



Irvine Valley College K-12 Special Admission Request

Complete the following steps to complete your registration

(more detailed information is on page 3)

- Apply for Admission (unless you are currently registered)
Go to: http://www.cccapply.org/applications/CCCApply/apply/Irvine_Valley_College.html
 - Summer and Fall applications accepted beginning April 1
 - Spring applications accepted beginning October 1

- The matriculation process is automatically deferred for K-12 students. However, if you plan to enroll in a course which requires a prerequisite, you must provide a high school transcript showing satisfactory completion of the prerequisite or take the appropriate assessment test. Visit the Matriculation and Assessment Office website at <http://www.ivc.edu/matric/pages/default.aspx>

- Complete the K-12 Special Admission Request and submit it to the Office of Admissions and Records.
Required:
 - Requested Course(s) – Maximum 11 units
 - Principal's Permission (or designee)
 - School Seal
 - Parent's Permission
 - Student's Signature
 - Irvine Valley faculty and school dean's signature for K-8 students

- Register for class on or after your registration appointment.
Before the class begins AND providing the class is still open:
 - 9 – 12 grade may register online through MySite at www.ivc.edu
 - K – 8 must register in-person at the Office of Admissions and Records.
After the class begins OR if the class is closed:
 - Attend the first day of class and request an APC (Add Permit Code)
 - Follow registration instructions above

PLEASE NOTE: Submitting the IVC Admission Application and K-12 Special Admission Request Form does not register students for classes. Students must complete the registration instructions listed above.

- Pay required fees either online through MySite or in person at the Bursar's Office. Payment must be received within 5 business days or students may be dropped for nonpayment.

- Purchase books at the IVC Bookstore or online by visiting <http://www.ivc.edu/bookstore/pages/default.aspx>

Direct questions to the:

Office of Admissions and Records
Student Services Building
5500 Irvine Center Drive
Irvine, CA 92618
949-451-5220

Irvine Valley College provides K-12 students the opportunity to study in advanced-level instructional areas not offered at their present school. College courses completed by K-12 students carry the full weight of college credit, and will count toward college degrees and/or certificates. These courses become a part of the student's permanent college academic transcript. K-12 students may enroll for either day or evening classes, but are limited to 11 units per semester or summer session. (Complete instructions are located on page 3)

COMPLETE USING BLUE OR BLACK INK

Student's Name _____
Last (Please Print) First Middle

Student ID #: _____ Telephone: (____) _____ Date of Birth: _____

Current Grade Level: _____ Anticipated High School Graduation Date: _____

Semester for which I am requesting special part-time admission: (Check one) Fall Spring Summer Year: _____

IMPORTANT NOTE: Most students accepted to IVC are allowed to enroll in any course which their high school recommends. However, state law places specific enrollment restrictions on physical education courses. IVC permits students in grades 9 -12 to enroll in PE courses on a limited basis first come first serve basis. Requests must be received by Admissions and Records no later than the Thursday before the term begins. K-8 students are not permitted to enroll in physical education activity courses.

DO NOT MAKE ALTERATIONS OR CROSS OUT CLASSES LISTED BELOW AS ALTERED FORMS WILL NOT BE ACCEPTED.

Course # and Title	Ticket # (Required for K-8 students OR PE Classes)	IVC Instructor's Signature (Required for K-8 students)	Approved/ Denied	IVC Dean's Signature (Required for K-8 students)	Approved/ Denied

Principal's Recommendation and Certification:

I am pleased to recommend the above named student for enrollment at Irvine Valley College. I believe they are academically prepared for the course(s) listed above. This student has availed themselves of all possible opportunities to enroll in an equivalent course in the high school district of attendance and their enrollment will not exceed the summer session 5% enrollment limitation mandated by Education Code § 48800 and 48800.5. (See page 3 for detailed information)

Principal's Name (Please Print) _____ Principal's Signature _____ Date _____

Name of School _____ City _____ Phone # _____

Parent/Guardian Permission

Since, special admit students are treated like regularly admitted college students, I understand that my child is required to adhere to the academic and conduct standards, rules, and regulations of the College, and will not be afforded any special status or supervision before, during, or after class. I also understand that my child is being exposed to an educational environment designed for the adult learner, which may involve topics that might be considered controversial or offensive. I further understand that I will not have access to my child's student records (registration status, grades, etc.) without his/her written consent. I give permission for my child to enroll for course(s) at Irvine Valley College. (See page 3 for detailed information)

Parent/Guardian Name (Please Print) _____ Parent/Guardian Signature _____ Date _____

Student

I understand that all courses for which I enroll are for college credit and MAY be used to meet high school graduation requirements as determined by my high school. I will request official transcripts to be sent to my high school. I also declare that all information submitted by me in connection with this request is true and accurate. (See page 3 detailed information)

Student Name (Please Print) _____ Student's Signature _____ Date _____

Irvine Valley College provides an opportunity for qualified K-12 students who wish to enroll for college level instructional areas not offered at their present school. This program is intended as educational enrichment rather than to reduce or make up course requirements of primary or secondary education. Please carefully review the program policies below. (References: California Education Code Sections 48800-48802, 76001, and 76003.)

INFORMATION FOR THE PRIMARY OR SECONDARY SCHOOL

Your signature constitutes the following:

- You believe the student to be academically prepared and mature enough to succeed in college level course work.
- The student has availed themselves of all opportunities to complete this course, if offered, through the primary or secondary school district.
- If this enrollment is taking place during the summer session, your school is not exceeding the 5% per class limitation as stated in Education Code Sections 48800 and 48800.5.
- Students must meet all prerequisites and (if required) complete assessment testing prior to registration in math and English classes.
- Most students accepted to IVC are permitted to enroll in any course for which they are recommended providing the class has available seats at the time registration is attempted. However, Education Code places enrollment restrictions for physical activity courses for 9 -12th grade students, and K-8 students are not permitted to enroll in any physical activity course.
- Students are limited to 11 units.
- Students are responsible for requesting official transcripts to be sent.

INFORMATION FOR PARENTS

Special Admit students are treated like regularly admitted college students. I understand that:

- my child is required to adhere to the academic and conduct standards and regulations of the College, and will not be afforded any special status or supervision before, during, or after class.
- my child is being exposed to an educational environment designed for the adult learner, which may involve topics that may be considered controversial or offensive.
- I **will not** have access to my child's student records (registration status, grades, etc.) without his/her written consent. Educational privacy rights for courses completed at the college transfer to the student once they enroll in a college.
- my child is responsible for completing all transactions-adding/dropping classes, requesting transcripts, etc. within college deadlines. Failing to comply with enrollment deadlines may result in not being enrolled or receiving failing grades. These deadlines are published in the printed class schedule and are available on the IVC website.
- all courses are offered for college credit. Courses may be used to satisfy primary or secondary educational requirements as determined by the appropriate school district.
- a K-12 Special Admission Request is required every semester that my child attends IVC. Most students are permitted to enroll in any course for which their school district recommends providing there are available seats at the time registration is attempted. Students are not permitted to enroll in courses which the school district has not recommended. Education Code places enrollment restrictions in physical activity courses. IVC permits 9-12th grade students to enroll on a first come first serve limited basis and request should be submitted by the Thursday before the term begins; K-8 students are not permitted to enroll in any physical activity course.
- my child is responsible for paying all required fees upon enrollment; Non-resident tuition (if applicable), enrollment fees (waived for 9th – 12 grade students), health fee, materials fees, and parking fees.
- as required by state law, my child may not enroll for more than 11 units and will receive a low priority registration appointment time so as to not displace regularly admitted students.

INFORMATION FOR K-12 STUDENT

As a special admit student, you will not be granted any special privileges and will be treated like a regularly admitted college student. ***All classes are offered for college credit.*** Generally, you may enroll in any course for which you are recommended. The Education Code places strict restrictions on enrollment in physical activity courses. IVC permits a limited number of 9-12th grade students to enroll on a first come first serve basis and must be submitted by the Thursday before the term begins; students in grades K-8 may not enroll in any physical activity course.

I understand when I enroll in a class at Irvine Valley College that:

- I must abide by all college policies, regulations, and standards.
- I am expected to conduct all college business including, but not limited to submitting my admissions forms, registering and dropping my classes, paying required fees, and requesting my transcripts to be sent.
- I must provide written consent to my parents **every time** I request them to conduct business on my behalf.
- I am limited to enrolling in a maximum of 11 units and I will receive a low priority registration time so as to not displace regularly admitted students.
- I may not enroll for course(s) that have not been recommended by my school district.
- I must submit a new K-12 Special Admission Request for every new semester I wish to attend until I graduate.