Pacific Islanders, and also economically disadvantaged students. Services include: counseling; supplemental tutoring; peer advising; academic and specialized workshops, cultural events, guest speakers, a first-year experience program, and leadership development. ELEVATE AAPI is located in B 353, the CAANAPI: the Center for Asian Americans and Native American Pacific Islanders.

Health and Wellness Center

Student Services Center
Room SSC 150 • 949-451-5221
Fax: 949-451-5393

The Health and Wellness Center is able to provide prevention, education and basic outpatient services for the diagnosis and treatment of acute and sub-acute illnesses and injuries. The wellness center provides physical, emotional and social well-being guidance for students in ways that will increase their potential for educational success. A brief overview of services includes urgent care, preventive care which includes general health assessment and education, vision and hearing screenings, emergency first aid, women's and men's health care, TB testing, STD testing and flu shots and referrals are utilized for services beyond our scope of practice. Additionally, annual well-women examinations are available including PAP tests and birth control. We are an approved Family Pact provider.

Mental wellness services are available for short term intervention, and referrals are available for more detailed mental health needs. Support services such as pharmacy, laboratory and health education are also available. There is a nominal charge for laboratory tests and prescription medications. The Wellness Center is staffed by a team of professionals which include medical physicians, registered nurses and clerical support. Health services are available to students who have paid the state mandated health fee and are currently enrolled in and attending classes at IVC. Students may call for hours of operation each semester. The wellness center is closed on weekends and school holidays.

International Student Center

Room CEC 7 • 949-451-5414

Irvine Valley College is authorized by the US Department of Homeland Security (US DHS) to admit international students in F-1 visa status. The college has a robust international student program, welcoming over 740 international students from 50 different countries annually.

The International Student Center is committed to assisting students with an array of services, such as information regarding application, immigration advising, academic counseling, university transfer assistance, orientation and social activities. All F-1 visa students must purchase the District mandated health insurance plan as a condition of enrollment.

Resources are available for housing, transcript evaluation and document translation services. Irvine Valley College welcomes international student applications and encourages early application in order to meet established deadlines.

Prospective students are encouraged to visit the International Student Center or visit students.ivc.edu/internationalcenter for more information and application instructions.

Language Acquisition Center

Room B 354 • 949-451-5580 • <http://academics.ivc.edu/languagecenter/Pages/default.aspx>

The Language Acquisition Center is a learning center for classes in Chinese, French, Japanese, Spanish, and English as a Second Language (ESL). Instructors and tutors are available to aid students with assignments and language learning. The center offers individual tutoring, conversational groups, computer-aided practice, films, and cultural events.

The center is open to students currently enrolled in IVC language courses. Students must enroll in Chinese 180, French 180, Japanese 180 or Spanish 180. For ESL support, students can enroll in ESL 389, while AESL students can enroll in AESL 599. For assistance in ESL 201 or ESL 301, students must enroll in the co-requisite courses of ESL 201L or ESL 301L. Enrolled students may use the Language Acquisition Center any time during open hours.

Library

Circulation Desk: 949-451-5761

Reference Desk: 949-451-5266

Library Information: 949-451-5261

library@ivc.edu • ivc.edu/library

The Irvine Valley College Library provides students, faculty, and staff a wealth of information resources, including approximately 38,000 books, 24,300 e-books, 1,138 legal resources, 23 print periodicals, 50 databases encompassing over 25,000 full-text scholarly journals, 646 DVDs, 4,300 music CDs, as well as calculators, headphones, and models of the human skeleton, heart, musculature, and skull. A web-based public access catalog allows users to search for all of these materials. Printers, copy machines and scanners are available for student use for a nominal fee. The library also offers spacious study areas and group-study rooms for students. District students, faculty, and staff can borrow circulating materials by presenting a valid IVC student or staff ID card.

Library Computers

Computer workstations in the library provide currently enrolled Irvine Valley College or Saddleback College students access to the Internet, student email, research databases, and Microsoft Office software. Assistive computers are available for students with disabilities. **The computer facilities in the library are for educational and research purposes only.**

Library Card

A current Irvine Valley College or Saddleback College student photo ID is required for all library transactions. Students must be currently enrolled in classes. Students should report lost ID cards to the library immediately, as they will be held responsible for materials checked out under their name.

Material/Book Checkout

All currently enrolled SOCCCD students without outstanding fines may check out library materials.

Books, CD-ROMs, DVDs and Music CDs: 9 items for 3 weeks

Magazines, Newspapers: Library Use Only

Reference Books: Library Use Only

Reserve Textbooks: Library Use Only

Renewals

Items can be renewed twice, by telephone, in person, or via the library website. If another student has placed an item on hold, then the item may NOT be renewed.

Reserves

Due to a collaborative effort between the IVC faculty, campus bookstore and Library Reserves, the library offers a broad range of core textbooks for student use in the library for a limited checkout period.

To check out a reserve item, students must present a valid IVC or Saddleback student ID at the Circulation Desk and request the item stating the course name and number (for example, BIO 1, MATH 4A, or PSYC 150), the title of the book, and the edition

needed. Because reserves are in high demand, they are first come, first served and for use in the library only. If students do not return them within the specified time period (generally two hours), an overdue fine will be imposed.

Late Fines and Holds on Student Records

When library materials become overdue or are returned late, the library places a hold on the student's account. Holds prevent individuals from registering, adding or dropping classes, or receiving grades, transcripts or diplomas, as well as checking out additional materials in the library. To remove a hold, students must return the library item and pay the fine or the cost of the lost material plus any processing fees. The library circulation staff can provide further information about this regulation and about additional charges for lost materials.

Community Library Users

District residents who purchase a Community Card (\$10 for 6 months) may access the resources of the IVC Library. Community Card members will have access to the library computers and WiFi, and may check out four items at a time.

Life Fitness Center and Strength Training Center

**Rooms PE 110 and PE 260
949-451-5370**

The Life Fitness Center is an exercise facility designed to improve the health and fitness levels of students of all ages and abilities. The center offers equipment for improving cardiovascular endurance, muscular strength and endurance, flexibility, and body composition.

An Aerobic Super Circuit consisting of a series of Cybex weight machine stations alternated with aerobic steps and bicycle ergometers is one of the center's main features. By moving continuously through the Aerobic Super Circuit, an individual can improve their cardiovascular endurance, reduce risk of heart disease, decrease body fat, increase muscle mass, and strengthen all of the major muscle groups in the body.

The center has an assortment of aerobic equipment, including bicycle ergometers, stair climbers, rowers, and treadmills, as well as weight machines and free weights. Kinesiology instructors work with students individually or in small groups.

Students interested in using the center must enroll in Kinesiology 3A, 3B, or 3C (Life Fitness Center) and participate in an online orientation session. The orientation covers the general rules and regulations of using the center and introduces available equipment. Students may access orientation information by clicking the Life Fitness Center link on the Kinesiology Department website: academics.ivc.edu/kines

The Strength Training Center, across from the Life Fitness Center, features Hammer Strength and Life Fitness equipment and Ivanko free weights. This center serves as the classroom for students enrolled in strength and/or weight-training classes, who will learn to perform the exercises necessary for body building and power lifting.

Math Center

Room B 363 • 949-451-7561

Drop-in tutorial assistance and supplemental instruction is available in the Math Center for math courses taught at Irvine Valley College. For Math Center assistance in Math 351 or Math 353, students enroll in Math 351L or Math 353L. For assistance in other math classes, students should enroll in a section of Tutoring 301 offered in the Math Center, room B 363.

Student Success Center

Room BSTIC 110 • 949-451-5471

The Student Success Center serves both as the central location for the college's tutoring program and as a computer lab for IVC students enrolled in specific courses.

Tutorial Assistance

The center supports academic learning by providing tutoring and additional resources to reinforce and supplement classroom instruction. The goal of tutoring is to assist students in achieving success in their classes, to prevent students from dropping classes unnecessarily, to promote their self-confidence, and to help them become independent and active learners. The center offers free extended tutoring for DSPS, EOPS and veteran students.

Students seeking tutorial assistance must complete an instructor/counselor referral form (available in the center or online on the center's website), have it signed, and then register for Tutoring 301 via an APC provided at the front desk.

Computer Lab Access

The Student Success Center serves as a laboratory for IVC courses that require students to use specific software applications to complete their assignments. The center is equipped with PCs and Macs; network services; printers; scanners; 3D printer; and specialized software. Instructors and tutors are available to assist students.

Classes supported in the center include those providing instruction in accounting, computer security, computer-aided design and drafting, database design and implementation, desktop publishing, engineering, graphics applications, Microsoft Office suite applications, networking, operating systems, programming, statistics, VoIP (Voice over Internet Protocol), and web authoring, among others.

Transfer Center

Student Services Center

Room SSC 230 • 949-451-5339

The Transfer Center offers information, resources, workshops, and fairs to educate and assist students who plan to transfer to four-year colleges and universities. Information is available regarding the admissions process, including application deadlines and admission requirements. Students may make individual appointments with counselors in the center for guidance in selecting majors and transfer institutions, meeting minimum transfer requirements, academic planning, applying for admission, appealing admission denials, and more.

In addition, the center offers general transfer workshops as well as application workshops to assist students with the transfer process. Students can obtain information regarding Transfer Admission Guarantee (TAG) programs available with UC Irvine, UC Davis, UC Merced, UC Santa Barbara, UC Riverside and UC Santa Cruz, as well as with the CSU system and some private and out-of-state institutions. Students can also access information about universities and financial aid programs via Internet

workstations in the center. In addition, students who visit the center can use College Source to view catalogs for most colleges and universities across the United States.

The center arranges individual appointments on the IVC campus with representatives from the University of California, California State University, and independent and out-of-state colleges and universities. During our college transfer fairs, students may speak informally with representatives from most UC and CSU campuses and independent colleges and universities. The center also provides transportation for campus tours to four-year colleges and universities.

Writing Center

Room LA 103 • 949-451-5249

The Writing Center offers instructional support in reading and writing to students enrolled in Writing 181, 182, 280 or 380, the Writing Conference. Enrolled students may use the Center to confer individually with English instructors and to log on to computers for academic purposes.

During conferences, instructors do not edit or proofread student writing; instead, they offer feedback and direction based on an understanding of the classroom writing assignment. Conferences are available on a first-come, first-served basis, and enrolled students are welcome to use the Center's services at any time during operating hours. To reach Lab Technician Beth Sanchez, call ext. 5663.

Students enrolled in Writing 280 and 380 must record 24 hours spent in the Center and participation in four formal conferences in order to receive .5 unit of credit. Students enrolled in Writing 181 or 182 must record 24 hours spent in the Center in order to receive .5 unit of credit.

Office of Student Life, ASG of IVC and Equity Programs

Student Life

Student Services Center

**Room SSC 260 • 949-451-5688 • 949-451-5507 • 949-451-5442 • ivcstudentlife@ivc.edu • ivcasg@ivc.edu
• students.ivc.edu/asivc • ivc.edu/student/clubs**

The Office of Student Life and Equity Programs houses the Student Life, ASG of IVC and Student Equity programs. We are committed to providing meaningful services, activities and communications that build community; ensure academic success; encourage creative expression, personal growth, and well-being; foster diversity, equity and social justice; and promote student advocacy and leadership. Our four goals are: services and activities, student leadership development, facilities and technology, and fiscal management.

The Office of Student Life provides a multitude of campus events and activities such as welcome activities, Homecoming, Fear Fest and Spring Fest, end-of-semester events, and holiday celebrations throughout the year. The office also provides academic success services and resources to assist in student retention, such as Take Your Faculty to Lunch tickets, free scantrons (qty. 6 while supplies last) and green books (qty. 2 while supplies last).

Funded by Bookstore and Cafeteria commissions and ASIVC sticker sales, our department provides financial support to over 25 student clubs and organizations, as well as IVC co-curricular programs (i.e. Administration of Justice, Model UN, Psi Beta and Speech and Debate). In addition, our department provides over \$40,000 in student scholarships (funded by the ASG of IVC).

The ASIVC activity sticker entitles its holder to a number of member benefits, including no-cost entry to IVC athletic home games for the semester; discounted Regal movie tickets and theme park e-tickets; access to the ASIVC Student Lounge, which includes billiards, table tennis, foosball, and a TV/gaming room; and an opportunity to apply for ASIVC scholarships.

Associated Student Government (ASG) of Irvine Valley College (IVC)

Student Services Center

Room SSC 260 • 949-451-5507 • ivcasg@ivc.edu • students.ivc.edu/asivc • ivc.edu/student/clubs

The Associated Students of Irvine Valley College (ASIVC)'s official student shared governance group (ASG of IVC) represents student interests on college committees, plans student events and activities, and organizes student clubs and organizations. Any student duly enrolled at Irvine Valley College is automatically accorded membership in ASIVC and has the right to vote in college-wide elections. Students interested in joining the student government should contact the Student Life Office. The ASG of IVC is comprised of several different committees, all staffed by student leaders. They include Budget and Finance, Community Outreach, Development, Facilities and Technology, Judicial Court, Legislative, Public Relations, Student Advocates and Student Activities. A branch of the ASG of IVC that supervises student clubs and organizations is called the Inter-Club and Co-Curricular Council (I4C). Some of these clubs and organizations include culturally focused groups as well as academic and special interest organizations.

Equity Programs

Student Services Center

Room SSC 260A • 949-451-5688 • ivestudentequity@ivc.edu

Equity Programs provides services and activities that increase student and staff multicultural awareness, knowledge, skills and competencies. Our goal is to increase all student engagement in campus life through services, events and leadership development opportunities.

Our department develops and facilitates multicultural programs such as Indigenous People's Day, Coming Out Day, Dia de Los Muertos, Holi, Diwali, Black History Month, Lunar New Year, Gender Equity Awareness, Genocide Awareness, Cesar Chavez Day, and Persian New Year celebrations. We also address and advocate on student issues and concerns as they relate to diversity and equity by coordinating weekly outreach booths and monthly Real Talk discussion groups. Our leadership development opportunities include the DREAM (Diverse Readings to Educate About Multiculturalism) Book Club, the Diversity and Equity Retreat (DAER), E-SLAM (Equity Student Leadership Advocacy Modules) workshops and Meet and Greets for disproportionately impacted communities at IVC.

Our office sponsors several services for eligible students on campus such as meal vouchers, the Food Resource Center, equity scholarships, bookstore vouchers, parking and transportation vouchers, and the Laptop Loan Program.

Honors Program

The Irvine Valley College Honors Program is designed to meet the needs of academically talented and highly motivated students. Most honors-designated courses meet the general education transfer requirements for the University of California and California State University systems and are open to all students through the regular enrollment process. Honors course offerings can be found in both the online class schedule and the class catalog under the relevant departments. The following honors courses are currently offered in regular rotation:

- ACCOUNTING 1BH: Managerial Accounting Honors

- ANTHROPOLOGY 1H: Introduction to Physical Anthropology Honors
- ANTHROPOLOGY 2H: Cultural Anthropology Honors
- BIOLOGY 1H: The Life Sciences Honors
- COMMUNICATIONS 1H: Communication Fundamentals Honors
- COMPUTER SCIENCE 1H: Introduction to Computer Systems Honors
- ECONOMICS 1H: Principles of Economics-Micro Honors
- ECONOMICS 2H: Principles of Economics-Macro Honors
- ECONOMICS 10H: Statistics for Business and Economics Honors
- ECONOMICS 20H: Introductory Economics Honors
- FRENCH 1H: Beginning French I Honors
- GEOGRAPHY 3H: World Regional Geography Honors
- GEOGRAPHY 10H: Introduction to Weather and Climate Honors
- HISTORY 1H: The History of World Civilizations to 1500 Honors
- HISTORY 51H: Women in American History Honors
- HUMANITIES 1H: Introduction to Humanities Honors
- HUMANITIES 71H: Introduction to Film Honors
- HUMANITIES 72H: Film and American Culture Honors
- JAPANESE 1H: Beginning Japanese I Honors
- JAPANESE 2H: Beginning Japanese II Honors
- MANAGEMENT 10H: Statistics for Business and Economics Honors
- MANAGEMENT 12AH: The Legal Environment of Business Honors
- MATH 3AH: Analytic Geometry and Calculus I Honors
- MATH 3BH: Analytic Geometry and Calculus II Honors
- MATH 24H: Elementary Differential Equations Honors
- MUSIC 2H: Music Theory and Culture Honors
- MUSIC 20H: Music Appreciation Honors
- POLITICAL SCIENCE 1H: American Government Honors
- POLITICAL SCIENCE 12H: Comparative Politics Honors
- POLITICAL SCIENCE 14H: International Relations Honors
- PSYCHOLOGY 1H: Introduction to Psychology Honors
- PSYCHOLOGY 3H: Physiological Psychology Honors
- PSYCHOLOGY 5H: Psychological Aspects of Human Sexuality Honors
- PSYCHOLOGY 10H: Statistical Methods in the Behavioral Sciences Honors
- PSYCHOLOGY 13H: Psychology of Reasoning and Problem Solving Honors
- PSYCHOLOGY 37H: Abnormal Behavior Honors
- SOCIOLOGY 1H: Introduction to Sociology Honors
- SPANISH 1H: Beginning Spanish I Honors
- THEATRE ARTS 25H: Great Plays: Primitive to Renaissance Honors
- THEATRE ARTS 26H: Great Plays: Renaissance to Contemporary Honors
- WRITING 1H: College Writing 1 Honors
- WRITING 2H: College Writing 2: Critical Thinking/Writing Honors

For special consideration by transfer institutions and for recognition on the transcript, Honors Program students must complete a minimum of five courses and 15 letter-graded units of honors-designated coursework during their academic career at Irvine Valley College (courses taken on a pass/no-pass basis do not fulfill Honors Program requirements). Students must maintain an overall GPA of 3.25; they must also achieve a 3.25 GPA in their honors courses. Students may not take more than three of the required honors courses in the spring semester prior to transfer without approval of the Honors Advisory Committee. Students are expected to submit a Student Learning Assessment Portfolio as a program graduation requirement. For more information please

visit the Honors website or office. The Irvine Valley College Honors Program is a member of the UCLA Transfer Alliance Program (TAP) and of the Honors Transfer Council of California.

Entering freshmen who wish to join the program must submit an application packet containing a signed application form; official transcript demonstrating a non-weighted academic 3.25 GPA and Writing 1 eligibility, or SAT 1890 (of 2400) or SAT 1260 (of 1600) or ACT 28 (of 36); a letter of recommendation; and a personal letter of application. **Continuing IVC students** who wish to join the program must submit an application packet containing a signed application form; unofficial transcripts demonstrating completion of at least 12 units of transfer-applicable coursework with a 3.25 GPA and Writing 1 eligibility; a personal letter of application; and the names of three Irvine Valley College (or Saddleback) faculty who will comment on behalf of the applicant. **Students transferring to IVC** who wish to join the program must submit an application packet containing a signed, completed application form; unofficial copies of all college transcripts demonstrating completion of at least 12 units of transfer-applicable coursework with a cumulative 3.25 GPA and Writing 1 eligibility; three letters of recommendation from college faculty; and a personal letter of application. *Note: Special rules apply to students who already have an undergraduate degree or have 40 or more units of college work.* Applicants must submit transcripts for any other colleges attended. Application forms are available online at academics.ivc.edu/honors or in the program office, LA 107A, at IVC. For further information students may call 949-451-5300 or email honorsprogram@ivc.edu.

Honor Societies

IVC honor societies include the Alpha Omega Mu chapter of Phi Theta Kappa (the international honor society for two-year colleges) and Psi Beta (the national honor society in psychology for community college students). All honor society members will have a notation on their official transcripts for every semester they maintain membership standards in Phi Theta Kappa and/or Psi Beta. **Transcript notation is posted at the end of each semester.** Phi Theta Kappa members are also eligible for chapter, state, and national merit and transfer scholarships. Psi Beta members are eligible for national research and service awards and can participate in regional in national psychology conferences.

Phi Theta Kappa

Phi Theta Kappa (PTK) is a co-curricular organization in that eligibility and benefits of membership are determined by student GPA and units completed towards any academic program, degree, or certificate. PTK members enjoy a special relationship with the IVC Honors Program in that many PTK members are also members of the Honors Program, and vice versa, and thus often share resources and scholarship/research opportunities. Phi Theta Kappa members additionally benefit from receiving transcript notation, having access to over \$37 million in scholarships, serving as chapter officers and in other leadership positions, attending and presenting at regional and national conferences, competing for awards, and profiting from various other scholarship, leadership, and service opportunities.

To qualify for membership in Phi Theta Kappa, a student must have completed 12 semester units at Irvine Valley College and have an Irvine Valley College cumulative grade point average of 3.5. Members must maintain a 3.5. GPA to remain in good standing, and to receive transcript notation, which is posted at the end of each semester. For more information about Phi Theta Kappa, students may call 949-451-5206.

Psi Beta

Psi Beta's mission is to encourage professional development and psychological literacy of all students at two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. Psi Beta members experience educational enrichment through service activities, participation in professional psychology conferences, and competition for national awards. IVC's Psi Beta chapter has been active since 1992.

To qualify for membership in Psi Beta, a student must have completed at least one college psychology course with a grade of "B" or higher, have completed 12 semester units, and have a cumulative grade point average of 3.25 or higher. After paying a one-

time-only fee, membership is for life. For more information about Psi Beta, students may email Dr. Kari Tucker-McCorkhill, Psi Beta chapter advisor at ktucker@ivc.edu.

Intercollegiate Athletics

IVC Athletics: A Tradition of Excellence

Since 1990, Irvine Valley College has been committed to maintaining a strong athletic and academic tradition. Competing as a member of the nation's toughest college conference, the Orange Empire Conference (OEC), Irvine Valley teams have collected 24 state championships and 50 conference titles from 1990 through the winter of the 2017-18 school year. IVC currently competes in 13 intercollegiate sports: baseball, women's badminton, women's sand volleyball, and men's and women's basketball, golf, soccer, tennis, and volleyball. The success of the IVC teams can be attributed largely to an outstanding coaching staff that demands excellence from students, not only on the courts and fields but also in the classroom. All head coaches for the men's and women's teams hold at least a master's degree.

The last several years have been among the best athletics campaigns in school history.

Irvine Valley's women's volleyball team won the 2017 CCCAA State Championship after defeating San Joaquin Delta, 23-25, 25-16, 25-20, 25-16 at Solano College in Fairfield, Calif. last December. Outside hitter Olivia Aguilar led the Lasers to the title with a match-record 30 kills. She was named MVP of the tournament and IVC capped a perfect 27-0 season. All-tourney selection Taira Ka'awaloa added 15 kills, All-American Megan Ramseyer dished out 49 assists with 12 digs and libero Gabi Lau totaled 30 digs, which was the most in the event by any player since 2009. Irvine Valley became the first undefeated state champion since itself in 2014 when that team also finished 27-0.

Irvine Valley's men's tennis team captured its third straight CCCAA State Championship last April in Ventura with a 5-1 win over the top team from Northern California, American River. The Lasers took a 2-1 lead in doubles, then won the Nos. 5, 1 and 4 singles to secure their third straight state title with a 5-1 win over American River. It was a rematch of last year's state final between the two No. 1 seeds and the score was the same. Irvine Valley (19-0) completed an undefeated season for the first time in school history. The Lasers ended the year having won 35 straight matches and were 58-3 in the last three years with all three losses coming to four-year schools. It was their fourth straight appearance in the California state final and now they are 3-1. Irvine Valley became the second straight men's team to win three straight State titles. "It's an unbelievable feeling," said Irvine Valley's Wyatt DeMulling, a freshman from Highline High in Washington state. "This whole entire year, we've become so much closer. We're more than a team, we're a family and this is just unbelievable."

Men's tennis player Javier Callejo, part of the special men's tennis team, turned in a dominant performance individually at the state tournament. Callejo recorded a Triple Crown with a 6-2, 6-4 CCCAA Men's Tennis doubles championship with sophomore teammate Lucas Lesoeur at Libbey Park in Ojai. A few hours earlier, Callejo won the State singles championship with a 6-3, 6-4 triumph. And just a few days before, Callejo and his teammates opened the 117th Ojai Tournament with a 5-1 win in the State Dual Team final over American River. Callejo, the No. 9 seed, won his second straight state singles title by sweeping No. 6 Vincent Reynaud of Cypress in an All-Orange Empire Conference final. He became the first repeat State champion since Dan Omaboe of Marymount in 1994-95 and only the third back-to-back winner all time. And he became the first Triple Crown winner since Adriano Biasella of Desert in 2002 and the 10th Triple Crown winner since the State Championships began in 1960.

The 2017-18 Irvine Valley women's basketball team just finished up an Orange Empire Conference winning campaign. The Lasers shared the Orange Empire Conference title, ending the regular season with a record of 24-4 overall and 13-1 in the conference. The team earned a share of the title with Cypress after beating Riverside, 82-79, in overtime on the road. Sophomore Kasey Smit had her best game of the season at Riverside. She finished 39 points and 23 rebounds in the contest. The 39 points was a career high. Her 23 rebounds was just one off of her career-best. It was her second game this season with 30-plus points and 20-plus rebounds.

Other highlights from the past year included the Irvine Valley women's tennis team winning the second Orange Empire Conference title in program history, being ranked No. 1 by the ITA in Southern California, making the playoffs and reaching the semifinals of the CCCAA Team Dual Playoffs last spring, the women's golf team making the CCCAA State Championships with Araceli Esquivel placing sixth in the individual state event, the 2017-18 men's soccer team reaching the CCCAA Regional Final for the third straight year.

The 2014-15 school year was also special one for Irvine Valley. IVC won three team state championships and recorded another five individual state titles, including earning titles in women's volleyball, men's tennis and women's beach volleyball.

Irvine Valley won two state titles during the 2012-13 school year, capturing championships in women's golf and women's sand volleyball.

And in 2010-11, IVC won three state team championships and earned its highest ranking ever in the standings for the NATYCAA Cup. Irvine Valley placed in the top 10 for the first time ever in the National Alliance of Two-Year College Athletic Administrators (NATYCAA) Cup, finishing ninth in the state standings. It was the highest ranking for a non-football college on the list, which was made up of 105 community colleges in California.

Conference Play

Irvine Valley College is a member of the Orange Empire Conference (OEC) and the California Community College Athletic Association (CCCAA) of the Community College League of California's Commission on Athletics (COA). Members of the OEC are Cypress, Fullerton, Golden West, Orange Coast, Riverside, Saddleback, Santa Ana, and Santiago Canyon colleges.

Eligibility

As mandated by CCCAA rules, IVC advises student-athletes to check with coaching staffs and the CCCAA rulebook for data on initial and continuing eligibility. Please note that these rules are also helpful in establishing eligibility for transfer and competition at the four-year level, but students are advised to speak with coaches well in advance of enrollment to ensure proper course schedules and degree programs.

Generally:

1. A student-athlete must be enrolled and actively attending a minimum of 12 semester units at their community college during the season of sport. Of the 12 units, at least 9 must be attempted in courses in any of the following areas: remediation, career technical education/certificate courses, associate degree requirements, transfer/general education and/or lower-division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and consistent with a student's Individual Education Plan (IEP).
2. To be eligible for a second season of sport, the student-athlete shall maintain a cumulative 2.0 grade point average in accredited post-secondary coursework computed since the start of the semester/ quarter of the first participation in any sport, regardless of the college attended.
3. To be eligible for a second season of a sport, the student-athlete must pass a minimum of 24 semester units before the semester of the second season of competition. Of the 24 units, at least 18 shall be in any of the following areas: remediation, career technical education/certificate courses, associate degree requirements, transfer/general education and/or lower-division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and consistent with a student's Individual Education Plan (IEP).

Transfers

Per CCCAA bylaws, a student who is transferring to IVC for athletic participation, and who has previously participated in intercollegiate athletics (and whose most recent participation was at another California community college) must complete 12 units at IVC prior to the beginning of the semester of competition for that sport. A maximum of 8 units can be applied from summer enrollment.

Late Registration

Per CCCAA bylaws, a student-athlete who registers in a community college later than four weeks after the first day of class instruction (as listed in that community college calendar) for that season of sport shall not represent that community college in athletic competition in that semester.

Important:

These requirements are very exacting. Athletes are advised to become thoroughly familiar with CCCAA bylaws in order to avoid loss of eligibility. All interested students are urged to review the bylaws at www.cccasports.org and to contact the head coach for their sport immediately to learn the requirements for eligibility at 949-451-5398.

Counseling for Student-Athletes

A specific counselor has been designated to counsel student-athletes. The athletic counselor works closely with team coaches and is familiar with athletic eligibility requirements for California Community College Athletic Association (CCCAA), National Collegiate Athletic Association (NCAA), and National Association of Intercollegiate Athletics (NAIA). Student-Athletes must have an academic plan in order to compete, and meeting with the athletic counselor is necessary to the completion of this plan. Student-athletes are encouraged to see the athletic counselor on a regular basis for career, personal, academic and athletic counseling.

Additional Programs/Resources

Outreach and Community Relations

Room CEC 1 • 949-451-5217

The Office of Outreach and Community Relations develops, coordinates and provides outreach services to prospective students, parents, and community members. The primary goal of the office is to attract new students, inform the community about educational opportunities, including career education and transfer programs, and to assist in the application process at Irvine Valley College. Services include campus tours; high school visits; presentations to students, parents, and community groups on admissions procedures, academic programs and student services; attending college fairs; and participating in community events such as Preview Day, Laser Week, Fast Friday and the Freshman Advantage Program for high school seniors.

Emeritus Institute: Classes for Older Adults, Community Members, and Lifelong Learners

Room A 304 • 949-451-5555

The Emeritus Institute provides courses of interest and value to older adults, community members and lifelong learners at convenient times and locations, both at the main IVC campus and at off-campus sites. These sites are collaborative connections with cities such as Irvine, Tustin, Lake Forest, Newport Beach, and Laguna Beach. Courses include a broad range of offerings from health/wellness to personal enrichment, finance, art, and music, with new offerings being developed in response to community needs. Emeritus courses do not count toward degree or certificate requirements, nor do they carry transfer credit to colleges or universities. Courses are described in this catalog, and current offerings scheduled throughout the calendar year may be viewed online at academics.ivc.edu/emeritus.

Community Education

Room A 304 • 949-451-5555

The Community Education department is the responsive unit at the college and provides a breadth of opportunity for learning, training, enrichment and information. It offers fee-based, not-for-credit classes for current skills-based information, professional and technical learning, communication and presentation skills, career and personal development and growth, health and wellness, and international business. It provides a robust annual summer College4Kids program at the main IVC campus. Community Education courses are short-term, focused, customized, can be individualized and contracted, may feature college discipline experts and be offered at the college, online or hybrid. Traditional in-person classes can be held at business, industry and corporate sites, in addition to the main IVC campus location, in the evening or on weekends. Courses are offered in a year-round schedule; current offerings may be viewed at academics.ivc.edu/communityed.

Economic and Workforce Development/Contract Education

ATEP 949-282-2720

The IVC department of Economic and Workforce Development, located at the Advanced Technology Education Center (ATEP) in Tustin, offers contract training, including custom-designed training sessions and workshops that address specific skill and knowledge gaps with special consideration for the client's own organizational needs. For additional information, contact the Office of Economic and Workforce Development at academics.ivc.edu/workforce.

Irvine Valley College Testing Center

Room A 3TC • 949-451-5468

The Testing Center provides online and paper testing services for a broad spectrum of secure testing needs as a regional certified testing center. Services include testing for online courses offered by many institutions throughout the nation, as well as online and paper testing for Irvine Valley College instructors and students, and for candidates from business, industry and information technologies. The center offers certification testing in Microsoft Office, CCNA, MCSE, Cisco, CompTIA, Oracle, Novell, Symantec, Linux, A+, and other professional areas. The center provides a quiet, state-of-the-art environment. Further information is available at the center's website: academics.ivc.edu/testingcenter

Student Ambassador Program

Room A 109 • 949-451-5214

IVC launched its first year-long Student Ambassador Program in 2014/15. The goals of the program are to build a structured framework in which students can become familiar with the college, gain a working knowledge of the institution, and be visible in

and useful to the college community. Ambassadors are required to attend a 2-day training program through which they will be introduced to key stakeholders and learn about the operation of the institution. The IVC Student Ambassadors have become the face of the college and truly create a sense of community. The application process is open in March and April of each year. Students interested in participating in the program should contact the Office of the Vice President for Student Services.