



## **ADMISSION AND REGISTRATION**

# ADMISSION

## Eligibility

Admission to Imperial Valley College is governed by the laws of the State and such supplementary regulations as prescribed by the Board of Trustees. Students who register for eight or more units of work in a given semester or upon an accumulation of eight or more units, are requested to (1) ensure that an official transcript of all work taken in high school and/or institutions of higher education are on file in the Registration Office; and (2) complete the college assessment tests (unless they have completed regular college courses in both English and mathematics).

All students are admitted under one of the following classifications:

### 1. First-Time Student:

- a. High school graduates or equivalent certificates (General Educational Development or California High School Proficiency Examination).
- b. Non-graduates of high school who are eighteen years of age and no longer enrolled in high school.

**2. Continuing Student:** A student who has registered for classes at Imperial Valley College for consecutive semesters.

**3. Returning Student:** A student who has previously attended Imperial Valley College but has been absent from the college for more than one semester.

**4. K-12 Admit:** A High school student who is recommended by the high school principal for one to eleven units of work. A *Special Student Application for Concurrent Enrollment* must be submitted along with the IVC Application for Admission. Deadline dates for each term are noted on the K12 application.

**5. Dual Enrollment:** A high school student who takes IVC courses offered at their high school, and who is recommended by their counselor or principal for one to 15 units of work (must also have parental consent). A *Special Admit Student Dual Enrollment Application* must be submitted along with the IVC Application for Admission. Deadline dates for each term are noted on the application.

**6. First-Time Transfer Student:** A student who has previously attended another accredited college or university and will be attending IVC for the first time. Official college transcripts should be submitted to Imperial Valley College as soon as possible to be granted course credit as appropriate.

**7. International Students:** An out of country student who will be attending IVC on F-1 visa. The International Student Application Packet must be completed and submitted to the Admissions and Records Office by June 1 for the fall semester admission, and November 1 for the spring semester. Students must have a local sponsor and provide documentation that sufficient funding is available for at least one year of tuition and fees as well as living expenses. **An official TOEFL exam score report will be required of students as a condition of admission.**

## Application

Students who are enrolling in Imperial Valley College for the first time and those who are former students returning after an absence of a semester or more (not including summer) must submit an application for admission online. The Online Application may be found by logging into the IVC website: [www.imperial.edu](http://www.imperial.edu). Click on the "Apply Now" box located on the top right corner of the home page.

Applications for admission will be processed beginning on October 1 for all terms for the next academic year.

### Attendance of Local High School Students

Local high school students attending the college are restricted to a spectator's role in college student activities, and extracurricular participation is to be confined to the high school. Counseling is available at the college, but every effort will be made to leave this responsibility to the high school counseling staffs.

Students must attend high school for the minimum school day.

The attendance of a student at a community college as a special student pursuant to this section shall be credited to the district maintaining the community college for the purposes of allowances and apportionments from the State School Fund and the student shall receive credit for community college courses completed, in the same manner as if a regularly enrolled community college student. (E.C. 76001)

### Admission of Special Students in Grades 11-12

A principal of a high school may recommend a high school student as a special part-time student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school. (Refer to the section on "Admission" in this catalog for more information.)

Each semester, prior to being allowed to register, students who wish to attend IVC as special part-time college students must complete and submit the "Special Student in Grades 11-12" application (available online). Application deadlines for each term are noted on the application. Special Students must also meet all course prerequisites and assessment tests must be completed for subjects such as math and English.

**Admission of Dual Enrollment Students in Grades 10-12:** Each semester, prior to being allowed to register, students who wish to take IVC classes offered on the high school campus must complete the *Special Admit Student Dual Enrollment Application (available from high school counselors)*. Deadline dates for each term are noted on the application. Dual Enrollment students must also meet course prerequisites. Please contact Associate Dean/Special Projects, Betsy Lane for more information at (760) 355-6481.

## Residency

Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions: 1.) A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend. 2.) Residence classification is the responsibility of the Admissions and Records Office.

The initial residency classification will be made at the time the student applies for admission.

**Resident** – A student who has resided within California for at least one year prior to the residence determination date and has met the residency standards stipulated in Title 5 of the California Administrative Code. The “residence determination date” is the day immediately preceding the opening day of instruction each term during which the student proposes to attend college in the Imperial Community College District.

**Nonresident** – A student who has not resided in the state for more than one year prior to the residence determination date or those who hold certain non-immigrant visas which preclude them from establishing residency. Foreign students admitted to the United States under student visas are classified as nonresidents.

**Rules Determining Residence** – The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.



Admissions & Records member - explains the difference between AB 540 vs Residency Questionnaire to the student.

- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained. The minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living can not be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

**Determination of Resident Status** – A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- As student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- A student who has not been an adult for one year preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
- As student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets specific requirements.
- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.



- A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.
- A veteran who was discharged or released from at least 90 days of active duty service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
- A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

**Right to Appeal** – Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Director of Admissions & Records, may make written appeal to the Admissions and Records Office within 30 calendar days of notification of final decision by the college regarding classification.

**Appeal Procedure** – The appeal is to be submitted to the Admissions and Records Office which must forward it to the Chief Student Services Officer within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Chief Student Services Officer shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Chief Student Services Officer shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

**Reclassification** – A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend. Petitions are to be submitted to the Admissions and Records Office. Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student has failed to petition for reclassification prior to the residency determination date. In no case, however may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification.

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements (Ed Code 68044 and Title 5, Section 54032):

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
- Has not and will not receive more than seven hundred fifty dollars (\$750) per year in financial assistance from his or her parent, in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application, and
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022 and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Admissions and Records Office will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

**Non-Citizens** – If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. Citizens, permanent residents of the U.S., and aliens who are not immigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet the following requirements:

- high school attendance for three or more years and graduated from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered by any college in the District for any term commencing on or after January 1, 2002,
- completion of a questionnaire form prescribed by the Chancellor and furnished by the District of enrollment, verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.
- Reside in Yuma or San Luis, Arizona and are attending IVC (Colorado River Compact)

Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Admissions and Records Office. Students may appeal the decision.

## International Students

Imperial Valley College defines an "international student" as a student attending college full time while on an F-1 visa. Applications for admission in IVC's International Student Program are available online at [www.imperial.edu](http://www.imperial.edu), on the Admissions and Records website under "Forms." Prospective students may contact the Admissions and Records Office by calling (760) 355-6101 or by visiting the college website: [www.imperial.edu](http://www.imperial.edu).

All international students must maintain full-time enrollment (12 or more units each semester) and demonstrate academic progress in order to maintain their F-1 visa status. Students with other types of visas (not F-1) should check with Admissions & Records to determine eligibility for enrollment as well as establishing residency.

Other requirements for admission include the following:

1. Complete and submit the International Student Application. The International Student Application can be found by accessing the IVC website at: [www.imperial.edu](http://www.imperial.edu), click on **For Students** then select **Admissions & Records**. On the Admissions & Records website click on **Forms** toward the bottom of the page then select **Application – International Students**. Application deadlines for each primary term are noted on the application. International students are only accepted for primary terms (Fall and Spring).
2. Submit an Application for Admission to Imperial Valley College – online. Go to [www.imperial.edu](http://www.imperial.edu) and click on Apply Now on the top right corner of the IVC homepage. Follow the directions to complete the Application for Admission through CCCApply.
3. An official affidavit of support and current bank certification or bank statement that proves the student has sufficient financial support to pay tuition and living expenses to study at Imperial Valley College for an academic year.
4. A local sponsor is required. This person must reside in the Imperial Valley, unless the student is a commuter student.
5. A TOEFL exam score. (iBT = 45-46, cBT = 133, pBT = 450+)
6. Health insurance coverage. Imperial Valley Community College District requires that all international students have a valid health insurance plan that provides coverage during their course of study. Students must have health insurance coverage in order to enroll in classes. Health insurance information is available in the Admissions and Records Office.
7. For transfer students a transfer clearance form completed by the institution the student presently attends that verifies his or her eligibility to transfer to IVC (when applicable).
8. Students under 18 years of age must be living with a legal guardian as stated in the admission requirements.

Upon acceptance, students will be administered assessment testing. During the assessment session, students are given tests in writing, reading, and mathematics to determine their skill levels in these areas. Based on the results of English proficiency, students will be advised as to the recommended level of enrollment in English, math, and other courses. Students will receive their results from their assessment tests on the day of testing.

# REGISTRATION

In conformity with the provisions of Title 5 of the California Administrative Code, the governing Board of the Imperial Community College District affirms a policy of open enrollment. Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, national origin, religion, age, gender, race, color, medical condition, Vietnam era status, ancestry, sexual identification, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

## **New Students and Returning Students**

New students are those who have never enrolled in classes at Imperial Valley College.

Returning students are those who have previously attended Imperial Valley College but have been absent from the college for the last two primary terms or more.

Returning students are given a registration date and time for Priority Registration each semester/term.

Returning students registration times are based on the total degree applicable units completed at Imperial Valley College along with other factors (i.e., Athlete, EOPS, Veteran, Disabled Students Program, etc.).

New matriculated students are new students who have completed the online orientation, assessment tests and have a student educational plan (SEP) on file. These students are granted priority registration privileges as per title 5 regulations.

New Non-matriculated students are given a date and time and are the last group to participate in registration. Non-matriculated students are new students who have not completed the online orientation, assessment tests and do not have an educational plan.

## **Continuing Students**

Continuing students are those who have been registered during the 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.

## **Student Portal and WebSTAR**

Student Portal is the IVC web portal that enables students to view their registration times. WebSTAR enables students to view their 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 the Student Portal. For more information about the Student Portal, please refer to the IVC website: [www.imperial.edu](http://www.imperial.edu).

## **Maintaining Student Contact Information**

It is important for students to maintain current contact information, including the phone number and address in their college record. An address and phone number may be updated through the student's WebSTAR account under "My Information" or through the Admissions and Records Office, located in the Administration Building. Mail returned from the U.S. Postal Service with a new forwarding address may be used as the basis for updating a student record.

## **Priority Registration Times**

As of Fall 2014 the California Community Colleges Board of Governors approved changes that establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their education goals. To be eligible for priority registration new students must complete the following:

1. New students must matriculate – complete the Accuplacer Assessment (or provide approved alternative), and complete college orientation and advisement.
2. Students must also have an education plan.
3. Continuing students must be in good academic standing (2.0 G.P.A) and have not exceeded 90 degree applicable units (not including units in basic English, basic Math or English as a Second Language). Students are encouraged to seek help to improve their academic standing. Students nearing 90 units should carefully plan their remaining courses.

Active-duty military and veteran, current and former foster youth, homeless youth, CalWORKS, followed by student in Extended Opportunity Programs and Services and Disabled Students Programs and Services will continue to have first priority for registration if they meet the same criteria listed above pursuant to Education Code section 66025.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned ninety (90) or more degree-applicable semester or quarter equivalent units at the district.
- **Also beginning Fall 2016 two consecutive primary terms of Probation will lead to loss of the BOG Fee Waiver until the student is no longer on probation.**

Students may appeal the loss of enrollment priority for the following reasons:

1. When the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student; or
2. a student with disabilities who applied for but didn't receive accommodation in a timely manner; or
3. for students enrolled in high unit majors.

Students may appeal the loss of the BOG Fee Waiver for any of the following reasons:

1. Verified cases of accidents, illnesses, or other circumstances beyond the student's control.
2. Student with disabilities who applied for but didn't receive accommodation in a timely manner.
3. Significant academic improvement.
4. Changes in student's economic situation.
5. Evidence student was unable to obtain essential support services.
6. Special consideration of factors for CalWorks, EOPS, DSPS and Veteran students.

The appeals petition can be found at [www.imperial.edu](http://www.imperial.edu) click on For Students and select *Admissions & Records*. Click on *Forms* toward the bottom of the webpage.

The Chief Student Services Officer (CSSO) or his/her designee will determine the appeal in his/her sole discretion.

Students will find their registration times on the Student Portal once they login at least two to three weeks before priority registration begins.

The registration time established for each student is the date and time the student can start using the online registration system for a given semester. Once that date has passed, students may continue to use the online system until it becomes unavailable near the end of the semester.

Registration appointments for continuing students are determined by the number of degree applicable units the student has completed at the college. Students are encouraged to register as early as possible using the online registration system for the best possible course selection

#### **Community Education:**

For registration information, please contact Community Education by phone at (760) 355-6303 or by email at: [communityservices@imperial.edu](mailto:communityservices@imperial.edu). Students may also register online at: <http://community.imperial.edu>.

#### **Registration Restrictions**

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, if applicable. 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 are required to clear all prerequisites and matriculation requirements prior to registration. Students who are required to complete an assessment, or those who need to clear a prerequisite prior to registration, should contact the Assessment Office or Admissions and Records.

## **Wait Lists**

Students who attempt to register in a class that is closed may select the option to have his/her name placed on a Wait List.

#### **Students cannot be added to a wait list IF:**

- (1) it is prior to a student's registration appointment; or
- (2) the student is already enrolled, or on a wait list for another section of the same class; or
- (3) the wait list is full; or
- (4) the class has started. Students are added to the wait list for a class on a first-come, first-served basis. When a student has cleared the Wait List and is able to register for the class they will receive an email.

**Once cleared from the Wait List the student will have 24 hours only to register for the class.**

#### **Students will not be added to a class IF:**

- (1) the class will cause a time conflict with another class on the student schedule; or

- (2) the class will cause the student to go over the maximum number of units allowed; or
- (3) another section of the same course is already on the student schedule; or
- (4) the student has a HOLD which prohibits registration. The student will be billed immediately once the student has been successfully moved from the wait list into the class and an email notice will be sent to the IVC student email address. Students are responsible for all fees generated from added classes.

The Wait List is only active up to the first day of the semester, after this point an Add Authorization Code from the instructor is required.

## **Adding Classes**

#### **Full-Term Classes – Fall and Spring**

Registration starts several weeks prior to the beginning of a semester. Registration 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 & Records page on the IVC website under Important Dates and Deadlines. The student's specific registration time is available online through the Student 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, and students are required to contact the course instructor for permission to enroll.

Instructor's use their discretion in issuing Add Authorization Codes for closed classes. If the instructor grants permission to enroll, the student will be able to register online for the class using the unique Add Authorization Code issued by the instructor. Students must pay all required course fees at the time of enrollment, or they may be dropped for non-payment.

Instructors may issue add authorization codes up until the day before census (the 20% point) for the class. Add codes must be acted on prior to the Deadline to Register date noted in the class schedule.

#### **Winter Intersession, Summer Session and Short-Term Classes**

Students may enroll in winter intersession, 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 deadline for adding such classes is noted on the class roster. Students must enroll prior to the deadline noted on the class roster.



### Late Adding

A "late add" is defined as enrollment that occurs between the census date (the 20% point) and five instructional days following census. For short-term classes (any class less than six weeks in length), the census date is usually the first day of class. For this type of class, registration should occur before the class begins, or it must be handled using the late add process. The late adding of classes is considered only with the dean's approval.

Submission of the late add form with the instructor's authorization is required for late registration. The late add process may be accomplished only in person at the Admissions and Records Office. Late adding of classes is not available five instructional days after the census date.

### Auditing Classes

Imperial Valley College does not permit auditing of classes.

### Student Photo ID

Once students have enrolled and paid their fees, they may obtain their permanent student photo ID card in the College Center (Building 600) during posted hours. Students must present a driver's license or other photo identification card along with a copy of their current class schedule. The student photo ID is required to utilize many services on campus.

## Dropping Classes

It is the student's responsibility to officially drop or withdraw from classes. Students are only able to drop or withdraw from classes online via WebSTAR. 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" annotation: All courses dropped at the 20% point and up until the 75% point will be recorded on the transcript as a "W."

Drops after the 75% 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 75% point require that a grade be issued. For important deadlines for specific classes, students should log on to the IVC web site 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 is required by Title 5 to drop inactive enrollments prior to the census date.

## Repeating Courses

Courses may be repeated only under the following circumstances (Title 5, CCR Sections 55040–55045).

1. SUBSTANDARD GRADES AND "W's"
  - Most courses may be repeated twice when the student has earned a substandard grade ("D," "F," or "NP") and/or a "W."
  - Students who have earned two grade symbols (D, F, NC, NP or W) in a course must petition to take the course a third time.
  - Students who have withdrawn for verified military service ("MW") may repeat course(s) from which they have withdrawn. The "MW" grade does not affect GPA, nor does it count toward the permitted number of repetitions.
  - Students who have withdrawn with an Excused Withdrawal (EW) may repeat course(s) from which they have withdrawn. The "EW" grade does not affect GPA, nor does it count toward the permitted number of repetitions.
2. LAPSE OF TIME  
Most courses completed with a satisfactory grade may be repeated one additional time if a significant lapse of time of at least three years has passed and if the course must be taken to fulfill a recency requirement by the college or another institution of higher education to which the student seeks to transfer. However, this exception is considered only by petition. Students should contact the Admissions and Records Office for more information. If the repeat is allowed, the grade earned when the class is repeated will be used for the GPA computation, and the previous grade will be annotated as a repeat and will not be counted in the GPA computation.
3. EXTENUATING CIRCUMSTANCES  
If a student has experienced extenuating circumstances (documented evidence of illness, accident, or other circumstances beyond the student's control), an additional repeat may be considered. Consult the Admissions and Records Office for information about the appeals process. Documentation is required for this exception.
4. LEGALLY MANDATED TRAINING  
A student may repeat certain courses, "if necessary to meet legally mandated training requirements as a condition of paid or volunteered employment." This exception is considered only by petition. [55041(b)]
5. SIGNIFICANT CHANGE IN INDUSTRY OR LICENSURE STANDARDS  
Students may petition to repeat a course if there has been significant change in industry or licensure standards since the student previously took the course and the student must take the course again for employment or licensure. Documentation is required for this exception.

Any student registering to repeat a course not identified as repeatable or repeating a course more often than permitted will be dropped from the course prior to the beginning of the semester/term.



# STUDENT SUCCESS & SUPPORT PROGRAM

The Student Success & Support Program (SSSP) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of the Student Success & Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

In order to receive priority registration at Imperial Valley College, new first time college students are required to complete the following:

- **Orientation**
- **Assessment**
- **Academic Advisement**

Continuing students are strongly encouraged to complete these steps to ensure continued success at Imperial Valley College.

\*All students who enrolled from Fall 2014 to the present are required to complete the Core Services below.

## **Orientation**

Orientation is mandatory for first-time college students. It introduces the students to critical information for student success. It provides valuable information about financial aid, students' rights and responsibilities, types of degrees, certificates, college policies & procedures, and student support services. Students can access the orientation online or through another designated orientation service on campus.

## **Assessment**

English and Math are skills that students use in nearly all of their college classes. Assessment helps to determine students' skill levels in these areas. Students can go to the Assessment Center on a walk-in basis to take their tests. Students can visit the website at [www.imperial.edu/assessment](http://www.imperial.edu/assessment) for available test times or call the Assessment Center at (760) 355-6447 or (760) 355-6450. Other multiple measures such as EAP scores, high school transcripts, etc. comprise the multiple measures placement process.

## **Counseling**

After taking the placement tests students need to develop, at a minimum, an abbreviated Student Educational Plan (SEP), which can be completed online as part of the orientation or by meeting with a counselor. After completion of 15 degree applicable units, students need to have a comprehensive SEP developed. Course advising is specific to each individual student and is based on recommended classes identified through the student's placement results, educational goal, and personal interests.

**\*\*If new students do not complete the matriculation requirements it will affect their registration priority.**

## **Students Rights and Responsibilities**

- Identify an education and career goal
- Diligently engage in course activities and complete assigned coursework

- Complete courses and maintain progress toward an education goal and completing a course of study

## **Institutional Responsibilities**

- The College shall take steps to ensure that information regarding its matriculation policies are accessible and available to all students
- Once the student has identified a course of study and completed 15 semester units of degree applicable course work the college must provide the student with an opportunity to develop a comprehensive student education plan

## **Exemptions**

Students may be exempt from completing orientation, assessment, and having an SEP if the student:

- already has a degree
- Is enrolling at the college for avocational purposes and completed the services at another college
- Is enrolling to complete an academy or certification program (e.g. police or fire) or
- Is a Special Admit (concurrent enrollment high school student)

# Prerequisite, Corequisite, Advisories On Recommended Preparation And Limitations On Enrollment

The Imperial Community College District has adopted a policy in order to provide for the establishing, reviewing and challenging of prerequisites, corequisites, recommended preparation advisories, and certain limitations on enrollment in a manner consistent with law and good practice. The board recognizes that, if these prerequisites, corequisites, recommended preparation advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success. Therefore, the board adopts this policy and calls for caution and careful scrutiny in establishing prerequisites, corequisites, and advisories. The board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards, as it is to avoid establishing prerequisites where they are not needed. For these reasons, the board has sought to establish a policy that fosters the appropriate balance between these two concerns. (See Board Policy AP 4260 Prerequisites and Co-requisites).

## **Definitions:**

**Prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. **Courses used to satisfy a prerequisite must be completed with a grade of "C" or better.**

**Corequisite** means a condition of enrollment consisting of a course that a student is **required** to simultaneously take in order to enroll in another course.

**Recommended Preparation Advisory** means a condition of enrollment that a student is **advised, but not required**, to meet before or in conjunction with enrollment in a course or educational program.

**Limitations on Enrollment** means a condition of enrollment which may include the following:

- a. Auditions or tryouts for courses which include public performance and intercollegiate competition, such as a band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics.
- b. Demonstrations of skill or knowledge for enrollment in an honors course or an honors section of a course.
- c. The creation of blocks of 2 or more courses in which enrollment is limited in order to create a cohort of students.

Imperial Valley College does not establish prerequisites in communication or computational skills that apply to all courses across the curriculum. Basic skills prerequisites and corequisites are offered in sufficient numbers to accommodate students or the requirement is waived. Any prerequisite may be challenged by a student using the following process:

## Challenge Process

Any student who does not meet the prerequisite or corequisite or who is not permitted to enroll in a class due to a limitation on enrollment may submit a prerequisite challenge form. The grounds for challenge as specified in Section 55003 (m) of Title 5 include the following:

1. The prerequisite or corequisite has not been established in accordance with the district policy.
2. The prerequisite or corequisite is in violation of Title 5.
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or the corequisite has not been made reasonably available.

**All Prerequisite Challenge Forms must be received at least ten business days prior to the start date of the student's enrollment term. If the student has enrolled in a course pending the outcome of the petition and the petition is denied the student will be dropped from the course.**

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. Where facts essential to a determination of whether the student's challenge should be upheld are, or ought to be, in the college's own records, then the college has the obligation to produce that information. Students who wish to challenge a prerequisite or corequisite or any limitations on enrollment should:

1. Make an appointment with the Student Success & Support Program Director at the Assessment Center (Bldg. 400-401), **(760) 355-6216**, to file the petition to challenge a Prerequisite/Corequisite form, which spells out the grounds for challenge

along with any evidence in support of the challenge. The student shall be allowed to remain in class or, if the student is not enrolled in the class but space is available at the time the challenge is filed, the college shall reserve a seat for the student until the challenge is resolved.

2. The Department Chairperson will review the petition and resolve the challenge in no more than 5 working days. If the challenge is upheld, or the college fails to resolve the challenge within the 5 day period, the student will be allowed to remain in the course. If no space was available in the course when the challenge was filed, the student shall be permitted to enroll for the subsequent term.
3. If the challenge is denied by the Department Chairperson, the student may appeal that decision. Upon receipt of notification to the appropriate Vice President, the decision by the appropriate Vice President is final.
4. Upon resolution of the challenge, the Department Chairperson shall forward the student petition and all attachments to the Director of Admissions for institutional approval and filing in the student's permanent record.

Unless specifically exempted by statute, every course, section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by Imperial Community College District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to section 55003 of division 6 of title 5 of the California Code of Regulations. (Administrative Procedure AP4260)



# FEES AND REFUNDS

**ALL** fees are subject to change without advance notice by the State of California. The information published below reflects legislation, policies and fees in effect at the time of publication. Students who fail to pay enrollment fees, health fee, instructional materials fee, or nonresident fees in a timely manner risk not being eligible to register and/or being dropped for non-payment.

*NOTE: If you participate in priority registration you will have five (5) business days from the first point of enrollment to pay all fees generated as of that day or you may be dropped from all classes and wait lists. If you sign up for a payment plan (Nelnet) you will not be dropped from your classes.*

## Enrollment Fee - Resident Student

The Enrollment Fee is mandated by the California State Legislature, with the approval of the Governor and requires all California Community Colleges to charge students a Tuition/Enrollment Fee each term. The Legislature has also provided for financial assistance and fee waivers for low income students who cannot afford to pay this fee and who qualify according to State guidelines. Information for financial assistance and fee waivers can be obtained from the IVC Financial Aid Office.

**Enrollment Fee \$46.00 per unit**

## Enrollment Fee - Nonresident and International Students

Nonresidents and international students are required to pay tuition charges of \$239.00 per unit **in addition** to the fees outlined above. The college will accept payment from nonresident and international students in cash, Western Union money orders, traveler's checks, credit cards, debit cards, and bank drafts. Personal checks cannot be accepted. Payment of nonresident and international student tuition cannot be deferred.

**Foreign and Non-Resident Enrollment Fee \$253.00 per unit**

## Student Health Fee

The Student Health Fee provides a full-range of health services to IVC students including immunizations, physical exams, basic first aid, health education programs, TB testing, HIV testing, cholesterol screening, blood pressure screening, mental health services and other health services to be determined.

**Fall/Spring \$20.00 per term**  
**Summer/Winter \$16.00 per term**

## Instructional Materials Fee

**Required of all students enrolled in certain courses.** Courses may carry a nominal fee for instructional materials provided to students throughout the semester.

## Student Representation Fee

The Student Representation Fee is expended by the college solely for the purpose of student advocacy efforts to Federal, State, and local governments. Students have the right to refuse to pay the fee for religious, moral, political, or financial reasons.

**Student Representation Fee \$1.00 per term**



## Parking Fee

Required of all students who park on campus, at the following rates. Note: Students enrolled solely in off-campus classes are not required to pay the parking fee.

**Fall/Spring \$25.00 per vehicle**  
**\$20.00 each additional vehicle**  
**\$15.00 per motorcycle**

**Summer/Winter \$15.00 per vehicle**  
**\$10.00 each additional vehicle**  
**\$12.00 per motorcycle**

Order parking permits online at [www.imperial.edu](http://www.imperial.edu)

## Other Fees/Charges

**Insufficient Funds Check Charge** – There will be a charge of \$25.00 for checks returned to the college because of insufficient funds.

## Refund Policy

There is no need to apply for a refund. All eligible refunds will be processed automatically according to the financial aid disbursement schedule, except for periods of registration or late registration.

**Credit Card Refunds** – Students may request a credit card refund if their original payment was made by a credit card. Refunds may be requested by calling (760) 355-6454 or (760) 355-6240.

## Transcript Fee

All outstanding financial and other obligations to the College must be met prior to the issuance of transcripts.

Imperial Valley College is able to offer to our current and alumni students Secure Transcript from Credentials – the secure, electronic way to request and send transcripts. It's easy to use, it's secure, and it's available 24/7. Credentials will deliver your official transcript anywhere you need it to go - other colleges and universities, scholarship funds, employers, even to yourself if you need it. Instructions for requesting transcripts are available on the College website at [www.imperial.edu](http://www.imperial.edu). From the IVC website click on For Students, the log-onto Webstar to request your transcripts.

*NOTE: The College cannot accept transcript requests by email, fax or phone.*

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