

Admission and Registration

Eligibility

Irvine Valley College is one of two independent colleges in the South Orange County Community College District. Students enrolling at either Irvine Valley College or Saddleback College may take classes at both campuses.

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 permits are available at the Irvine Valley College Office of Admissions and Records), or
- you are in the eighth grade or under—with special recommendation from your school principal and with prior approval of the instructor and school dean. Please consult the Office of Admissions and Records for further details.

Questions regarding admission to Irvine Valley College may be sent via e-mail to: admissions@ivc.edu

Application

Students who are enrolling in the South Orange County Community College District 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, either online or in person.

- **ONLINE:** Log on to the IVC web site: www.ivc.edu. Select **Admissions and Records**, then select **Admission Application**. Students will receive their registration permits by e-mail after they have submitted their applications.
- **IN-PERSON:** Students may pick up an application in person at the Office of Admissions and Records, Irvine Valley College, 5500 Irvine Center Drive, Irvine. Applications should be returned in person to the Office of Admissions and Records.

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

FALL SEMESTER: April 1

SPRING SEMESTER: October 1

SUMMER SESSION: April 1

Student 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 race, color, sex, national origin, religion, age, handicap, or marital and Vietnam era status.

The lack of English language skills will not be a barrier for admission to vocational education programs.

Es la norma de Irvine Valley College y del Distrito de "South Orange County Community College" el proporcionar las mismas oportunidades educacionales a todos, sin tener en cuenta raza, color, sexo, país de procedencia, edad, desventajas, estado civil, o situación relacionada con la época de la guerra en Vietnam.

La falta de conocimientos de inglés no será impedimento a la admisión a programas de estudios vocacionales.

Questions or complaints regarding access of students with disabilities to any college program or service may be directed to the college ADA (Americans with Disabilities Act) Section 504 Coordinator, Vice President of Student Services, Irvine Valley College, 5500 Irvine Center Drive, Irvine CA, 92618, (949) 451-5214.

Questions or complaints regarding discrimination or harassment may be directed to the college Title IX Coordinator, Susan M. Cooper, Office of Instruction, Irvine Valley College, 5500 Irvine Center Drive, Irvine CA, 92618, (949) 451-5212.

Residency

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.

A **"resident student"** is one who has resided within California for at least one year prior to the **residence determination date**, which 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, and is determined to have met residency standards in Title 5 of the California Administrative Code.

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

The Office of Admissions and Records determines the residency status of all new and former students for tuition purposes, using responses to the application for admission form and, if necessary, other evidence furnished by the student.

NOTE: Students should bring any and all immigration documents—including visas, passports, and I-688 information—to the Office of Admissions and Records at the time they apply to assist in determining their residency status.

Establishing Residency

Legal residency 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 the new 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. Registering to vote and voting in elections in California; or
2. Filing resident California state income tax forms on total income; or
3. Owning residential property or consistently occupying or renting an apartment on a lease basis; or
4. Maintaining resident membership in a California professional organization(s); or
5. Maintaining California vehicle plates and operator's license; or
6. Maintaining active savings and checking accounts in California banks; or
7. Maintaining permanent military address and home of record in California, if in the military service.

California AB 540

Recent legislation (California AB 540) allows certain nonresidents the opportunity to pay in-state tuition if they have completed at least three years of high school and graduated from a California high school. Students who believe they may be eligible for this exemption should apply at the Office of Admissions and Records.

Military Personnel

Active members of the armed forces are considered California residents for registration and tuition purposes. Spouses and dependents of military personnel are considered California residents during the first year in which their spouse's or guardian's duty began in California but are required to establish residency thereafter. Contact the Office of Admissions and Records for further information.

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 residency review. Students should allow five working days after submitting their documents for a decision.

International Students

Irvine Valley College defines an "international student" as a student attending college while on an F-1 visa. Applications for enrollment in IVC's International Student Program are available in the International Student Office (SC 170E). Prospective students may contact the International Student Office at (949) 451-5414, by e-mail at iso@ivc.edu, or at the college web site: www.ivc.edu.

All international students must maintain full-time enrollment (**twelve or more units each semester**) in order to maintain their F-1 visa status. Students with F-1 visas from other schools may enroll on a part-time basis. Consult the International Student Office for more information. Students with other types of visas (not F-1) may enroll through the Office of Admissions and Records.

To be accepted for admission as an international student at Irvine Valley College, students must be able to speak, read, write, and understand English at a level that will allow them to complete college work successfully. Students whose native language is not English must take the international TOEFL (Test of English as a Foreign Language). The TOEFL score must be a minimum of 470 on the paper-based format or a 150 on the computer-based format. The TOEFL requirement may be waived for applicants who can demonstrate that they have successfully completed the equivalent to one of the following courses at Irvine Valley College: **Writing 201, Writing 1, or Speech 1**. Courses must be from an accredited institution.

Other requirements for admission include the following:

1. Graduation from a secondary school that is equivalent to an American high school for students under the age of 18.
2. Irvine Valley College and the South Orange County Community College District require that all international students have a valid health insurance plan from a U.S. carrier that provides coverage during their course of study. Students who have their own policies will be asked to submit verification of their health insurance plan. Students who do not have health insurance coverage must obtain insurance in order to enroll in classes. Health insurance information is available at the International Student Office (Student Services Center, Room 170E).
3. An official affidavit of support and current bank certification or bank statement that prove that the student has sufficient financial support to pay tuition and living expenses to study at Irvine Valley College.
4. A Transfer Clearance form completed by the institution the student presently attends that verifies his or her eligibility to transfer to IVC (when applicable).
5. A nonrefundable processing fee of \$39 for the 2002-2003 academic year is required with the application form.
6. Completion of a tuberculosis test within one month of arrival at the college. Tests are administered at the college at no cost to the student.

Upon acceptance, students will be administered an assessment program. Based on the results of English proficiency, students will be advised as to the recommended level of enrollment in English and other courses.

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.

Special Part-time Students

Students attending primary or secondary schools are permitted to enroll at the college. Enrollment in college classes is based on permission from the high school principal. All course prerequisites must be met and a Special Admission Request K-12 Students must be on file in the Office of Admissions and Records prior to actual course enrollment.

Auditing Classes

District policy prohibits the auditing of classes.

Class Schedule

The class schedule is available on campus and is accessible online—<http://www.ivc.edu>—prior to registration each semester. Instructions for registering by telephone are described in the printed schedule. Students should use the schedule in conjunction with the college catalog in planning their semester program.

New and Former Students

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

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

New students and former students are given a registration appointment as soon as their applications are received. Appointments are issued on a first-come, first-served basis at Irvine Valley College.

Most students new to Irvine Valley College—except those who have already earned an associate degree or higher degree—should participate in an assessment and orientation session prior to registering for classes. Students who are advised to participate in assessment and orientation will be so notified when their application is received, and they will be issued an assessment and orientation appointment time. All students are encouraged to take advantage of an assessment session for assistance in selecting courses.

Continuing Students

Continuing students are those who have been registered during the previous semester (including or excluding summer) 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 or "W" grade will have forfeited their continuing student status and must file a new application.

Continuing students must submit in writing any change of address to the Office of Admissions and Records to ensure that they receive important registration materials. If mail is returned to the Office of Admissions and Records because of an incorrect address, a hold will be placed on the student's file to prevent any further mailings until the address has been updated. If the Post Office reports to the Office of Admissions and Records a forwarding address that the student has filed, the college's records will automatically be updated to reflect that change unless the student notifies the Office of Admissions and Records in writing that he or she does not want that change to be made.

Registration Permits and Appointments

The permit to register indicates the student's priority registration appointment times for online and telephone registration.

New students and former students who apply online receive their registration permits by e-mail with their registration appointment date and time. Those who apply in person are issued their permits when they submit their applications. Students are encouraged to apply early, since appointments are issued on a first-come, first-served basis and classes fill quickly. Applications must be submitted online, in person, or by mail to the Office of Admissions and Records.

Continuing students receive their permits through the U.S. mail. Registration appointments for continuing students are determined by the number of units the student has completed at the college. Those who have already completed more than 80 units are given appointments toward the end of registration.

Students are encouraged to register online or by telephone for the best possible course selection.

Registration Restrictions

The "Registration Restrictions" section of the permit describes any restrictions (e.g., library or bookstore holds or fines, failure to complete assessment) which may prevent the student from registering. The back of the permit explains what office to contact so that restrictions may be cleared. Registration cannot proceed until all outstanding debts to the college have been paid or all restrictions have been cleared.

Students who are required to participate in an assessment and/or orientation session must plan to do so **before** registering for classes. Before registering for a class which has a prerequisite, students must clear the prerequisite through the Matriculation Office. Students receiving financial aid must be prepared to verify or present financial aid documents. Registration is not final until **all** fees, including parking, health and material fees, have been paid.

Late Registration

Students who have not been able to register during the formal registration time may enroll late, though course selection may be restricted. Instructor approval is required for all late registration requests.

Adding and Dropping Classes

Full-semester Classes, Fall and Spring

During the first week of instruction:

If the class is open (i.e., if it is posted on the Open Class List in the registration area) students may add/enroll in it during in-person registration hours.

If the class is closed, students must consult the course instructor for permission to enroll. Instructors will exercise their discretion in issuing add permits. Students must submit an add permit signed by the instructor to the Office of Admissions and Records by the end of the second week of the semester. They must be prepared to pay all required course fees the same day that they add/enroll.

During the second week of instruction:

All full-semester classes are considered officially closed during the second week of the semester; consequently, students must have a signed add permit from the course instructor in order to enroll. Students must submit an add permit signed by the instructor to the Office of Admissions and Records by the end of the second week of the semester. They must be prepared to pay all required course fees the same day that they add/enroll.

After the second week of instruction—

The college does not encourage enrollment in full-semester classes after the second week of instruction.

Short-term and Summer Classes

In general, students may enroll in eight-week, short-term, summer session and late-starting classes at the beginning of the registration process up to the date of the first class meeting—provided the class is still open. If the class is closed and has a waiting list, students may elect to be placed on it. Once the class has met, students must contact the instructor for permission to add. The deadline for adding these classes is the end of the first week that the class is scheduled to start.

Adding Students from the Waiting List

When a class reaches its maximum enrollment during registration, a waiting list is started. Students may place themselves on a waiting list during their online or telephone registration enrollment period. During the first week of instruction, instructors will add students to a closed class in the order in which names appear on the waiting list **if and as** seats become available. Students must be present at the first class meeting to be considered for an add permit.

Students must submit an add permit signed by the instructor to the Office of Admissions and Records by the end of the second week of the semester for full-semester classes or the end of the first week of instruction for short-term or summer classes. They must be prepared to pay all required course fees the same day that they add/enroll.

Dropping Classes

It is the student's responsibility to officially withdraw from courses for refund purposes. Students may drop classes online or by telephone, when the system is available or by filing a "Drop Card" at the Office of Admissions and Records. Only drops completed at the request of a student are eligible for refund consideration (see page 19 for further information on refunds).

Deadlines for Dropping Classes

In accordance with state regulations, the deadlines for grading purposes are as follows:

- Drop without a transcript entry—first **30%** of the course based on the ticket number.
- Drop with a "W" grade—**65%** of the course based on the ticket number.

For important deadlines for all courses, students should log on to the IVC web site and locate their classes in the index of the current semester's class schedule. By selecting the instructor's name, students may access specific section information. Or students may obtain deadline dates by contacting the Office of Admissions and Records.

It is the student's responsibility to drop himself or herself from a class. However, every instructor has the authority to drop a student who misses the first class meeting.

Repeating Courses

Any student registering to repeat a course not identified as repeatable, or repeating a course more often than permitted (without approval of the Office of Admissions and Records), will be withdrawn from the course. District and state policy concerning repeated courses is described in the Academic Policies section.

Releasing Student Records

Irvine Valley College will not release student records unless the college has received the student's prior written consent with the following notable exceptions. As required under the provisions of the Family Education Rights and Privacy Act of 1974, Irvine Valley College will make public without student consent only certain directory information. This information consists of the following: a student's name; city of residence; major field; participation in officially recognized activities and sports; weight, height and age if a member of an athletic team; dates of attendance; degree and awards received; and the most recent previous educational institution or agency attended by the student. Also, the college will release student information to state, local and federal government authorities as required as a part of performance of official duties. The Rules and Regulations section provides further information.

Academic Honesty and Dishonesty

Responsibilities and Definitions for Students

Irvine Valley College actively promotes academic and institutional honesty. Academic dishonesty runs counter to a healthy intellectual environment, and tarnishes the educational opportunities offered. The following policy defines such acts and outlines the responsibility of students, faculty, and administrators in addressing this serious issue.

Student acts of academic dishonesty include (but are not limited to) such deeds as:

1. FALSIFICATION OF OFFICIAL COLLEGE DOCUMENTS

Falsification involves actions that are intended to deceive.

No student shall:

- a. forge signatures on official documents such as admissions cards and financial aid applications, etc.
- b. change or attempt to change official academic records without proper sanction.
- c. misrepresent or falsify successful completion prerequisites.
- d. provide false information, such as immigration materials, during the admission or matriculation process.
- e. falsify one's identification or falsely use another's identification.

2. PLAGIARISM

Plagiarism is the misrepresentation of someone else's words, ideas or data as one's own work. Students should be advised to state the source of ideas when these are known, since this lends strength to their answers and is part of the ethics of scholarship.

The following acts do constitute plagiarism, and thus,

No student shall:

- a. intentionally represent as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, evidence of another.
- b. take sole credit for ideas that resulted from a collaboration with others.
- c. paraphrase or quote material without citing the source in the text.
- d. submit as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill products).
- e. share computer files and programs or written papers and then submit individual copies of the results as one's own individual work.
- f. copy another student's test answers.
- g. copy, or allow another student to copy, a computer file that contains another student's assignment, homework, lab reports, or computer programs and submit it, in part or in its entirety, as one's own.
- h. submit substantially the same material in more than one course without prior authorization from each instructor involved.
- i. submit work as one's own when one has received so much assistance from others that the work ceases to be one's own.
- j. reproduce another professional or student's work so closely that any reasonable person would conclude plagiarism had occurred.

The following do not constitute plagiarism:

- k. Cases in which the idea comes from the past reading and a student cannot reasonably recall or determine the exact source. The use of ideas which are judged to have become common knowledge does not constitute plagiarism.

It would, however, constitute plagiarism if the student, being aware that the idea was not his or her own, expressly claimed authorship for the idea.

- l. Instances in which the idea came from informal discussions with other members of the academic community which were not initiated with the deliberate intent of providing information on the topic in question. However, if the source of an idea is remembered, the source must be acknowledged.
- m. Instances when students are specifically instructed by the instructor of that course that borrowing of other's work is considered appropriate.

3. CHEATING

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered knowledge on a test or evaluation that he/she has not mastered.

No student shall:

- a. knowingly procure, provide, or accept examination materials or descriptions of such materials, except when authorized by the instructor.
- b. complete, in part or in total, any examination or assignment for another person.
- c. knowingly allow any examination or assignment to be completed, in part or in total, for himself or herself by another person (e.g., take-home exams which have been written by someone else).
- d. copy from a nearby student's test, paper or lab report.
- e. use unauthorized sources of information such as: crib sheets, answers stored in a calculator, or unauthorized electronic devices.
- f. Store answers in electric devices and allow other students to use the information without the consent of the instructor.
- g. employ aids excluded by the instructor in undertaking course work.
- h. look at another student's exam during a test.
- i. use texts or other reference materials (including dictionaries) when not authorized to do so.
- j. alter graded class assignments or examinations and then resubmit them for regrading or reconsideration.

4. FABRICATION

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

The following cases do constitute fabrication.

- a. Citation of data or information not actually in the source indicated.
- b. Listing sources in a bibliography not used in the academic exercise.
- c. Submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- d. Submitting as your own any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
- e. Taking a test for someone else or permitting someone else to take a test for you.

This list is not intended to be an all-inclusive list of offenses. Students should consult their instructor if in doubt about the honesty of an action.

Matriculation

The Matriculation Process

Irvine Valley College recognizes the student as an individual who has the right to make educational choices based on a clear and sensitive appraisal of skills, needs, and interests. To this end, the college provides new students with an assessment session to evaluate their basic skills and identify their interests and goals, and an orientation session to introduce the college's programs and services and to assist students in formulating an educational plan.

The primary goal of the matriculation process is to increase the extent to which students complete their educational objectives by providing information about their skills and abilities; by identifying support services; and by offering students the opportunity to plan their educational program in consultation with counselors. The assessment, orientation, and advisement components of this program have been designed to satisfy the requirements of the California State Board of Governors legislation governing student access to and successful completion of programs in the community college. **All students are encouraged to participate.**

Assessment

Most new students and some continuing students at Irvine Valley College should be assessed in reading, writing, and mathematics, and/or English as a Second Language. Students are notified when they submit their applications whether or not they should attend an assessment session.

Assessment sessions are scheduled during morning, afternoon, and evening hours. In most cases, students receive their assessment appointment when they submit their applications. Students may also contact the Assessment Center to schedule an appointment.

During the assessment session, students are given tests in reading, writing, mathematics, and/or English as a Second Language to determine their current skill levels in these areas. Students receive their test results and recommended course placements at a separate orientation session.

Orientation

Following the assessment session, students are scheduled to attend an orientation session conducted by a college counselor. During the session, students are introduced to the programs, services, policies, and expectations of the college. They also receive the results from their assessment session and their recommended class placements. Counselors help students formulate an educational plan to ensure that they begin their college studies in an orderly manner and with the expectation of success.

Challenges

Students who believe that they have cause to challenge their participation in assessment or orientation, or their class placement as a result of assessment, should read the challenge procedure outlined on the next page.

Retest Policy

Students may sit for the assessment exam no more than once every six months in any subject for which they wish to retest.

Exemptions

Students who have previously earned an Associate in Arts, Associate in Science or Bachelor's degree from an accredited American college or university will be exempted from matriculation.

Location and Contacts

The Assessment Center is located on the second floor of the Student Services Center, SC 250. Assessment and orientation sessions take place in SC 240. Students may contact the center by calling **(949) 451-5315**.

Prerequisites

Irvine Valley College strives to guide students into courses in which they will have the greatest chances of academic success. Prerequisites, corequisites, limitations on enrollment, and recommended preparation are printed in *italic* at the beginning of course descriptions in the college 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 if students are to be successful in the target course. Most commonly, such knowledge is measured by successful completion of the **prerequisite course** listed in the class schedule. "Successful completion" is defined by a grade of "A," "B," "C," or "CR" in the prerequisite course. Grades that are not acceptable are "C-," "D," "F," or "NC."

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.

Limitations on Enrollment

There are special conditions for entry into a course (or course section) beyond mastery of a body of knowledge. Limitations include auditions, tryouts, or eligibility for EOPS, DSP&S, or other special programs.

To Clear a Prerequisite

Students enrolling in a course with a prerequisite will be required to do one of the following:

A. Complete the Prerequisite Course

Complete the required prerequisite course(s) at Irvine Valley College or Saddleback College with a satisfactory grade—that is, a grade of "A," "B," "C," or "CR."

B.* Submit Transcripts

Provide grade transcripts from another college 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 "CR."

*Students using option B—

Students must present transcripts to the Assessment Center for evaluation **as soon as possible after they apply to Irvine Valley College.** At the Assessment Center, students will be asked to complete and submit a **REQUEST FOR PRE-/CO-REQUISITE EVALUATION** form.

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

C. Take the IVC Assessment

Complete an assessment exam at Irvine Valley College. (In some cases, students may clear prerequisites in reading, writing, and mathematics through assessment.)

D. Submit Evidence of Placement from Another College

Provide evidence of completion of an assessment exam administered at another Orange County community college. (In some cases, students may clear prerequisites in reading, writing, and mathematics if they have received recommended course placements from another Orange County community college. Students must check with the Assessment Center regarding the acceptability of such assessments and placements.)

E. 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 alternate evidence review. Students may obtain a **REQUEST FOR AN ALTERNATE EVIDENCE REVIEW** in the Assessment Office, SC 250. The request form and the staff will explain the entire process.

Students who file a **REQUEST FOR AN ALTERNATE EVIDENCE REVIEW** will have the matter resolved within five (5) working days. If students file the form during their assigned registration time, IVC will award them eligibility to enroll in the class **pending the outcome of their review.** If the review is upheld, students who have enrolled in the class will be allowed to remain in the class. If the review is denied, students will be notified that they have been removed from the class.

Challenges

Students may file a challenge based on any one of the following grounds. **REQUEST TO CHALLENGE forms** are available in the Assessment Center.

Grounds for challenges:

- A. The student believes that he/she has cause to challenge his/her participation in assessment or orientation, or his/her class placement as a result of assessment.
- B. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites.
- C. The prerequisite or corequisite is in violation of Title 5, Article 55201.
- D. The prerequisite or corequisite is either unlawfully discriminatory or applied in an unlawfully discriminatory manner.
- E. 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 the basis of **Ground A** 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** will also have the matter resolved within five (5) working days. If students file the form during their assigned registration time, IVC will award them eligibility to enroll in the class **pending the outcome of their 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.

Assessment and Placement: Math, English, ESL

Math

Students recommended for assessment should take the college's mathematics exam during a regularly scheduled assessment session. Students who have completed an assessment session at another Orange County community college and have the recommended mathematics course placements or have completed a college mathematics course may not have to complete an entire assessment session at Irvine Valley College. Transcripts or placement recommendations from other colleges must be presented to the Assessment Center as soon as possible **before registration** so that eligibility can be verified and students can be cleared for registration. Otherwise, students will be blocked from enrolling.

All students planning to enroll in mathematics classes are strongly encouraged to take the mathematics assessment exam. Students may contact the Assessment Center by calling (949) 451-5315.

English as a Second Language (ESL)

Non-native speakers attending IVC for the first time should take an assessment exam before enrolling in classes. 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 exam, students will receive class placement recommendations. All students are urged to follow these recommendations.

Reading

Students recommended for assessment should take the college's reading exam during a regularly scheduled assessment session. Students who have completed an assessment session at another Orange County community college and have the recommended reading course placements or have completed a college reading course at another college may not have to complete an entire assessment session at Irvine Valley College. Transcripts or placement recommendations from other colleges must be presented to the Assessment Center as soon as possible **before registration** so that eligibility can be verified and students can be cleared for registration. Otherwise, students will be blocked from enrolling.

Writing

Students recommended for assessment in writing should take the college's writing exam during a regularly scheduled assessment session. Students who receive a recommended placement to a basic skills writing course rather than college-level writing as a result of the initial assessment process and who wish to be considered for placement in college-level writing should sit for the Writing Sample. Students who receive what they consider to be an inappropriate placement as the result of the Writing Sample should read the challenge procedures as outlined on page 16 and also consult with the Assessment Center staff.

Students who have completed an assessment session at another Orange County community college and have the recommended writing course placements or have completed a college writing course at another college may not have to complete an entire assessment session at Irvine Valley College. Transcripts or placement recommendations from other colleges must be presented to the Assessment Center as soon as possible **before registration** so that eligibility can be verified and students can be cleared for registration. Otherwise, students will be blocked from enrolling.

At Irvine Valley College, all college-level writing classes have prerequisites. Basic, pre-college writing classes do not have prerequisites and are open to all students.

Students' eligibility will be verified during registration, and only eligible students will be allowed to enroll.

Writing 301

Writing 301 has no prerequisites (open to all students).

Writing 201

Writing 201 is a preparatory-level writing course prior to the first college-level writing course in composition. In order to register in this class, students must meet one of the following prerequisites. Students are eligible to enroll in Writing 201 only if they

1. Have passed Writing 301 with a grade of "C" or better; or
- 2.* Have passed the equivalent of Writing 301 at another college or university with a grade of "C" or better; or
3. Have received a recommended placement into Writing 201 based on Irvine Valley College's assessment process; or
- 4.* Have received a recommended placement into Writing 201 based on an assessment at another Orange County community college.

Writing 1, 10, 11, 12, 13, 15

Writing 1 is the first college-level course in composition. In order to register in this class or any of the writing classes noted above, students must meet one of the following prerequisites. Students are eligible to enroll in the above-noted classes only if they

1. Have passed Writing 201 with a grade of "C" or better; or
- 2.* Have passed the equivalent of Writing 201 at another college or university with a grade of "C" or better; or
3. Have received a recommended placement into Writing 1 based on Irvine Valley College's assessment process; or
- 4.* Have received a recommended placement into Writing 1 based on an assessment at another Orange County community college.

Writing 2

Writing 2 is the second semester writing course at the college. In order to register in Writing 2, students must meet one of the following prerequisites. Students are eligible to enroll in Writing 2 only if they

1. Have passed Writing 1 with a grade of "C" or better; or
2. Have passed the equivalent of Writing 1 at another college or university with a grade of "C" or better.

*** IMPORTANT: Students must present transcripts or placement recommendations from other colleges or universities to the IVC Assessment Center (Student Services Center, Room 250) as soon as possible 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.**

More information about assessment and placement is available from the Assessment Center, (949) 451-5315, or Counseling Center, (949) 451-5319.

Student Fees and Refunds

Fees

Enrollment Fee

All students: \$11 per unit, with no maximum.

High school students: Concurrently enrolled high school students—9th through 12th grade—are not required to pay enrollment fees. This exemption does not apply to fees for nonresident tuition, parking, health services, or instructional materials.

Health Fee

All students who enroll in classes held at Irvine Valley College or Saddleback College: \$12, fall and spring semesters; \$9 summer sessions.

The health fee entitles students to a variety of health services (see "Health and Wellness Center" later in this catalog). Students enrolled only in classes held off campus at community instructional centers need not pay the health fee, but they may elect to do so on a voluntary basis.

State law provides the following exemptions from the health fee. Students **must** submit proof for these exemptions at the time they register:

- a. Students receiving financial aid pursuant to Section 72252.1.
- b. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bonafide religious sect, denomination, or organization.
- c. Students who are attending a community college under an approved apprenticeship training program.

Parking Fee

Students who intend to park on campus must purchase a parking permit. Parking permits purchased through online or telephone registration will be mailed with registration receipts. Students who do not purchase a permit during online or telephone registration may do so at the Bursar's Office.

Automobiles: \$20 Fall/\$20 Spring/\$10 Summer
or **\$40 annual** (purchased in the fall only)

Motorcycles: \$10 Fall/\$10 Spring/\$5 Summer
or **\$20 annual** (purchased in the fall only)

Permits, which are static cling, should be displayed inside the lower corner of the driver's side windshield. **Annual permits** must be purchased during the fall semester. Students who purchase an annual permit will receive a permit that is valid for fall, spring and summer semesters (through August 31).

Instructional Materials Fee

Courses may carry a nominal fee for instructional materials provided to students throughout the semester. Instructional materials fees are noted by the abbreviation "IMF" bracketed at the end of course descriptions in the class schedule.

Associated Student Body (ASIVC) Fee

The optional **\$5** fee funds a portion of the ASIVC budget. A complete list of student activities and services is available in the ASIVC Office in the Student Services Center.

Photo ID (free). Once they have enrolled and paid their fees, students may obtain their permanent photo ID card. The IVC card is free and good for a lifetime. Cards are issued at the Office of Admissions and Records during normal office hours (students must present a driver's license or other photo identification card).

Transcript Fee

Each student who completes work at the college is entitled to two copies of transcripts and/or verifications without charge. Additional copies are **\$3** each. Emergency transcripts and verifications are **\$5** each, in addition to the **\$3** fee, if the student has previously requested two transcripts and/or verifications.

To request an official transcript and/or verification, students may complete the appropriate forms in the Office of Admissions and Records or submit a written request. Students must make separate requests to Irvine Valley College and Saddleback College (if they attended both) since grade records are maintained by the college at which the student completes the course. The college cannot accept requests by e-mail.

Those submitting a written request must provide their full name (the name used while attending Irvine Valley College), birth date, social security number, and the address they wish their transcript and/or verification mailed to. For verifications, students must specify the information they are requesting—i.e., grade point average, dates of attendance, number of units completed, etc.

Students must sign their full name at the bottom of their request letter to authorize the release of transcripts and verifications. Mail written requests to the following address:

Irvine Valley College Admissions
5500 Irvine Center Drive, Irvine, CA 92618
ATTENTION: TRANSCRIPTS/VERIFICATIONS

Returned Check Fee

Each check dishonored by the student's bank ***for whatever reason*** is subject to a **\$20** processing fee.

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. Students must always officially drop classes through the Office of Admissions and Records to ensure that all records are cleared.

(Continued)

Nonresident Fees

• Tuition Fee

Nonresident students: \$140 per semester unit. Out-of-state residents must also pay the enrollment fee and health fee. Recent legislation (California AB 540) allows certain nonresidents the opportunity to pay in-state tuition if they have completed at least three years of high school and graduated from a California high school. Students who believe they may be eligible for this exemption should apply at the Office of Admissions and Records.

Spouses and Dependents of Active Members of the Armed Forces: Nonresidents in this category are exempt from paying nonresident tuition until they have lived in the state the minimum time necessary to become a resident (one year). After one year has elapsed from the time that the spouse's or guardian's military duty began in California, the student is no longer entitled to continue in the resident classification unless he or she has satisfied the intent requirements for a one-year period. See the Office of Admissions and Records for assistance.

• Application Fee for Nonresidents

Nonresident students who are citizens of a foreign country: \$39. This is a nonrefundable fee payable when students submit their application.

• Capital Outlay Fee (Facilities Fee)

Nonresident students who are citizens and residents of a foreign country: \$8 per unit, payable at the time of registration. This fee covers the cost of providing equipment and classrooms to nonresidents.

Refunds

NOTICE: To be eligible for a refund, students must officially drop classes through online or telephone registration, or in person at the Office of Admissions and Records. Then they may either complete the "Request for Refund" form (available in the Bursar's Office) if they paid by cash or check or, if they paid by credit card, call (949) 451-5699 to request a credit card refund. Requests must be submitted to the Bursar's Office. Refunds may take up to 45 days to process.

Students who drop a course and are eligible for a refund may choose to leave the credit balance on account to cover future enrollment fees. However, students who do not enroll in additional classes using the credit balance or officially request that a refund be mailed to them within a two-year period will forfeit their money.

Refund Policy

Students are eligible for a full refund of **most** fees during the first two weeks of instruction of full-semester classes (and the first week of eight-week and short-term classes) provided they have officially withdrawn from classes or their classes have been canceled by the college. **Exceptions include fees for field studies courses and/or fees for other specialized instructional materials.** If it is determined that tuition fees have been collected in error, a full refund will be made by the college. There is no refund for classes added after the refund deadline date.

Parking Fee Refunds

Refunds of parking permit fees will be given only when the following conditions are true:

- (a) 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**
- (b) If students drop all of their classes within the first two weeks of instruction.

Students must turn in their parking permits to the Bursar's Office at Irvine Valley College.