

# Student Services and Special Programs

## Financial Aid

**Student Services Center, Room 120  
(949) 451-5287**

Irvine Valley College believes that no student should be denied access to an education for lack of funds. The Financial Aid Office provides information and advisement to students who need help with financing the cost of their education. Eligible students may qualify for a grant, loan, college work-study and/or scholarship.

The awarding of funds for student financial aid is closely regulated by laws designed to direct educational support funds to those who need them most. The student who seeks financial assistance must complete the Free Application for Federal Student Aid (FAFSA), available in the Financial Aid Office. Information from the FAFSA form is used to determine each student's "need level." "Need" is the difference between the total cost of attendance and the available resources from the student and/or the student's family. Once this figure has been established, the college can offer an award package.

To receive financial aid, the student must:

1. Be a citizen or national of the United States, or be in the United States for other than a temporary purpose and intend to become a permanent resident thereof, or be a permanent resident of the Trust Territory of the Pacific Islands. Holders of student visas are not eligible for aid.
2. Be enrolled.
3. Maintain satisfactory progress in the course of study according to the standards and practices of Irvine Valley College.
4. Not be in default on any loan made from a student loan fund and not owe a refund on grants previously received.
5. Be in need of financial assistance to pursue a course of study at Irvine Valley College.

## Financial Assistance Programs

Financial Assistance programs currently offered through Irvine Valley College include the following:

- Board of Governors Fee Waivers
- California Grant Program (Cal Grant)
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Extended Opportunity Program and Services Grant (EOPSG)
- Irvine Valley College Scholarship Program
- Stafford Student Loans
- Unsubsidized Loans

Scholarships, grant programs, and loans can change from year to year. For more information, students should visit the Financial Aid Office (Student Services Center, SC 120) or call (949) 451-5287. For information about EOPS programs, call (949) 451-5243 or visit the EOPS Office (SC 130).

## Assistance with Enrollment Fees

The state has set aside funds to help pay fees for special categories of persons who cannot afford these fees. Students should visit the Financial Aid Office in the Student Services Center at Irvine Valley College, Room 120, or phone (949) 451-5287 for information.

## Return of Title IV Funds

When a recipient of federal student aid (Title IV grant or loan) withdraws completely from the college before completing 60% of the enrollment period, federal law requires repayment of part of the aid received. The amount that must be repaid will depend upon the percentage of the semester completed. The Financial Aid Office will notify the student regarding the amount owed and repayment options.

*Any aid recipient who needs to withdraw from all classes should contact the Admissions and Records Office and the Financial Aid Office. Recipients are encouraged to discuss alternatives to complete withdrawal with their instructors or a counselor before making a final decision.*

## Scholarships

Scholarship recipients are selected each spring, with award monies disbursed the following fall upon verification of the student's enrollment in a minimum of six units. Scholarship assistance is provided by colleges, educational programs, national associations, businesses, and local organizations. Scholarships may be designed to meet the criteria specified by donors, established as a memorial, or designated on an annual renewal basis. Individuals, organizations, or companies wishing to establish a tax-deductible scholarship are encouraged to contact the IVC Foundation Office at (949) 451-5777.

## Drug Conviction

A student is ineligible to receive federal student aid (Title IV grants and loans) if the student has been convicted of an offense involving the possession or sale of illegal drugs. Students may contact the Financial Aid Office for information on the duration of this restriction.

## Veterans Program

Irvine Valley College hopes to provide the kind of assistance that will help veterans attain their educational goals. Students are encouraged to take advantage of the Montgomery G.I. benefits they have earned.

Veterans have ten years after active duty discharge to use their entitlement. Certain disabled veterans under rehabilitation can qualify for up to 48 months of benefits. The Department of Veterans Affairs also provides educational assistance to widows, and dependents of deceased active duty personnel, and to dependents of veterans with 100% disability status. For more information, or to make an appointment with the Veterans Affairs Coordinator, veterans should call (949) 451-5296. This is a college service office, not a branch of the federal government.

The California Department of Veterans Affairs also offers a college fee waiver program for veterans' dependents. Dependents whose parent or spouse has or had a service-connected disability, or died from a service-related cause, may meet the eligibility

criteria for a college fee waiver. The waiver covers the enrollment, tuition and registration fees. This program does not waive nonresident fees, nor does it cover the cost of books, labs, food, parking, or dorms. California Community Colleges, California State Universities and University of California campuses are the only schools where the program can be utilized. This program does not apply to private schools or out-of-state schools. For more information about the California Department of Veterans Affairs College Fee Waiver program, call (714) 567-7450.

## Counseling Services

**Student Services Center, Room 210**  
**(949) 451-5319**

Counseling services at Irvine Valley College exist to help students deal with a variety of educational, career and personal concerns. The counseling faculty function as information specialists and facilitators of personal growth, helping students to clarify their needs, make decisions, set goals and deal effectively with personal obstacles. The relationship between student and counselor is confidential; its purpose is to help students define their own questions, explore their own ideas and options, and ultimately find their own answers.

Some of the counseling services available to students include:

### ACADEMIC COUNSELING

Counselors work with students to develop a personalized academic plan. They also help students identify a major. Counselors evaluate transcripts from other colleges and explore transfer options and requirements with students. If needed, they help students to develop study and time management skills. Counselors also offer orientations for new students.

### CAREER COUNSELING

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

### PERSONAL COUNSELING

Personal counseling develops self-awareness. It helps a student improve his or her communication skills and can foster the development of healthy relationships. Personal counseling helps students manage stress and the demands of various life issues. Counselors also provide personal development courses.

### DROP-IN COUNSELING

Drop-in counseling provides students with the opportunity to meet with a counselor on a first-come, first-served basis for answers to quick questions (10 minutes or less). Drop-in hours are posted in the Counseling Center on a daily basis.

### ONLINE EDUCATIONAL COUNSELING

Online educational counseling is an extension of the drop-in counseling service. Students may email questions to [counseling@ivc.edu](mailto:counseling@ivc.edu) and receive an answer from a counselor.

### COUNSELING FOR INTERNATIONAL STUDENTS

Specific counselors have been designated to work with international students. These counselors work closely with the International Student Office and can advise international students about the special rules regarding their course selection.

### COUNSELING FOR ATHLETES

A specific counselor has also been designated to work with athletes. This counselor works closely with team coaches and is familiar with NCAA regulations and the special rules regarding eligibility. Athletes must have an academic plan in order to compete, and meeting with a counselor is essential to the completion of this plan.

Students who wish to meet with a counselor for academic planning, transcript evaluation and career or personal counseling should make an individual, 30-minute appointment to see a counselor. In this way, they are assured of enough time to have their questions answered and to get to know a counselor on a one-to-one basis. Every Wednesday morning, the Counseling Center begins scheduling counseling appointments for the following week. Call (949) 451-5319.

## Career Center

**Student Services Center, Room 230**  
**(949) 451-5431**

The Career Center assists students in making informed decisions about their career goals. Center resources include occupational guides, career-planning books, videos, career files, publications, and EUREKA—a computer-based career information system. EUREKA allows students to research the most current occupational and educational information specific to the California labor market. Students can also find assistance in conducting a job search, writing a resume, and interviewing.

To facilitate an individual's career development process, the Career Center offers career counseling appointments, drop-in counseling, workshops, seminars, speakers, and networking contacts.

## Job Placement Center

**Student Services Center, Room 230F**  
**(949) 451-5268**

The Job Placement Center provides employment information for students, alumni, and the community. The center maintains full- and part-time job listings and assists IVC students in finding positions related to their academic and vocational interests while they are in school and after they graduate.

The center prepares a variety of materials, such as handouts on writing resumes and cover letters, to help individuals ready themselves for employment. The center also sponsors special events, including seminars on interview and job-search techniques and job fairs.

IVC students can access the MonsterTrak employment network in the center via the Internet and find out about full- and part-time job opportunities at major companies and small businesses throughout Southern California. They can also review company profiles and access additional job-search information. The Job Placement Center complies with all applicable laws and regarding equal opportunity and nondiscrimination.

## Transfer Center

**Student Services Center, Room 220**  
**(949) 451-5339**

The Transfer Center provides information and services and sponsors special events to educate and assist IVC's transferring students. Students seeking guidance in choosing a transfer institution may browse through the catalogs of dozens of colleges and universities and get the most current information about transfer applications and deadlines and the selection process.

Students can also get help in accessing information about universities and financial aid programs via Internet workstations in the center. *College Source*, a CD-ROM program, enables students to access catalogs for most colleges and universities across the United States.

The center arranges individual appointments on the IVC campus with representatives from the University of California (UC), California State University (CSU), and independent colleges and universities. On Transfer Day (fall semester) and at college mini-fairs, students may speak informally with representatives from most UC and CSU campuses and the many independent colleges and universities who set up tables in the Student Services Center Quad.

## Health and Wellness Center

**Student Services Center, Room 150**  
**(949) 451-5221**

The Health and Wellness Center (HWC), a prevention- and wellness-oriented unit, focuses on educating the student population in the practice of healthy lifestyles. The center sponsors health education programs each semester on a variety of current topics. HWC nurses offer ongoing health counseling on nutrition, exercise, stress reduction, family planning, and personal medical concerns, all on a confidential, one-to-one basis.

The center also treats students with acute injuries and diagnoses and treats short-term illnesses such as colds, sore throats, earaches, skin problems, and other health concerns. TB testing and some immunizations are also available. A physician is on campus regularly and may be seen by appointment for a variety of medical services, including gynecological examinations.

Services at the HWC are free to students who are enrolled and attending classes. There is a nominal charge for any required laboratory work such as blood tests, Pap smears, and pregnancy tests. Several medical insurance policies provided by outside agencies are available at the health center. These policies are specifically designed for college students and vary in both cost and coverage.

The HWC provides services to students who have paid the health fee (or have received a waiver from Financial Aid) and are currently enrolled in and attending classes. Students may call for hours of operation each semester. The center can also be reached by fax at (949) 451-5393.

**IMPORTANT: Students entering a four-year college or university are required to have proof of measles and Rubella immunizations (MMR). This immunization is available to IVC students at the Health and Wellness Center at no cost.**

## Multicultural Center

**Student Services Center, Room 140**  
**(949) 451-5501**

The Multicultural Center is dedicated to supporting the needs of the college's diverse population. Its mission is to develop a better understanding of diverse backgrounds—including, but not limited to, culture, faith, religion, race and gender—among the college population and community. The goal of the center is to promote cultural awareness through diversity programs. The center hosts many cultural events throughout the year and welcomes everyone.

## Child Development Center

**Adjacent to Parking Lot 9**  
**(949) 451-5484**

Irvine Valley College's on-campus Child Development Center serves children of IVC students, faculty, and staff, as well as community members. IVC students enrolled in six or more units are eligible to receive a discount. The center is open from 7 a.m. to 6 p.m. Two, three or five full-day programs are available. Children must be completely toilet trained for group care.

Openings are limited and the center has a waiting list, so interested parents should register as soon as possible to reserve a space. Center tours are Tuesdays at 10 a.m. or Thursdays at 3 p.m. or by appointment.

## Re-entry and Women's Center

**Room B 106B**  
**(949) 451-5430**

The Re-entry and Women's Center is a resource for women and men seeking educational and vocational direction, information about community agencies and referral resources. Advisement services and support groups are geared toward assessing career goals, planning one's education, making decisions, and helping with the concerns and problems posed by the need to make major life changes. Throughout the year, the center sponsors workshops on issues such as parenting, menopause, stress reduction, and relationships—and other topics of particular interest to women and those who are returning to school after an absence of some years.

## International Student Office

**Student Services Center, Room 170E**  
**(949) 451-5414**

The International Student Office at Irvine Valley College assists students entering the college on an F-1 Student Visa. For the international student, Irvine Valley College specializes in providing the first two years of the baccalaureate (four-year) degree, and excels at preparing students to transfer to public and private institutions for their final two years. Prospective students are encouraged to visit or call the center. They may also contact the International Student Office by e-mail at [iso@ivc.edu](mailto:iso@ivc.edu) or visit the web site at <http://www.ivc.edu/admissions>.

# Supportive Services

## Disabled Students Services

**Student Services Center, Room 171**  
**(949) 451-5630**

The primary function of the program for students with disabilities is to accommodate a person's limitation, enabling that individual to participate in the educational experience at Irvine Valley College. For this reason, students identified as disabled are regarded as students first, and students with special needs secondarily. Participation in the program is voluntary.

Although the major emphasis of this program is focused on the disabled student's total integration into the life of the college, some special courses have been designed to assist students in making a successful transition. Special Services courses may be found in the catalog at the end of course listings in Computer Information Science, English, Mathematics, and Physical Education.

Supportive services arranged through the Supportive Services Office include handicapped parking on campus; preregistration for classes; notetakers, readers, interpreters for the deaf, and aides in classes and labs; and equipment such as braille, speech calculators, print enlargers, tape recorders, and adaptive computers to circumvent each student's specific limitation. The program also provides counseling in vocational education, transfer programs, and personal adjustment.

## Learning Disabilities Program

**Student Services Center, Room 171**  
**(949) 451-5630 or 451-4357**

The Learning Disabilities Program serves all Irvine Valley College students who are not achieving their educational and/or occupational goals because of difficulties with study and organizational skills or basic skills such as reading, writing, spelling, or math. Students with specific learning disabilities may find it difficult to perform well or to succeed in the classroom without help, and the Learning Disabilities Program offers such students specialized instruction and support. Special classes focus on basic skill development and strategies for overcoming specific learning problems.

Students may be referred to the program by an instructor, counselor, or community agency, or they may refer themselves. Each student will receive an initial interview and then be individually assessed. If a student is considered eligible for the program, an individualized educational plan is implemented through one-to-one tutoring, small group instruction, specialized classes, and individualized learning laboratories. Instruction in the program carries nontransferable community college credit. Students may call for further information and appointments.

## Extended Opportunity Program and Services (E.O.P.S.)

**Student Services Center, Room 130**  
**(949) 451-5243**

E.O.P.S. is a state-funded program which provides support services to eligible low-income students to ensure their success. Services include a college-readiness program; financial assistance; academic assessment and planning; academic, occupational, and personal counseling; transfer assistance; peer counseling; child care referrals; work-study; subject-area tutoring; and study-skills assistance. Referrals to other campus resources and community agencies are also available. Students may call for eligibility criteria and additional information.

## CalWORKs

**Student Services Center, Room 130**  
**(949) 451-5243**

As a partner in welfare reform legislation, Irvine Valley College offers a number of approved vocational programs and college work-study positions designed to train students in job-readiness skills. In addition, the college provides several supportive programs with services including child care, counseling, and job placement to CalWORKs recipients.

## CARE

**Student Services Center, Room 130**  
**(949) 451-5243**

The Cooperative Agencies Resources for Education program supports CalWORKs single parents, offering child care and transportation assistance, books and supplies, special workshops, and counseling. Students interested in the CARE program are encouraged to contact the E.O.P.S. Office or call 451-5243 to determine their eligibility.

## AmeriCorps Literacy Project

**Student Services Center, Room 130**  
**(949) 451-5521**

The Irvine Valley College AmeriCorps Literacy Project provides students an opportunity to tutor children in local schools and gain firsthand teaching experience. The program is a collaboration involving IVC, the Corporation for National Service, Orange County Social Services Agency, and Irvine and Tustin Unified School Districts. While concurrently completing courses at IVC, AmeriCorps members assist local school children in acquiring literacy skills and, if eligible, earn \$7.25 per hour of college work study. At the completion of a one-year service contract, members receive an educational award of \$2,363. This program is ideal for students considering a career in teaching and is approved for CalWORKs students pursuing certificates in Early Childhood Education.

# Intercollegiate Athletics

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

In 2001-2002, the men's and women's basketball and women's volleyball teams advanced to the regional playoffs, and the men's basketball team advanced to the regional finals. The women's badminton team won the state championship both as a team and as individual champions.

During the 2002-2003 school year, the Lasers will compete in the following intercollegiate sports:

- Men's Baseball
- Men's and Women's Basketball
- Men's and Women's Cross Country
- Men's and Women's Golf
- Men's and Women's Soccer
- Men's and Women's Tennis
- Men's and Women's Track and Field
- Men's and Women's Volleyball
- Women's Badminton
- Women's Softball

## ATHLETIC ELIGIBILITY:

General athletic eligibility rules, as established by the Commission on Athletics, are as follows:

1. A student athlete must be continuously and actively enrolled in a minimum of any 12 credit units at his/her community college during the season of sport. Of the 12 units, at least 9 shall be attempted in courses counting toward the associate degree, remediation, or transfer, and/or certification as defined by the college catalog, and are consistent with the student athlete's education plan. Courses less than a semester in length shall be counted if the student is **currently enrolled** in the course or has **completed** the course during the semester of the season of sport. Mini-courses in which the student **expects** to enroll shall not be counted for purposes of athletic eligibility.
2. In order to continue athletic participation in any sport, the student-athlete shall maintain a cumulative 2.0 grade point average in accredited post-secondary coursework computed since the start of the semester/quarter of the first participation in any sport, regardless of the college attended.
3. To be eligible for the **second season** of a sport, the student athlete must complete and pass 24 semester units before the semester of the second season of competition. Of the 24 units, at least 18 shall be in course work counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog, and are consistent with the student athlete's education plan.

**Note:** *College units mentioned do not apply until the student has first participated in a collegiate sport.*

## TRANSFER RULE:

A student who is transferring to a California community college for academic or athletic participation purposes and who has previously participated in intercollegiate athletics and whose most recent participation was at another California community college must complete **12 units in residence prior to the beginning of the semester of competition** for that college. A maximum of 8 units can be applied from summer enrollment.

## LATE REGISTRATION:

A student who registers in a community college later than four weeks after the first day of class instruction as listed in that community college calendar shall not represent that community college in athletic competition in that semester.

## IMPORTANT:

**These requirements are very exacting. Athletes are advised to become thoroughly familiar with them in order to avoid loss of eligibility. All interested students are urged to contact the Athletics Office at the beginning of the school year to learn the requirements: (949) 451-5407.**

## Associated Students

Student Services Center, Room 260A  
(949) 451-5260

Associated Students of Irvine Valley College (ASIVC) is recognized as the official governing body for all areas of student concern. Student representatives sit as members of all standing college committees. The ASIVC constitution establishes an organized student voice at the college, which is facilitated by the Associated Student Government. Student government meetings are held weekly in the ASIVC Office (SC 260), and, unless otherwise posted, are open to the public. Any student duly enrolled at Irvine Valley College is automatically accorded membership in ASIVC and has the right to vote in collegewide elections. Students who are interested in joining the student government should contact their elected representatives or the ASIVC Office for more information.

## ASIVC Sponsorship

ASIVC budget monies are derived principally from college contracts, with the remainder of monies coming from the sale of ASIVC cards and some proceeds from college events. Expenditures finance campus causes and events, such as club activities and programs, awareness campaigns, athletics, forensics, journalism, and scholarships. The ASIVC also sponsors special event days to promote cultural awareness and celebrate ethnic diversity. Students are encouraged to purchase the Associated Student Body Card, which entitles its holder to a number of benefits, including an opportunity to join Orange County Teachers Federal Credit Union, no-cost entry to IVC athletic events for the semester, reduced prices for fine arts events, discounted Edwards Cinema tickets, and an opportunity to apply for Associated Students scholarship awards.

## Clubs

Irvine Valley College sponsors a diversity of campus clubs and organizations, including the Honor Society (Alpha Gamma Sigma, Phi Theta Kappa and Psi Beta). A number of groups, such as the Muslim Student Association, Chinese Cultural Association and MEChA, offer students an opportunity to become involved with others of similar cultural interests and/or backgrounds. The college also sponsors a broad range of special organizations such as the Administration of Justice Club, Biology Society, Geology Club, Health Sciences Society, Dance Club, and Computer Science Club. A list of clubs and their advisors is published in the class schedule each fall and spring. Additional information is available in the Associated Student Office.

## Student E-Services

Students are automatically provided a student e-mail account when they enroll in at least one course at the college. User names are assigned automatically (customized names are not provided), and accounts are continued with no interruption in services so long as the student remains enrolled in contiguous semesters. Students may change their initial password and forward copies of their student e-mail to another account (e.g., their home e-mail). E-mail accounts will be deleted approximately three weeks after the start of the semester for students who do not enroll in a least one class the following semester. Accounts are not created for students who are only on a waiting list, and accounts will be deleted along with any unread messages for students who drop all of their classes. For the latest information about how to use the student e-mail accounts, students should go to [www.socccd.cc.ca.us/email](http://www.socccd.cc.ca.us/email) and read the "Frequently Asked Questions (FAQ)" page.

# Additional Instructional Programs

## Distance Education

Irvine Valley College offers opportunities for students to earn college credit in a variety of nontraditional learning environments. In each distance education mode, an on-campus instructor serves as a personal contact to answer student questions, provide review opportunities, and administer examinations throughout the semester. Students must meet the specific requirements of the course and participate responsibly. Students are required to attend the orientation to receive the course syllabus, titles of texts, and other important information—unless the class meets entirely online. Questions about the Distance Education Program should be directed to the Dean of Advanced Technology, (949) 451-5475.

## Internet Courses

Irvine Valley College faculty use the newest version of Blackboard™ software to develop and deliver web-based courses. Students participate in the course lessons by accessing the Internet site, either at home or in the college library Computer Commons. Instructors will inform students at the orientation or by e-mail about how to use the Blackboard account. Students officially enrolled in an online course may access the account at <http://socccd.blackboard.com> with a valid user name and password. Students should contact their instructor for assistance in accessing Blackboard.

## Telecourses

Telecourses are accredited, transferable college courses accessible via commercial, public, and cable television. Students view approximately 26 half-hour programs and participate in an orientation, review, and two exam sessions. Telecourse videotapes are available for viewing at the Irvine Valley College Library or on Channel 33 (in the city of Irvine only—check with your cable provider to be sure you receive IVC classes before enrolling). For alternate viewing times, students may check KCET, KOCE, and Channel 39-Saddleback TV in South County. Videotapes are also available for rent at the college library.

## Live-Interactive Television Courses

The college offers live-interactive television courses broadcast on Cox Cable Channel 33 in Irvine. Students may view course lectures at home and ask questions of the instructor by telephone. Those not in the Irvine viewing area may attend class in the IVC Multimedia Studio (Library 213). Lectures are taped or made available in the college library, should students miss a lecture.

## Study Abroad

Irvine Valley College offers study abroad opportunities for students seeking college-credit learning experiences in other nations. In recent years, summer programs have been scheduled in Costa Rica, Thailand, and South America. Students may also participate in study abroad classes offered by Saddleback College, including semester programs in Oxford, England; Florence, Italy; and Salamanca, Spain. For information, students should contact the appropriate department office or the Office of Instruction.

## Community Education

The Community Education Program provides a diverse offering of classes and workshops to enhance the college's state-supported, academic, unit-bearing classes. The department offers fee-based, non-credit classes to promote career, professional, technical and personal growth. Community Education classes are short-term, and include online courses. Traditional, in-person classes are held in the evening or on the weekend. For more information and to register, students should visit the web site, [www.123getsmart.com](http://www.123getsmart.com), or call (949) 451-5555.

## Emeritus Institute

The Emeritus program is designed to provide courses of interest and value to older adults at convenient off-campus sites. These courses may be taken on a credit/no-credit basis only and are not intended to meet certificate or transfer requirements. Courses are described in this catalog, and each semester current offerings are listed in the class schedule. Further information about the program may be obtained by calling (949) 451-5382.

## Corporate Training

The training needs of local business and industry can be customized by Irvine Valley College's Business and Professional Institute—often at a lower cost than available through private training firms and consultants. Employers determine the place and time for their employees' seminars and training sessions. The program assists in training, retraining and upgrading the skills of employees using assessments; individualized, cost-effective training; management training; and continued evaluation and monitoring. The office may be reached by calling (949) 451-5226.

## IVC Bookstore

**Adjacent to Parking Lot 2  
(949) 451-5258 (949) 857-8834**

The Irvine Valley College bookstore stocks new and used textbooks, class supplies, and a variety of educational materials, including computer software. Used textbooks are bought back year round, at up to 50% of the new price. The bookstore accepts cash, credit cards (VISA, MasterCard, Discover, and American Express), and personal checks (with valid driver's license and student ID). Textbooks can also be ordered online at [www.ivc.bkstr.com](http://www.ivc.bkstr.com). Books ordered online can be picked up at the store or shipped via UPS. Saddleback College students should buy their texts in the Saddleback College Bookstore.

The bookstore is open Monday through Friday. During the rush period each fall and spring (the week before classes begin and the first week of classes) and the first two weeks of summer session, the bookstore extends its normal operating hours. Students should refer to the class schedule for exact hours each semester.

## Kaplan International

Irvine Valley College is one of 12 centers in North America operated by Kaplan International Programs. Kaplan is a private educational institution which offers intensive English as a Second Language. Kaplan programs are specially designed to prepare international students for successful study at American colleges, universities, and technical schools. Advanced students attend classes that enhance skills needed for university studies, as well as classes that prepare them for the TOEFL. The program also offers professionals an opportunity to acquire English language skills for their personal or professional needs.

Kaplan students have the opportunity to live with American host families, attend classes at a Kaplan site on the IVC campus, and access all facilities within the South Orange County Community College District. The year-round program has classes up to 25 hours per week, Monday through Friday. Special summer programs are also available. Students and families seeking further information should call (949) 651-1165 or 451-5420. Faxes may be sent to (949) 651-1163. The web site, [www.kaplaninternational.com](http://www.kaplaninternational.com), may be accessed by the link on the IVC web site.