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Admission, Registration and Fees

Eligibility

Irvine Valley College is one of two colleges in the South Orange County Community College District, which also includes Saddleback College. Students may apply to only one college. However, students may take classes at either college.

You may attend Irvine Valley College if

- you are a high school graduate (or have a High School Equivalency Certificate); *or*
- you are 18 years old or older and show evidence of being able to benefit from instruction; *or*
- you are a high school student, grades 9-12 (High school students may attend as special part-time students with permission from their high schools. Applications and permit forms are available online.); *or*
- you are in the eighth grade or under-with recommendation from your school principal and approval of the instructor and school dean. Students in the eighth grade or under should consult the Office of Admissions and Records for further details, including specific deadlines for filing the Special Admission Request for K-12 Students.

Individuals holding valid non-immigrant visas, which federal law prohibits from enrolling in a course of study, are not admissible.

K-12 Students

Each semester, prior to being allowed to register, students attending IVC as special part-time college students must submit the "Special Admission Request for K-12 Students" form (available online, at most local schools, or from the IVC Office of Admissions and Records located in the Student Services Center). Special admission requests must be submitted at least two business days prior to the availability of online registration for high school students.

K-12 students must also meet all course prerequisites. Assessment tests must be completed for subjects such as math and English. Prerequisites met with high school courses must be cleared by presenting a high school transcript to the Office of Admissions and Records.

K-12 Students and Physical Education/Kinesiology Classes

K-12 students are limited to participating in a maximum of 11 units per semester or summer session. The Education Code places enrollment restrictions on physical education/kinesiology courses for concurrently enrolled students. Consequently, IVC does not permit K-12 students to enroll in physical education/kinesiology courses. K-12 students who have been identified for progress or academic probation will not be allowed to participate at the college as special part-time students until they have graduated from high school. Questions regarding admission to Irvine Valley College may be sent via email to: ivcadmissions@ivc.edu

College of Record

You may only apply to Irvine Valley College or Saddleback College; this will be designated as your college of record. In addition, your college of record is where you complete all admission steps (application, assessment, advisement, academic plan, orientation); receive support services, such as financial aid, DSPS, EOPS and other special services; and plan to complete your educational goal. Should you need to discuss or change your college of record, please contact the Office of Admissions and Records.

Application

Students who are enrolling in the South Orange County Community College District for the first time and former students returning after an absence of a semester or more (not including summer) must submit an application for admission, either online or in person.

- **Online:** Visit the IVC website: www.ivc.edu. Select "Admissions," then "Admission Steps to IVC."
- **In Person:** Complete an online application at the Office of Admissions and Records, Irvine Valley College, 5500 Irvine Center Drive, Irvine.

Applications for admission will be processed beginning on the following dates:

Fall semester: February 1

Spring semester: August 1

Summer session: February 1

Equal Access

It is the policy of Irvine Valley College and the South Orange County Community College District to provide all persons with equal educational opportunities regardless of gender, race, age, color, religion, national origin, ethnicity, disability, sexual orientation, or any legally protected characteristic. The lack of English language skills will not be a barrier for admission to vocational education programs. Questions or complaints regarding access of students with disabilities to any college program or service, or questions or complaints regarding discrimination or harassment may be directed to: Vice President for Student Services, Irvine Valley College, 5500 Irvine Center Drive, Irvine CA, 92618, 949-451-5214. The Vice President for Student Services serves as the college ADA (Americans with Disabilities Act) Section 504 Coordinator and Title IX Coordinator.

Residence Classification

Each person enrolled in or applying for admission to a California community college, for purposes of admission and/or tuition, is classified as either a California resident or a nonresident. Students classified as nonresidents will be required to pay additional tuition and fees.

"Resident students" are those who have resided within California for at least one year prior to the residence determination date and have met the residency standards stipulated in Title 5 of the California Code of Regulations. The **"residence determination date"** is the day immediately preceding the opening day of instruction each semester or summer session during which the student proposes to attend college in the South Orange County Community College District.

"Nonresident students" are those who have not established California residence status in the state for at least one year prior to the residence determination date or those who hold certain non-immigrant visas which preclude them from establishing residence. Foreign students admitted to the United States under student visas are classified as nonresidents.

The Office of Admissions and Records determines the residence status of all new and former students for tuition purposes, based on responses provided in the college application for admission and, if necessary, other evidence furnished by the student.

Exemptions:

The California Education Code allows certain nonresidents the opportunity to pay in-state tuition. Eligibility criteria are noted below. Students who believe they are eligible for an exemption based on any one of the following criteria should consult the Office of Admissions and Records when they apply:

1. Students who are members of the armed forces of the United States who are stationed in this state on active duty, except those assigned to California for educational purposes.
2. Spouses and dependents (natural or adopted children or stepchildren) of active members of the armed forces.
3. Students who are eligible as covered individuals as defined in the Veterans Access, Choice and Accountability Act of 2014 (VACA Act) who are taking advantage of their Chapter 30 or 33 benefits.
4. Parents who are federal civil service employees and have moved to California as a result of a military realignment action that involves the relocation of at least 100 employees. This exemption also applies to the natural or adopted children or stepchildren of such employees.
5. Students who are under 20 years old and served by the California Foster Care System.
6. Students who have completed at least three years of high school in California and have graduated from a California high school. Students must fill out and submit the "AB 540 Affidavit for Exemption" for consideration.

Establishing Residence

Legal residence may be established by an adult who is physically present in the state and who, at the same time, intends to make California his or her permanent home. The prospective resident must take steps at least one year and one day prior to the residence determination date to show an intent to make California a permanent home and, concurrently, relinquish legal residency in the state of his or her prior home. There are various steps that one may take to demonstrate the intent to become a California resident. The Office of Admissions and Records will assist any student who wishes to establish residency, providing recommendations for each individual case.

For general purposes, the following are some, but not the only ways to show one has taken the necessary steps toward becoming a California resident:

1. Registered to vote and voted in elections in California.
2. Filed resident California state income tax.
3. Owned and resided in a residential property, or consistently or continually occupied or rented an apartment on a lease basis.
4. Maintained licensing from California for professional practice.
5. Maintained California vehicle registration and driver's license.
6. Maintained active savings and checking accounts in California banks.
7. Maintained permanent military address and home of record in California, if in the military service.

Note: No single item listed above may establish a case for California residence. It is up to the applicant to offer as many documents as possible to prove validity of the change to California resident.

Reclassification to Resident Status

The request for reclassification to resident status must be initiated by the student. Students who are interested in changing their classification should consult the Office of Admissions and Records. Evidence of presence in and intent to reside in California-for at least one year and one day prior to a coming semester's start date-is required for consideration of a change in status and must

be submitted for a residence review. Students should allow up to ten working days after submitting their documents for a decision. The burden of proof lies with the student. Residence reclassification must be completed no later than the first two weeks of the semester. Since some petitions require additional documentation to prove a residence case, students should be sure to submit reclassification requests early in an academic term.

International Students

Irvine Valley College welcomes international students on an F-1/student visa and offers a variety of services to support students throughout their studies. The application procedure for international students differs from domestic students. International applicants should be aware of application deadlines and ensure that all documents are submitted on time.

IVC admits international students in the fall, spring and summer terms (summer is open for in-country transfer students only). Prospective students may contact the International Student Center by calling 949-451-5414, email at iso@ivc.edu or visiting students.ivc.edu/internationalcenter.

All international students must enroll full-time (12 or more units each semester) in order to maintain their F-1 visa status. IVC international students may enroll in a maximum of 6 units at Saddleback College when certain classes are not offered at IVC. Students should consult the International Student Center for more information.

In order to apply, international students must submit the following documents by the posted deadlines:

1. Irvine Valley College online application.
2. A \$54 non-refundable application fee.
3. Proof of English proficiency:
IVC accepts the following English proficiency tests:
 - TOEFL: 52 iBT or 470 paper-based
 - IELTS: 4.5
 - iTEP: 4.5
 - EIKEN: Grade 2A

The English proficiency requirement may be waived by successfully completing specific levels of instruction at one of IVC's partner intensive English schools. Please visit students.ivc.edu/internationalcenter for a list of partner schools.

Students who graduate from a US high school or whose native language is English are not required to submit proof of English proficiency. Students who have completed the equivalent of Writing 201, Writing 1 or Communication Studies 1 at an accredited US college/university may be able to waive the English proficiency requirement.

4. A bank statement and Affidavit of Support verifying sufficient funding to meet estimated tuition and living expenses is required to study at Irvine Valley College.
5. Proof of graduation from a secondary school/high school. Official credential evaluation may be required.
6. Data Form.
7. Copy of the applicant's passport information page.

Students transferring from other US schools have additional requirements that must be submitted in addition to the above listed documents.

Students with other types of visas (not F-1) may apply and enroll online through the Office of Admissions and Records at admissions.ivc.edu.

Irvine Valley College will consider the admission of minors (under the age of 18) on a case-by-case basis. All minor applicants must have an established legal guardian that they are required to live with until they reach the age of 18. A notarized Guardianship Procedures Form must be submitted by the parents and legal guardian.

All F-1 visa students must purchase the district-mandated health insurance plan as a condition of enrollment. Additionally, international students must complete tuberculosis (TB) testing prior to registering for classes.

Upon admission, international students will go through the matriculation process, which includes orientation, assessment in math and English, academic advising, development of the first-semester MAP (My Academic Plan) and registration for classes.

Assessment results will be used to advise students of the recommended level of enrollment in English/ESL and math.

In addition to the college online orientation, all international students are required to attend our mandatory International Student Orientation offered at the start of each semester.

All international students are required to enroll in the COUN 1 (Counseling 1) course during their first semester. The COUN 1 course is designed to assist international students in learning about the resources and services available on campus; graduation and university transfer requirements; and the academic requirements of an American college classroom.

Student Success and Support Program (SSSP)

The Student Success and Support Program (SSSP), also known as Matriculation, provides services designed to promote the student's efforts toward completing their educational goals. Students are expected to complete key processes upon successfully achieving specific milestones. These services are a partnership between the student and IVC. Students are expected to identify an education and career goal, engage in courses and complete course requirements, and maintain progress toward successfully achieving their educational goal.

The Student Success and Support Program will help students to evaluate their academic readiness, determine their academic goals, and identify campus resources. Students are required to complete all of the following components of the Student Success and Support Program:

1. Assessment

Specific levels of preparation are required in order to enroll in English, reading, mathematics, and English as a Second Language (ESL) courses. During the assessment session, students will be given tests in writing and mathematics in order to determine their current skill level in these areas.

2. Advisement

1. **First Semester Academic Plan** - Students will formulate their initial academic plan based on the results from the assessment. This plan will be for 1-2 semesters, and will be created using MAP (My Academic Plan) in the student's MySite account. Advisement sessions are offered online or in person.
2. **Comprehensive My Academic Plan (MAP)** - Upon completion of 15 degree applicable units or before enrolling in the 4th semester, students will be required to complete a comprehensive academic plan. A comprehensive academic plan is a semester by semester plan for completing the student's academic goal. Failure to complete a comprehensive plan will result in a hold being placed on the student's enrollment.

3. Orientation

Orientation provides an overview of important policies, procedures and services at IVC. Students are directed to complete orientation after they have completed assessment and advisement. Orientation sessions are offered online or in person. Students can access orientation through their MySite account from any computer with Internet access.

EXEMPTIONS:

Students will be exempt from matriculation if they are attending IVC for one of the following reasons:

- Legally mandated training or significant change in industry of licensure
- Personal development
- 4-year university/college student enrolling to meet bachelor degree requirements
- Concurrently enrolled as a K-12 Special Admit
- Students who have completed an associate degree or higher

New students who are required to complete all matriculation steps will be eligible for a Level 1: Priority registration time.

Students who are exempt from completing the matriculation steps will receive a Level 3: Low Priority registration time (see Registration Times).

Assessment and Placement: Mathematics, Writing & ESL Classes

For more information, contact the Office of Admissions and Records, 949-451-5220, or Counseling Center, 949-451-5319.

The scores from assessment instruments, in combination with grades earned in high school for specific courses and unweighted cumulative high school grade point average, are used for placement in math, English, and ESL courses.

These assessments are free. Students cannot fail the assessments. However, placing in a lower level class will increase the number of semesters of math and/or English students will need to complete prior to graduating and transferring. To take an assessment, students must present an official government photo identification card (California driver license, California Identification Card or school ID) to take the assessment. (A picture of your ID on your phone is not sufficient.) Students may sign up to take their assessment at admissions.ivc.edu.

admissions.ivc.edu.

MATHEMATICS

Students are strongly encouraged to review the material from their last math course *before* taking the math assessment. Students are strongly encouraged to review the sample questions, which can be found at admissions.ivc.edu or in online tutorials available in their MySite account.

WRITING OR ENGLISH AS A SECOND LANGUAGE (ESL)

The writing assessment (CTEP) consists of three parts: reading comprehension, sentence structure and grammar, and sentence and syntax skills. Students are strongly encouraged to review the sample questions, which can be found at admissions.ivc.edu.

Students whose first language is not English are strongly advised to take the ESL Assessment. This assessment is specifically designed to measure reading/writing and listening/speaking English skills.

REASSESSMENT POLICY

English or English as a Second Language (ESL) assessment exam: Students are allowed to reassess for English or ESL once during the calendar year. The reassessment must be a minimum of two weeks after the initial assessment. Students may also complete one writing sample once every six months to challenge their results.

Math assessment: Students may reassess once every term. The reassessment must be a minimum of two weeks after the initial assessment.

ASSESSMENT AND PLACEMENT IN WRITING CLASSES

There are two writing assessments: one for speakers proficient in English who are interested in taking college-level writing courses and one for non-native speakers. Students will be directed to the appropriate assessment prior to their assessment appointment. For students who are unsure, faculty in ESL and English as well as the matriculation staff can assist in determining which assessment they should take.

Students who have been recommended for assessment in writing should take the College Tests for English Placement (CTEP), during a regularly scheduled assessment session.

Taking the writing assessment (CTEP):

- Your score on the writing assessment (CTEP) will be used to determine the first writing course you will take at Irvine Valley College. You will receive a recommended class placement based on the results of your writing assessment. High school transcripts can be submitted as a multiple measure for placement consideration once the assessment has been completed.
- Prepare for the exam by reviewing sample questions, available at admissions.ivc.edu.
- Students are allowed to reassess for English or ESL once during the calendar year. The reassessment must be a minimum of two weeks after the initial assessment.
- If you receive a recommended placement and want to challenge your score, you may complete the Writing Sample once every six months.

Students who have completed either (a) a college writing course at another accredited US college or university with a grade of "C" or better and have transcripts or (b) the CTEP (College Tests for English Placement) may not have to complete the entire assessment at Irvine Valley College. However, they will have to present substantiating documents- transcripts from other colleges or CTEP raw scores-to the Office of Admissions and Records (SSC 110) as soon as possible before they register online so that their eligibility can be verified and they can be cleared for registration. Otherwise, they will be blocked from enrolling in writing courses. IVC does not accept assessment placements from other colleges. IVC does accept CTEP raw scores for placement consideration.

At Irvine Valley College, all college-level writing classes have prerequisites. Students' eligibility will be verified during registration, and only eligible students will be allowed to enroll.

Writing 399

Writing 399 is a one-semester accelerated course that is equivalent to WR 201 and ESL 201. Writing 399 has a corequisite of Writing 380. Successful completion allows students to enroll in WR 1. Students are eligible to enroll in Writing 399 only if they:

1. Have received a recommended placement into Writing 399 based on Irvine Valley College's assessment process; or
2. Have submitted CTEP raw scores to the Office of Admissions and Records.

Writing 201

Writing 201 is a preparatory-level writing course prior to the first college-level writing course. Writing 201 has a corequisite of Writing 280, the Writing Conference. Students are eligible to enroll in Writing 201 only if they

1. Have received a recommended placement into Writing 201 based on Irvine Valley College's assessment process; or
2. *Have submitted CTEP raw scores to the Office of Admissions and Records.

Writing 1

Writing 1 is the first college-level course in composition. Students are eligible to enroll only if they

1. Have passed Writing 201 or ESL 201 with a grade of "A," "B," "C," or "P"; *or*
2. *Have passed the equivalent of Writing 201 at another college or university with a grade of "A," "B," "C," or "P"; *or*
3. Have received a recommended placement into Writing 1 based on Irvine Valley College's assessment process; *or*
4. *Have submitted CTEP raw scores to the Office of Admissions and Records.
5. IVC will be piloting another accelerated option. Students who place into WR 201 will be permitted to enroll in WR 1 with enrollment in the mandatory corequisite of WR 302.

Writing 2

Writing 2 is the second semester writing course at the college. Students are eligible to enroll in Writing 2 only if they

1. Have passed Writing 1 with a grade of "A," "B," "C," or "P"; *or*
2. *Have passed the equivalent of Writing 1 at another college or university with a grade of "A," "B," "C," or "P."

Assessment and Placement in Mathematics Classes

Students who have been recommended for assessment at IVC should take the college's mathematics assessment during a regularly scheduled assessment session. Students may not have to complete the entire assessment session at Irvine Valley College if they have:

1. *Documentation confirming that they achieved Calculus or Statistics AP exam scores of 3, 4, or 5 *or*
2. *Transcripts verifying that they completed a college mathematics course at another accredited US college or university with a grade of "C" or better.

In order to qualify for an exemption based on (1) or (2) above, students will have to present transcripts to the Office of Admissions and Records (SSC 110) as soon as possible before they register online, so that their eligibility can be verified and they can be cleared for registration. Otherwise, they will be blocked from enrolling in mathematics courses. Students without qualifying AP scores or transcripts demonstrating that they have successfully completed a college math course must take the mathematics assessment in order to enroll in a math course at IVC. For more information, call 949-451-5315 or email ivcam@ivc.edu.

***Students must present transcripts or CTEP raw scores from other colleges or universities to the Office of Admissions and Records (Student Services Center, Room 110) before they attempt to register so that their eligibility can be verified and they can be cleared for registration. Otherwise, they will be blocked from enrolling.**

Taking the Math Assessment

Your score in the Math Assessment will be used to determine the first math course you will take at Irvine Valley College. Review the material of your last math course before taking the assessment to make sure you are placed at the correct level. Review materials can be found under "Math Assessment" on the Math Department website: academics.ivc.edu/mcse/math. High school transcripts can be submitted as a multiple measure for placement consideration once the assessment has been completed.

Assessment and Placement in ESL Classes

Non-native speakers attending IVC for the first time should take an ESL assessment before enrolling. A specially designed diagnostic test and writing sample are used to determine the reading/writing and listening/speaking skills of ESL students. After completing the assessment, students will receive class placement recommendations. All students are urged to follow these recommendations. Coursework or ESL placements from any other institution are not accepted for placement purposes. Students are allowed to reassess for ESL once during the calendar year. The reassessment must be a minimum of two weeks after the initial assessment. Students may also complete a writing sample once every six months to challenge their results. Students may call 949-451-5315 or email ivcam@ivc.edu for more information.

Location and Contacts

Assessment Services is located in the Office of Admissions and Records, SSC 110. Assessments take place in the assessment center, located in room SSC 240 of the Student Services Center. Students may contact Assessment Services by calling 949-451-5315.

For more information, contact the Office of Admissions and Records, 949-451-5220, or Counseling Center, 949-451-5251.

Enrollment Priority

New Students and Returning Students

New students are those who have never enrolled in classes at Irvine Valley College or Saddleback College.

Returning students are those who have previously attended either Irvine Valley College or Saddleback College but have been absent from the college for a semester or more, excluding summer.

Most students new to Irvine Valley College are required to complete assessment, advisement and orientation prior to registering for classes.

Students who are required to participate in assessment, advisement and orientation will be notified when their application is processed. Students will not be permitted to enroll until all steps are completed. For more information, see *Student Success and Support Programs*.

Continuing Students

Continuing students are those who have been registered during the immediately preceding semester and have received at least one letter grade or "W." Those who were registered during the semester but did not complete a course with a letter grade or "W" will have forfeited their continuing student status and must file a new application.

Freshman Advantage Students

The Freshman Advantage program rewards students for planning early. To qualify for Freshman Advantage, students must complete assessment, advisement and orientation prior to the designated deadline each spring to obtain a Freshman Advantage registration time for fall. Only students who have never enrolled in college after finishing high school are eligible to be Freshman Advantage students in their first academic year. Freshmen who do not complete assessment, advisement and orientation by the designated deadline will be classified as new/returning students.

Registration Times

Students will find their registration times on MySite under "My Information."

LEVEL 1

Only students who are required to complete all matriculation steps qualify for Level 1 registration.

Students exempt from matriculation steps for the following educational goals will receive a Level 3: Low Priority registration time:

- Legally mandated training or significant change in industry of licensure
- Personal Development
- 4-year university/college student enrolling to meet bachelor degree requirements
- Concurrently enrolled as a K-12 Special Admit
- Students who have completed an associate degree or higher

Priority Registration

1. Specific groups (DSPS, EOPS, active duty military, certain veterans, and those served by the foster care system who are under 25 years old) qualify for Priority Registration.
2. Other groups approved by local policy (student ambassadors, athletes, student government, Honors Program members, district staff and dependents of staff) qualify for Priority Registration.

Freshman Advantage - qualifying Freshman Advantage students are high school graduates who have never attended college and who complete assessment, advisement and orientation prior to the designated deadline.

Continuing - students who enrolled at Irvine Valley College or Saddleback College during the previous academic semester. Registration times are assigned in descending order by completed units.

New/Returning - students who have never enrolled in the district or are returning after one or more semesters of nonattendance. Registration times are assigned on a first-come, first-served basis at the time their application is processed.

LEVEL 2

Emeritus - continuing students in good standing who are only enrolled in Emeritus Program classes.

LEVEL 3

Low Priority - any student who meets one or more of the following conditions:

- are not required to complete matriculation steps (assessment, advisement including academic plan, and orientation)
- are on academic and/or progress probation for two consecutive semesters
- have completed 100 or more units district-wide (not including basic skills)

Students in the Low Priority category will be notified of their low priority registration as follows:

1. For students on probation for two consecutive semesters, notification will occur after the first semester of probation.
2. For students who reach the maximum 100 degree-applicable units completed in the district, notification will occur when 75% (75 units) of the limit has been reached.

LEVEL 4

High School - students concurrently enrolled in high school.

Students are encouraged to register as early as possible for the best possible course selection.

APPEAL PROCESS

Students may appeal to have their Registration Priority reinstated 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 where they meet the minimum grade point average and/or progress standard to be removed from academic or progress probation.
 3. Student has experienced extenuating circumstances (verified cases of accident, illnesses or other circumstances beyond the student's control; changes in a student's economic circumstances may be considered for BOGFW).
 4. Student has completed 100 associate degree units, but is pursuing a high unit major (attach documentation).
- Appeals for Loss of Registration Priority may be submitted to the Office of Admissions and Records.

Registration Open Enrollment Policy

In conformity with the provisions of Title 5 of the California Administrative Code, the governing Board of the South Orange County Community College District affirms a policy of open enrollment. Unless specifically exempted by statute, every course, course section, or class, wherever offered and maintained by the District, for which average daily attendance is reported for state aid, is fully open to enrollment and participation by any person admitted to the college who meets the stated course prerequisites.

MySite

MySite is the IVC web portal that enables students to view their registration times, class schedules, grades, and academic history; add or drop classes; and access a variety of useful resources.

Students need an ID number and a Personal Identification Number (PIN) to use MySite. For more information about MySite, please refer to the student handbook.

Maintaining Student Contact Information

It is important for students to maintain current contact information, including the phone number, email address, and mailing address in their college record. An address and phone number may be updated through the student's MySite account under "My Information" or through the Office of Admissions and Records, located in the Student Services Center. Mail returned from the US Postal Service with a new forwarding address will be used as the basis for updating a student record. Students are encouraged to provide a mobile number and opt into the critical text message feature in MySite.

Registration Restrictions

A hold is placed on student records in certain situations such as payments due, academic standing or discipline. A hold may prevent students from registering for classes. If that is the case, there will be a brief statement provided during the online registration process indicating the restriction. Students must clear all restrictive holds prior to registration. Contact the indicated office for information on how to get the hold released. Outstanding debts must be resolved before registering for classes.

Students who are required to complete assessment, advisement or orientation, or those who need to clear a prerequisite prior to registration, should contact the Office of Admissions and Records if they have questions or concerns. See the *Matriculation* or *Prerequisite* sections of the catalog for more information.

Prerequisites

Definitions

Irvine Valley College strives to guide students into courses in which they will have the greatest chance of academic success.

Prerequisites, corequisites, limitations on enrollment, and recommended preparation are identified in course descriptions in the catalog.

Students are responsible for meeting the prerequisite, corequisite, recommended preparation, and/or limitation for any course in which they intend to enroll.

Prerequisite: Mastery of a certain body of knowledge is necessary for students to be successful in the target course. Most commonly, such knowledge is measured by successful completion of the prerequisite course listed in the college catalog. "Successful completion" is defined by a grade of "A," "B," "C," or "P" in the prerequisite course. Grades that are not acceptable are "C-," "D," "F," or "NP."

Corequisite: Concurrent (simultaneous) enrollment in or prior successful completion of a companion course is required. The information presented or the practice gained in the corequisite course is considered necessary for success in the target course.

Recommended Preparation: Certain course preparation is advised before students enter the target course. These recommendations indicate preparation that is considered advantageous-but not essential-to success in the target course.

Limitation on Enrollment: There is a special condition for entry into a course beyond mastery of a body of knowledge. Examples of limitations include auditions, tryouts, and eligibility standards set by the Commission on Athletics (COA).

How to Demonstrate That You Have Met a Prerequisite

The following actions will guide students who need to enroll in a course with prerequisites. Students will need to exercise one of the following options:

A. COMPLETE THE PREREQUISITE COURSE AT IVC: Complete the required prerequisite course at Irvine Valley College or the equivalent Saddleback College course with a satisfactory grade-that is, a grade of "A," "B," "C," or "P." You must see the IVC Counseling Center for the Saddleback College course equivalency list.

B. SUBMIT TRANSCRIPTS FROM ANOTHER SCHOOL: Provide grade transcripts from another US accredited college, university or high school, if appropriate. Such transcripts must demonstrate satisfactory completion of the prerequisite course-that is, completion of the course with a grade of "A," "B," "C," or "P." Please note that IVC does not accept high school transcripts for math or English placements. Other conditions may apply.

Students must present transcripts to the Office of Admissions and Records as soon as possible after they apply to Irvine Valley College. Students will be asked to complete and submit a request for an evaluation.

Students should begin the transcript verification process well before registration begins. Delays in processing transcript evaluations will affect a student's ability to enroll in target courses. Specific information regarding procedures, timelines, and transcript evaluation notification is available in the Office of Admissions and Records.

C. TAKE THE IVC ASSESSMENT: Complete an assessment exam at IVC. In some cases, students may clear prerequisites in writing and mathematics through assessment (see *Assessment and Placement* for more information).

D. REQUEST AN ALTERNATE EVIDENCE REVIEW: If students believe they have the prior knowledge, experience, and/or skills required to succeed in the course from which they have been blocked, they may file a request for an alternative evidence review. Students may obtain a request in the Office of Admissions and Records.

Note: Accompanying the form, students must submit alternative evidence that documents their competency to succeed in the course. Such evidence varies by course. Matriculation specialists can clarify the specific evidence required for the course you wish to submit for an alternative evidence review.

Students who file a Request for an Alternative Evidence Review will have the matter resolved within five (5) working days. Alternative Evidence Review shall be evaluated by the discipline faculty. The decision of the discipline faculty is final.

E. CHALLENGES: "Request to Challenge" forms are available in the Office of Admissions and Records. Students may file a challenge based on any one of the following grounds:

1. The student believes that he/she has cause to challenge his/her participation in assessment or orientation.
2. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites.
3. The prerequisite or corequisite is in violation of Title 5, Article 55201.
4. The prerequisite or corequisite is either unlawfully discriminatory or applied in an unlawfully discriminatory manner.
5. The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite course has not been made reasonably available.

Students who file a Request to Challenge on any ground will have the matter resolved within five (5) working days. Students who file a Request to Challenge on the basis of ground B, C, D or E during their assigned registration time will be granted eligibility to enroll in the class pending the outcome of the challenge. If the challenge is upheld, students who have enrolled in the class will be allowed to remain in the class. If the challenge is denied, students will be notified that they have been removed from the class.

Auditing Classes

Irvine Valley College does not permit auditing of classes.

Adding Classes

Full-term Classes - Fall and Spring:

Registration starts several weeks prior to the beginning of a semester. Registering after a semester begins can be difficult due to limited class availability. Decisions to cancel classes may be made early in the registration cycle. Students are encouraged to register early to avoid disappointing situations.

Beginning dates for priority registration each semester are available online on the admissions page of the college's website. The student's specific registration time is available online through the MySite web portal.

Registration is not complete until all fees-including enrollment, material, health and, when appropriate, nonresident tuition fees-have been paid. Registration after the semester begins will be handled as follows:

During the first two weeks of instruction: All classes are officially closed when their start date has occurred. Students are required to contact the course instructor for permission to enroll.

Instructors use their discretion in issuing add permits for closed classes. If the instructor grants permission to enroll, the student will be able to register online for the class using the unique APC (add permit code) issued by the instructor, or submit the add permit to the Office of Admissions and Records for processing. Students must pay all required course fees at the time of enrollment, or they may be dropped for non-payment.

Instructors may issue add permits up until the day before census (the 20% point) for the class. Students must use their add permit by the end of the last day to add noted on the APC.

The college does not permit starting a full-term class after the second week of instruction. Instructors may permit enrollment in a class up to the census date (the 20% point) solely at their discretion.

8-week, Summer Session and Short-term Classes:

Students may enroll in eight-week, summer session, short-term, and other late-starting classes only until the day before the first class meeting, and then only if the class is open. Starting the first day of class, instructor permission is required for all add activity. The last day to add such classes is noted on the APC (Add Permit Code). Students must enroll by the last day to add noted on the APC. An APC is a code issued by an instructor that will allow students to add a class online.

Open-Entry/Open-Exit Classes:

The term "open entry/open exit" refers to courses in which students enroll at different times and complete at various times or at varying paces within a semester. The use of instructor adds is available for open-entry/open-exit classes until the 65% point in the semester (also known as the last day to withdraw with a "W"). After that point, only Tutoring 301 will be available for enrollment.

Attendance

Students are expected to attend classes regularly. Failure to attend can affect performance, which may be taken into consideration by instructors when assigning grades. An instructor may drop students who fail to attend the first meeting of any class for which they have officially enrolled unless prior arrangements have been made with the instructor. Instructors may also drop a student from a class when the student is absent for a total of two instructional hours per credit unit or after six cumulative instructional hours. However, it is always the student's responsibility to officially withdraw from classes. In no case should students presume they have been dropped by the instructor.

Waitlists

A waitlist is a priority system for petitioning closed classes. At the instructor's discretion, many closed classes offer a waitlist option. By selecting a waitlist option, students are notified when a space is available based on their order on the waitlist. When notified, a student is given a limited time to register. Students who are notified and do not register in the time permitted will lose their position on the waitlist and may request the next available space on the same waitlist after all other waitlisted students.

Student Photo ID

Once students have enrolled and paid their fees, they may obtain their permanent photo ID card in the Campus Police building (CP 100) during posted hours. Students must present a driver's license or other photo identification card. The student photo ID is required to use the library, Student Success Center, Life Fitness Center, and other college centers.

Dropping Classes

It is the student's responsibility to officially drop or withdraw from classes. Students may drop or withdraw from classes online *or* by filing a "Drop Card," available at the Office of Admissions and Records.

Note: Only those drops completed prior to the refund deadline are eligible for refund consideration. (See "Fees and Refunds" for information regarding refunds.)

Deadlines for Dropping Classes:

In accordance with state regulations and district policy, the deadlines used for grading purposes are as follows:

- **Drop without a transcript annotation:** Drop must be completed prior to the first 20% of the course based on the individual class.
- **Drop with a "W" notation:** All courses dropped at the 20% point and up until the 65% point will be recorded on the transcript as a "W."

Drops after the 65% point are not allowed except under narrowly defined extenuating circumstances. These situations must be due to substantiated illness, accident, or events beyond the student's control that prohibit continuation in classes. By law, all classes remaining on the student's record after the 65% point require that a grade be issued. For important deadlines for specific classes, students should log on to the IVC website and locate their classes in the index of the current semester's class schedule.

It is the student's responsibility to drop a class. However, every instructor has the authority to drop a student who misses the first class meeting or has excessive unexcused absences as defined in the class syllabus.

Repeating Courses

See the Policies and Standards section for information about grades for repeated courses.

Course Repetition to Alleviate Substandard Academic Work or After Withdrawal: A student may repeat a course in an effort to alleviate substandard (D, F, NP and NC) academic work or after withdrawing (W). Students may repeat a nonrepeatable course for a maximum of two enrollments within the District except in limited circumstances as described below. Students do not need to petition for a first repeat of a course or a second repeat of a course. Once the student has received a satisfactory grade (A, B, C, CR, or P), the student may not repeat the course again except as described in the "Course Repetition Due to Special Circumstances." Only the first two substandard grades may be annotated as repeated on the transcript. Substandard grades earned beyond the first two will be calculated in the student's grade point average, but units completed will be excluded from the cumulative total.

Course Repetition Due to Special Circumstances: Students may be permitted to repeat a non-repeatable course where a satisfactory grade has been earned only in the following special circumstances. Students must petition and submit appropriate supporting documentation to the Admissions and Records Office for the college at which the student seeks to enroll.

1. **Legally Mandated Training Requirement:** A student may repeat a course an unlimited number of times where it is required to meet a legally mandated training requirement as a condition of continued volunteer or paid employment. A student may repeat such courses any number of times, regardless of whether they previously received substandard grades.
2. **Employment of Licensing Requirement:** A student may repeat a course needed for employment because of a significant change in industry or licensure standards.
3. **Significant Lapse of Time:** A student may repeat a course in which a satisfactory (A, B, C, P or CR) was previously earned AND an institution of higher learning has an established residency requirement of not less than three years AND the student is unable to satisfy this requirement without repeating the course.
4. **Extenuating Circumstances:** A student may be permitted to repeat a course where extenuating circumstance or extraordinary conditions existed. Extenuating circumstances are verified cases of accidents, illness or other circumstance beyond the control of the student. Extraordinary conditions are fire, flood or other large scale catastrophic events.
5. **Disabled Student Programs and Services:** A student with verified disabilities may repeat a course designated as "special course" for students any number of times when an individualized determination verifies that such repetition is required as a disability related accommodation for the student for one of the reasons specified in Title 5, Section 56029. All units and grades earned will be calculated in the student's grade point average.
6. **Military Service:** A student who has been approved for a military withdrawal (MW) shall be allowed to repeat a course.
7. **Cooperative Work Experience:** A student may enroll any number to times and earn up to a total of 16 units in cooperative work experience subject to the following conditions:
 - a. Repetition of cooperative work experience education courses is limited to a maximum of six units in general work experience education.
 - b. A maximum of eight units may be earned during one enrollment period in occupational work experience education.

Repeatable Courses: The following types of courses may be designated as repeatable:

1. Courses required by CSU or UC for completion of a bachelor's degree.
 - a. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;

b. The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of the bachelor's degree.

2. Intercollegiate athletic courses.

a. A student may repeat a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.

3. Intercollegiate academic or vocational competition courses.

a. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.

b. Enrollment in the course is limited to no more than four times. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments. Skills based courses that are repeatable shall be identified and designated in the college catalogs. Courses that are similar in content shall be grouped into a family of courses, (e.g. drawing). Students are restricted to a maximum of four enrollments in courses designated as repeatable or in a family of courses. This limit applies even if the student receives substandard grades (D, F, NC, or NP) or withdrawal (W), or petitions due to extenuating circumstances. Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability related accommodation for the student for one of the reasons specified in Title 5, Section 56029. Students are permitted to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open/entry course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times so long as they do not exceed the limit on the number of units of cooperative work experience specified in Title 5, Section 55253(a).

Reenrolling

There are only very specific circumstances in which a student may reenroll in a course. Students may reenroll in a course **without a petition** in the following circumstances:

1. Students who have earned a D, F, NP (previously NC) or W in a course can reenroll in the same course. However, the student may only repeat a class no more than two additional times when such a grade is earned. A course that is equivalent to a Saddleback College course may affect the total number of enrollments allowed. Under this condition, a maximum of two previous grades and credits (if applicable) can be disregarded in computing the student's grade point average (GPA). However, all prior work will remain on the student's transcript to ensure a true and complete academic history.
2. Students may reenroll in courses up to the maximum number of enrollments permitted.

Students may repeat a course for which they have previously enrolled **only by petition and only for one of the following circumstances:**

- **Significant Lapse of Time:** Only students whose last enrollment resulted in a passing grade may qualify for this exception. To repeat a specific course, the course or program must have a recency prerequisite of not less than three years as a condition of admission to a program offered at the University of California or the California State University. Students must provide documentation for the program's requirement. The grade earned when the class is repeated will be used for GPA computation. The previous grade will be annotated as a repeat and will not be counted in GPA computation.
- **Extenuating Circumstances:** Students may request to repeat a course in the event one of the previous grades earned was in part due to Extenuating Circumstances defined as documented cases of accident, injury or other circumstance beyond the student's control. Students are responsible for providing necessary documentation and clearly demonstrating the circumstances were beyond their control.

- **Legally Mandated Training:** Students may repeat a course if that course is legally mandated (by law or statute) and is a condition of the student's paid or volunteer employment. Students must supply the law or statute which requires the training and evidence that their employer or potential employer requires this training as a condition of employment.
- **Significant Change in Industry of Licensure:** Students may repeat a course if there has been a significant change in the industry or licensure standards since the student previously completed the course AND the student must take the course again for employment and licensure. Students must provide supporting documentation that clearly meets both conditions.
- **Disability Related Accommodation:** Contact the DSPS Office for more information on qualifying conditions for accommodation.

Students may submit a petition to the Admissions and Records Office. Allow at least five business days for a decision. Students whose petitions are approved will not be permitted to attempt to enroll in the specific course until one week before classes begin. Any student registering to repeat a course not identified as repeatable or repeating a course more often than permitted may be dropped from the course. Students who need assistance should contact the Office of Admissions and Records.

Once students have successfully completed an advanced course in the sequential core curriculum of a particular subject, they cannot go back and take a lower-level course in that subject area. However, students may enroll in ancillary classes with lower core prerequisites.

Tuition and Fee Information

ALL fees are subject to change. Registration is not complete until all required course fees have been paid.

Enrollment Fee

\$46 per unit, required of all students, with the following exemptions:

- Concurrently enrolled high school students-9th through 12th grade.

Note: Other fees are not waived through this program.

- Students with the Board of Governors (BOG) Fee Waiver. More information can be obtained through the Financial Aid Office.
- Students with the California Department of Veterans Affairs' Waiver. More information can be obtained through the Bursar's Office.

Note: The enrollment fee is set by the State Legislature. The college will make every effort to inform students if and when the fee changes.

Instructional Materials Fee

This fee is required of all students enrolled in certain courses.

Courses may carry a nominal fee for instructional materials provided to students throughout the semester.

Health Fee

\$19 for the fall and spring semesters, \$16 for the summer session, required of all students who enroll in classes held at Irvine Valley College or Saddleback College, with the following exemptions:

- Students enrolled only in classes held online or off campus at community instructional centers. These students may elect to pay the health fee on a voluntary basis.

• Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect (Education Code section 76355).*

• Students who are attending the college under an approved apprenticeship training program (Education Code section 76355).*

* **Students must submit proof of exemptions at the time they register.**

Note: Health fees are subject to change. More information regarding the health services students are entitled to receive through the health fee program can be obtained through the Health and Wellness Center.

Associated Students of Irvine Valley College (ASIVC) Activity Sticker

\$10 per semester: The ASIVC activity sticker provides no-cost entry to Student Life events and activities; access to the ASIVC Member Student Lounge/Game Room (SSC 260 K), which includes billiards, table tennis, foosball, and a TV/gaming room; multicultural events and programs; campus athletic events; discounted Regal Cinemas movie tickets; access to the ASIVC member theme park self-service e-ticket kiosk; an IVC Cafeteria discount (with valid ASIVC photo ID); an opportunity to apply for an ASIVC scholarship; and many more benefits.

Transcript or Enrollment Verification Fee

Please see the Office of Admissions, Records and Enrollment Services for more information.

Returned Check Fee

A \$20 fee will be assessed for each check dishonored by the bank for whatever reason

Note: Once a check is submitted by a student, it is considered to be his or her enrollment confirmation. Placing a stop payment on a check does not in any way cancel the student's financial obligation to the college, nor does it clear an enrollment record.

Parking Fee

Required of all students who park on campus, at the following rates (these rates are subject to change):

Permit Type	Automobiles	Motorcycles
Annual*	\$80	\$40
Fall Semester	\$40	\$20
Spring Semester	\$40	\$20
Summer Session	\$25	\$10

**Board of Governors (BOG) Waivers are eligible for a discounted rate on select parking permits.*

Annual/Semester Parking Permits

Annual permits cover the academic school year, and are only available for purchase during the fall semester. Annual permits will be valid through August 31, 2017. All automobile annual and semester parking permits are sold online through MySite and will be mailed to the address provided by the student. If the student does not have a MySite account (e.g. Community Education students), the permit may be ordered by visiting the Campus Police Department (CP 100). Motorcycle permits are sold in the Campus Police Department. IVC annual parking permits are also valid at Saddleback College and ATEP in the same type of parking space.

Daily Parking Permits: \$5 per day (Rate subject to change)

Daily parking permits can be purchased at permit dispensers near the entrances of parking lots 2, 5, 8 and 10. Daily permits are also available at the Campus Police Department (CP 100). (Permits are **not** sold at the Bursar's Office.) These permits are not valid at Saddleback College or ATEP. Properly displayed permits are valid in student parking only.

Nonresident Student Fees

Nonresident student fee amounts are effective beginning in the Fall 2017 semester. These fees are assessed in addition to the fees applicable to students who are residents of the State of California:

- **Tuition Fee-\$256 per semester unit, required of all nonresident students.**

Nonresident Tuition Fee Exemptions: The law exempts certain nonresidents from paying the nonresident tuition fee. More information can be obtained through the Office of Admissions and Records.

- **Application Processing Fee-\$54 per application**, required of all international students. This fee is nonrefundable.
- **Capital Outlay Fee-\$74 per unit**, required of all nonresident students, in addition to the Tuition Fee.

Refunds

Important: Refunds are not processed automatically and must be requested by the student. If classes have been dropped online or in person, the refund request form is still required to be submitted. Students may choose to leave a credit on the student account to cover future enrollment charges.

Students are eligible for a full refund of most fees, provided they have officially dropped or withdrawn from classes prior to the refund deadline or their classes have been canceled by the college. The refund deadline, and all other pertinent dates for each respective class, can be viewed within the class details found in the online Class Schedule. Classes can be dropped through MySite or in person at the Office of Admissions and Records. There is no refund for classes added after the refund deadline date. Also, refunds are not available for any instructor drop that is initiated after the refund deadline.

If eligible for a refund, a check refund will only be authorized if the original payment was made by cash or a check, or if the original payment is older than a year. To be eligible for a credit card refund, the original payment must have been made by a credit card within the last year. All refund requests must be submitted online by using the Refund Request Form. Please view the Refund Process page for more information on how to obtain the refund. Please do not email your credit card information, as email is not a secure communication method. Once the request is submitted online, the submitter will receive an initial email confirming the submission at the email address provided on the refund request form. After the Bursar's Office has reviewed the request and the respective student account, a second email will be sent providing an authorization for the refund. The second email will contain the amount of refund next to the type of refund (check, VISA, MasterCard, Discover). If the authorized type of refund is a check, please verify that the mailing address on the student's MySite student profile is up to date. Otherwise, the refund will not be successfully delivered. If the authorized type of refund is a credit card, the student must call or come in-person to the Bursar's Office in order to complete the refund transaction. The student must be the one to call or come in-person to the Bursar's Office with the 16 digit credit card number and expiration date to complete the refund. Even if a third party has made the payment on behalf of the student, the student must still be the one who completes and claims the refund. Also, in the event that the refund type is a check, the check refund will be made payable in the student name.

Parking Fee Refunds

Please refer to the South Orange County Community College District Traffic & Parking Regulations, which can be viewed online at campuspolice.ivc.edu/Pages/parkingreg.aspx, for all information regarding refunds of parking fees. Fees are only refunded when a class is canceled by the college within 30 days of the start of classes due to insufficient enrollment and students are not enrolled in any other classes at the college during the semester; or if the student officially withdraws from all of their on-campus classes prior to the last day to drop the classes for refund eligibility.

Important: The permit must be received by Campus Police within the first four weeks of a regular term, or within the first two weeks of an eight-week term, if the student only enrolled in an eight-week term within a regular term or summer session. Parking permits not received by Campus Police within the timeframe given are not subject to refund. For parking regulations, please see the Policies and Standards section.

Graduation Requirements

Earning a Certificate

Note: This section contains information about earning a certificate. To view a list of all available IVC certificates, visit Program, Degree and Certificate List.

Irvine Valley College awards certificates in the technological, applied, and business sciences to students who complete the courses specified for each program. Curriculum is developed by the faculty in cooperation with advisory committees comprised of business and industry representatives to ensure students develop competencies needed for employment.

Waiver of Certificate Requirements

Students with previous educational or vocational experience who wish to waive a required course in a certificate program will be expected to verify equivalency by completing credit-by-exam or by petitioning for course substitutions. See counselor for assistance.

Application for Evaluation

Certificates are not awarded automatically. Students who expect to earn a certificate from the college must log on to MySite to submit an online application for evaluation with the Office of Admissions and Records. Responsibility for submitting this application rests with the student, and transcripts for all college work attempted must be on file for the application to be considered.

Students who complete a certificate of achievement (but not those who complete the certificate of proficiency) may participate in commencement. Information about graduation, including application deadlines, is available online on the admissions page of the college's website.

Certificates of Achievement