

ADMISSION AND REGISTRATION

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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 recommendation from your school principal and approval of the instructor and school dean. Please consult the Office of Admissions and Records for further details, including specific deadlines for filing the Special Admission Request for K-12 Students.

K-12 Students—

Each term, prior to being allowed to register, students attending IVC as special part-time college students must process the "Special Admission Request for K-12 Students" form (available online, at most local schools, or from the IVC Office of Admissions and Records). Students in the K-12 category are also required to complete matriculation and assessment. There are further special requirements for students in the K-8 category. Refer to the college web site or schedule of classes, or visit the Office of Admissions and Records for term deadlines regarding K-8 student enrollment.

K-12 students are limited to participating in a maximum of 11 units per semester or summer session; and they are not permitted to enroll in physical education courses. K-12 students who have been identified for progress or academic probation will not be allowed to participate at the college as special part-time students until they have graduated from high school.

Questions regarding admission to Irvine Valley College may be sent via 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 "Enroll at IVC," then "Apply to IVC." 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 must 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

EQUAL ACCESS

It is the policy of Irvine Valley College and the South Orange County Community College District to provide all persons with equal educational opportunities regardless of 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.

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

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 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.

EXEMPTIONS:

The California Ed. Code and recent legislation allow certain nonresidents the opportunity to pay in-state tuition. Eligibility criteria are noted below.

Students who believe they are eligible for an exemption based on any one of the following criteria should consult the Office of Admissions and Records when they apply.

1. Students who are members of the armed forces of the United States who are stationed in this state on active duty, except those assigned to California for educational purposes.
2. Spouses and dependents (natural or adopted children or stepchildren) of active members of the armed forces.

- Parents who are federal civil service employees and have moved to California as a result of a military realignment action that involves the relocation of at least 100 employees. This exemption also applies to the natural or adopted children or stepchildren of such employees.
- Students who have completed at least three years of high school and graduated from a California high school. Students must fill out and submit the "AB 540 Affidavit for Exemption" for consideration.

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 any student who wishes to establish residency, providing recommendations for each individual case.

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

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

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

RECLASSIFICATION TO RESIDENT STATUS

The request for reclassification to resident status must be initiated by the student. Students who are interested in changing their classification should consult the Office of Admissions and Records. Evidence of presence in and intent to reside in California—for at least one year and one day prior to a coming semester's start date—is required for consideration of a change in status and must be submitted for a residency review. Students should allow ten 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 Center (SC 220). Prospective students may contact the International Student Center at (949) 451-5414, by e-mail at iso@ivc.edu, or at the college web site: www.ivc.edu/iso.

All international students must maintain full-time enrollment (12 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 Center for more information. Students with other types of visas (not F-1) 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:

- Graduation from a secondary school that is equivalent to an American high school for students under the age of 18.
- Irvine Valley College and the South Orange County Community College District require that all international students have a valid health insurance plan from the district-approved carrier that provides coverage during their course of study. Students must have health insurance coverage in order to enroll in classes. Health insurance information is available at the International Student Center (Student Services Center, Room SC 220).
- 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.
- A Transfer Clearance form completed by the institution the student presently attends that verifies his or her eligibility to transfer to IVC (when applicable).
- A nonrefundable processing fee of \$45 for the 2004-2005 academic year is required with the application form.
- 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 assessment testing. 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* form must be on file in the Office of Admissions and Records prior to actual course enrollment. By law, K-12 students are limited to enrollment in no more than 11 units per semester, and they are not permitted to enroll in physical education classes.

AUDITING CLASSES

District policy prohibits the auditing of classes.

CLASS SCHEDULE

The class schedule is available on campus and is accessible online—www.ivc.edu/schedule—prior to registration each semester. 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 processed. Appointments are issued on a first-come, first-served basis at Irvine Valley College to new and former students.

Most students new to Irvine Valley College—except those who have already earned an associate degree or higher—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 processed, and they will be issued an assessment and orientation appointment. 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 grade or "W" will have forfeited their continuing student status and must file a new application.

Continuing students may submit a change of address to the Office of Admissions and Records in person, or they may change address and telephone contact information using the MySite web portal, accessible at www.ivc.edu. 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. The permit is available online through MySite at www.ivc.edu.

New students and former students who apply online receive their initial 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 or in person to the Office of Admissions and Records.

Continuing students permits are available online through MySite at www.ivc.edu. Funds permitting, continuing students may 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 as early as possible using the online or telephone registration systems for the best possible course selection.

REGISTRATION RESTRICTIONS

A hold or "registration restriction" may prevent students from registering for classes. The electronic registration processes will indicate in a brief statement the hold on the student's record. Students must clear all holds prior to registration using the electronic systems. They may contact the Office of Admissions and Records for information regarding the type of hold and whom to contact to get it released. No activity will be allowed to occur when a student has an outstanding debt to the college.

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.

ADDING CLASSES

FULL-SEMESTER CLASSES, FALL AND SPRING

Registration starts several weeks prior to the beginning of a semester. Registration after a term begins can be difficult due to limited class availability. Decisions to cancel classes are made early in the semester; thus, students are encouraged to register early to avoid disappointing situations. Scheduled registration dates are listed in the schedule of classes, and the student's specific appointment opportunity is available online through the MySite web portal. Telephone registration is an available option for adding or dropping classes only up until the first day of the semester. Registration after the term begins will be handled as follows:

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 use their discretion in issuing add permits. Students will be able to enroll online using the unique add permission code issued by the instructor, or they may submit the add permit to the Office of Admissions and Records for processing. Students must pay all required course fees at the time of enrollment, or they may be dropped for non-payment. Instructors may issue add permits up until the day before census for the class. Add permits must be acted on prior to the census day (usually the first day of the fourth week for full-term classes), or they will not be honored.

During the second week of instruction:
All full-semester classes are considered officially closed and require an add permit submitted to the Office of Admissions and Records or add permission code used for online registration. Add permits must be acted on prior to the census day (usually the first day of the fourth week for full-term classes), or they will not be honored.

After the second week of instruction:
The college does not encourage starting a full-semester class after the second week of instruction. However, approval for a late start in a class is solely up to the course instructor until the day prior to census.

EIGHT-WEEK, SUMMER SESSION AND SHORT-TERM CLASSES

Once the term has begun, students may enroll in eight-week, summer session, short-term, and other late-starting classes only until the day before the first class meeting, and then only if the class is open. Once the first day of class arrives, instructor permission is required for all add activity. The deadline for adding these classes is noted on the Add Permission Code document that the instructor provides to the student. Students must enroll within the presented deadline.

OPEN-ENTRY/OPEN-EXIT CLASSES

The use of instructor adds is available for open-entry/open-exit classes until the 65% point in the semester (also known as the last day to withdraw with a "W"). After that point, only Tutoring 301 may be considered for enrollment.

LATE ADDING OF CLASSES

The late adding of classes is permitted only with the dean's approval. Late add is defined as enrollment that occurs from the census date to the 30% point of an individual class. For short-term classes (any classes less than six weeks in length), the census date is usually the first day of classes. For classes like this, registration should occur before the class begins, or it must be handled using the late add process.

Submission of the late add card with the dean's authorization is required for late registration. The late add process may be accomplished only in person at the Office of Admissions and Records. Late adding is not available after the 30% point for classes with the exception of Tutoring 301, which can be added after the 65% point but prior to the week of final exams.

WITHDRAWING FROM OR DROPPING CLASSES

It is the student's responsibility to officially withdraw from or drop classes. Students may withdraw from or drop classes as follows:

- online, when the system is available; **or**
- by telephone, when the system is available; **or**
- by filing a "Drop Card" at the Office of Admissions and Records.

Note: Only student-initiated drops completed prior to the refund deadlines are eligible for refund consideration. (See page 24 for further information regarding refunds.)

DEADLINES FOR WITHDRAWING FROM CLASSES

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

- Drop without a transcript annotation: Drop must be completed prior to the first 30% of the course based on the individual class.
- Drop with a "W" annotation: All courses dropped at the 30% point and up until the 65% point will be recorded on the transcript as a "W."

Drops after the 65% point are not allowed except under narrowly defined extenuating circumstances. These situations must be due to substantiated illness or work changes beyond the student's control that prohibit continuation in classes. By law, all classes remaining on the student's record after the 65% point require that a grade be issued.

For important deadlines for all courses, students should log on to the IVC web site—www.ivc.edu/schedule—and locate their classes in the index of the current semester's class schedule.

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 in excess of repeatability guidelines should be blocked from enrollment. However, in the event that a student somehow enrolls in an excessive repeat situation, the student will be withdrawn from the course, once discovered. Any time repeatability is determined to be in excess of state statute, the course must be removed from the transcript, and academic credit may not be allowed. Under no circumstance may a student receive academic credit for a nonrepeatable course that has been taken more than twice. It is therefore suggested that students do not attempt to bypass the legal limits of repeatability. Policies governing repeatable courses are further described in the Academic Policies section.

MATRICULATION

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 and afternoon 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 page 21.

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. Examples of limitations include auditions, tryouts, and eligibility standards set by the Commission on Athletics (COA).

HOW 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 describes the process, and the staff are available to assist and answer questions.

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

[REQUEST TO CHALLENGE](#) forms are available in the Assessment Center. Students may file a challenge based on any one of the following grounds:

- 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 any ground will have the matter resolved within five (5) working days.

Students who file a Request to Challenge on the basis of Ground B, C, D or E during their assigned registration time will be awarded eligibility to enroll in the class pending the outcome of the challenge. If the challenge is upheld, students who have enrolled in the class will be allowed to remain in the class. If the challenge is denied, students will be notified that they have been removed from the class.

MATH, ESL AND ENGLISH ASSESSMENT AND PLACEMENT

For more information, contact the Assessment Center, (949) 451-5315, or Counseling Center, (949) 451-5319.

MATHEMATICS ASSESSMENT

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) ASSESSMENT

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 ASSESSMENT

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 ASSESSMENT

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 21 and also consult with the Assessment Center staff.

Students should be aware that there are two writing assessments, one for native speakers of English and one for non-native speakers of English. Faculty in ESL and English as well as staff in the Office of Assessment can assist students in determining which assessment they should take.

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 301 has a corequisite of Writing 180, Writing Conference.

Writing 201

Writing 201 is a preparatory-level writing course prior to the first college-level writing course in composition. Writing 201 has a corequisite of Writing 180, Writing Conference. In order to register in Writing 201, 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

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.

*** 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.**

STUDENT FEES

Fees are subject to change. For further information, students may contact the Bursar's Office: bursars@ivc.edu.

Enrollment Fee

All students: \$18 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.

- * **NOTE:** The enrollment fee is set by the state legislature and is under review at the time of publication. This fee is subject to change and in all likelihood will be increased during the 2004-2005 academic year. The college will make every effort to inform students if and when the fee increases.

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"). 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:

- Students receiving financial aid pursuant to Section 72252.1.
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bonafide religious sect, denomination, or organization.
- 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 issued at the Bursar's Office. Students who do not purchase a permit during online or telephone registration may do so at the Bursar's Office.

Automobiles:

\$30 Fall/\$30 Spring/\$15 Summer or \$60 annual

Motorcycles:

\$10 Fall/\$10 Spring/\$5 Summer or \$20 annual

Permits should be displayed inside the lower corner of the driver's side windshield. New permits are static cling and do not require permit hangers. **Annual permits are available for purchase only 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 students have enrolled and paid their fees, they may obtain their permanent photo ID card. The IVC card is free and good for a lifetime. Cards are issued at the Office of Student Affairs in the Student Services Center, Room SC 260, during posted hours (students must present a driver's license or other photo identification card).

Transcript or Enrollment Verification 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 must complete the appropriate forms at the Office of Admissions and Records or submit the request online at www.ivc.edu/admissions. 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. Additionally, students who completed coursework at Irvine Valley College prior to fall 1987 must obtain their transcript for that period from Saddleback College. The college cannot accept requests by e-mail.

For verifications, students must specify the information they are requesting—i.e., grade point average, dates of attendance, number of units completed, etc. Both transcript and verification request forms are available online at www.ivc.edu/admissions.

Students must sign their full name at the bottom of their request form to authorize the release of transcripts and verifications. Forms for Irvine Valley College should be mailed or faxed to:

**Irvine Valley College Admissions
5500 Irvine Center Drive
Irvine, CA 92618
ATTENTION: Transcripts/Verifications
FAX: (949) 451-5443**

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.

NONRESIDENT FEES

- **Tuition Fee, nonresident students: \$146 per semester unit.** Out-of-state residents must also pay the enrollment fee, material fee, and health fee.

Nonresident Tuition Fee Exemptions:

The California Ed. Code and state legislation allow certain nonresidents (see eligibility criteria noted below) the opportunity to pay in-state tuition. Students who believe they are eligible for an exemption from paying the nonresident tuition fee should apply at the Office of Admissions and Records.

Students among the following groups may be exempted:

1. Students who are members of the armed forces of the United States who are stationed in this state on active duty, except those assigned to California for educational purposes.
2. Spouses and dependents (natural or adopted children or stepchildren) of active members of the armed forces.
3. Parents who are federal civil service employees and have moved to California as a result of a military realignment action that involves the relocation of at least 100 employees. This exemption also applies to the natural or adopted children or stepchildren of such employees.
4. Students who have completed at least three years of high school and graduated from a California high school. Students must fill out and submit the "AB 540 Affidavit for Exemption" for consideration.

Note: Students who are exempted from paying the nonresident tuition fee are still required to pay the enrollment fee, material fee, and health fee.

- **Application Processing Fee[†], Nonresident Applicants Nonresident students who are citizens of a foreign country: \$45.** This is a nonrefundable fee payable when students submit their application.
- **Capital Outlay Fee[†], nonresident students who are both citizens and residents of a foreign country: \$21 per unit, payable at the time of registration.** This fee covers the cost of providing equipment and classrooms to nonresidents.

[†] Nonresident/non-citizen students who can validate asylum/refugee status or who are evaluated to have a financial hardship may be exempted from this fee.

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.