

Irvine Valley College

2024-25 Student Handbook

(Published March 2024)



A Great Choice: Irvine Valley College

Campus

Irvine Valley College combines a small-college environment with modern facilities and equipment, dedicated staff, and excellent faculty who combine knowledge and experience with a sincere commitment to student learning. Irvine Valley College is also smoke-free.

Enrolling Is Easy

Visit the Office of Admissions and Records website and follow the instructions to fill out an online application. After applying, but before registering for classes, students are required to complete advisement, their first semester academic plan, and orientation (unless exempted).

Classes That Fit Your Schedule

For your convenience, IVC offers classes during the day, evening, and weekend; for eight weeks or full semesters; on campus, online, or hybrid (a mix of online and on-campus classes).

Academic Programs

IVC offers two-year associate degrees in over 90 majors in the liberal arts and sciences, business sciences, social sciences, and technologies. You can complete general education and pre-major requirements for transferring to four-year colleges. You can also train for a specific job by earning a certificate in more than 65 career and technical programs. Or you can take courses for your own personal development.

Student Life and Activities

The Offices of Student Life and Student Equity are committed to providing meaningful services, activities and communications that build community; ensuring academic success; encouraging creative expression, personal growth, and well-being; foster diversity, equity, and social justice; and promoting student advocacy and leadership. In addition to a variety of student clubs, throughout the year there are art exhibits, concerts, dance and theatre performances, and special events. The nine IVC athletic teams include state and national champions in men's and women's sports, and IVC also leads California with the state's first varsity esports program.

Honors Program and Honor Societies

The IVC Honors Program provides a supportive learning community that nurtures academic, professional, and personal growth in highly motivated students from all backgrounds. The program offers eligible students access to the small, seminar-style honors classes with enriched coursework; interaction with other motivated students; recognition on transcripts; and priority admission review at many transfer institutions. IVC also has an award-winning chapter of Phi Theta Kappa, the international honors organization for two-year colleges, and an active chapter of Psi Beta, the national honors organization in psychology for community college students.

You Belong Here

Whether you're a first-year student from high school, a student coming back to college after taking some time off, a military veteran, or a DREAMer, IVC welcomes everyone! IVC strives to create an inclusive atmosphere where all can learn and feel welcomed. Diversity and inclusion matter, and IVC has programs that show this. From programs to support veterans to programs for DREAMers, LGBTQIA+ students, students of color, foster youth, and students with food and housing insecurities, IVC is building an accepting, encouraging, and unified community.

We Help You Succeed

IVC offers extensive support services to help you succeed. These include counseling on choosing a major and selecting classes, career counseling, transfer assistance, help with basic English and math skills, free tutoring, assistance for veterans and international students, health care, and services for low-income students and students with a disability.

The Transfer Advantage

It is easier for a community college student to transfer to a University of California or California State University campus than it is for a student applying directly out of high school. The grade point eligibility index is lower, and community college students are given priority for admission. It is also much less expensive to fulfill general education and lower-division major requirements at the community college. Community college students are typically very successful after transfer. Currently, IVC's transfer rate is #1 among all California community colleges. Another bonus is that IVC has transfer agreements and/or Transfer Admission Guarantees (TAGs) with UC and CSU campuses. The IVC Transfer Center also hosts visits from college representatives throughout the year. Typically, more than 50 four-year universities participate in the IVC Transfer College Fair.

Key Steps to Success in Your First Semester

Step 1: Apply to IVC

If you are 18 years or older, a high school graduate, have never attended IVC, or have been away from IVC for more than two semesters, you must complete the IVC California Community College application at ivc.edu/admissions.

Step 2: Complete Pre-Registration

Guided Self Placement

Upon successful completion of the IVC application process, students will receive an email with their IVC student ID number. The IVC student ID number, along with the PIN created during the application process, will be the login credentials into MySite. In order to complete the math and English placements, students will need to log into MySite and complete the Guided Self Placement surveys for math and English. If English is not their primary language, students must complete the ESL Guided Self Placement survey.

PRO TIP: *MySite is a service of the South Orange County Community College District (Irvine Valley College and Saddleback College). A MySite account allows students to register for classes, manage, and review their academic information while attending one of the SOCCCD campuses. Click on the MySite button at www.ivc.edu. For more information, see Online Services below.*

Orientation

Orientation provides an overview of important policies, procedures, and services at IVC. Orientation sessions are offered online or in-person. Students can access the online orientation through their MySite account and can sign up for an in-person orientation by visiting the matriculation website at ivc.edu/admissions/apply or calling 949-451-5315.

During orientation, students will learn about:

- Academic expectations
- Available programs, support services, and campus resources
- Academic calendar and important dates and deadlines
- Registration and college fees
- Additional college-specific issues, policies, and procedures

Advisement

Students may complete advisement when placement results for English/ESL and math are available in MySite. Advisement sessions can be completed online or through in-person group sessions. During advisement sessions, students will learn about:

- Course options based on the student's math and English/ESL placement results

- IVC's course sequence in math and English/ESL
- Certificate and degree requirements and transfer options
- How MySite and the online enrollment process work
- Strategies for balancing school and other personal commitments

First Semester Plan

After a student receives their math and English/ESL placements and completes advisement, the student will then be ready to develop a First Semester Plan, which is a set of courses that should be taken in your first semester of college in order to reach your educational goals. First Semester Plans can be completed online or through in-person group advisement sessions.

Submit Official High School Transcripts

Students are highly encouraged to submit their high school transcripts showing successful completion of math and English courses through the completion of the 11th grade. For additional course placement consideration, it is highly recommended for students to submit their high school transcript listing successful completion of math and English courses through the 12th grade.

Students who have completed coursework with a grade of C or better at another accredited U.S. college may electronically submit their transcript for math and/or English placement consideration. Grades that are not acceptable are "C-," "D," "F," "FW," or "NP." Students may also submit AP exam scores (in English composition, calculus, and/or statistics) with a score of 3 or higher. Contact your high school or college for details on how to submit your transcripts to Irvine Valley College. If you are unable to access your high school transcripts, contact the Office of Admissions and Records at 949-451-5220.

Step 3: Apply for Financial Aid

IVC awards over \$20 million annually to more than 8,000 students. The overall cost of full-time attendance at a California community college for a full-time student living with parents is over \$20,000. To be considered for financial aid at IVC, students must complete your Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA). AB 540 students must complete the CADAA. For additional information, visit the Financial Aid website or call 949-451-5287.

Step 4: Register for Classes

After successfully completing the steps listed above, students who are required to matriculate will be eligible to register for classes. It is important for students to register for classes during their scheduled registration date and time.

Students who are exempted from matriculation are not mandated to complete the steps listed above, but will receive a much later registration time (for more information, see Enrollment Priorities in Part 2: Enrollment and Placement). To find your registration date and time, log in to MySite, and click on My Information.

To register for classes on your assigned registration date and time, log in to MySite, click on My Classes, then Register for Classes.

Attend Classes

Do not miss the first class meeting. If you are absent, you risk being dropped to make room for students who are waiting to enroll. Contact your instructor if you cannot be present at the first class!

PRO TIP: *Take responsibility for your success in college. Keep track of important dates and deadlines, instructors' office hours, and the many IVC resources available to help you succeed. The most successful students are those who take responsibility for themselves.*

Technology Support Services and Online Resources

The Technology Services Help Desk provides students with phone and online chat support for campus technology and other computing needs. See our Student Account Management website for helpful resources including user manuals on:

- Login Issues
- Email Issues
- Canvas Issues
- Password Resets
- Student Printing

Canvas™

Canvas™ is the college's Learning Management System (LMS). Canvas provides students with an online learning community along with other tools to assist them in getting the most out of their courses. Students participate in course lessons by accessing the Canvas site, located at www.ivc.edu under "Login" (navigation bar in upper right side of homepage). Students are able to interact with course content (e.g., articles; audio and video; submitting exams, homework, and quizzes) and their instructor and classmates.

Instructors inform students how to use the Canvas system by email or at the class orientation. Students officially enrolled in an online class with a valid email address and email password may access the account at ivc.edu under Login once their teacher publishes their course. They can view articles and videos about Canvas and find technology support at ivc.edu/tech. Google Chrome is the recommended web browser and required for certain features.

Wifi Access

Irvine Valley College offers currently enrolled students WiFi access while on campus. If you have a WiFi-enabled device, you can access the Internet from most locations on campus. You will need to use your college email address and email password to login.

By logging into the Irvine Valley College WiFi Network, you are entering into a binding agreement to adhere to South Orange County Community College District (SOCCCD) Electronic Communications Administrative Regulations 3720 and 3725.

Student Print Queue

Irvine Valley College's Student Print Queue system allows you to:

- Add files to your Print Queue from on- or off-campus
- Print double-sided to reduce your carbon footprint
- Make color copies
- Release print jobs at any of the student print locations at IVC
- Release print jobs at IVC that were sent to one of Saddleback's student print locations and vice versa
- Add funds with credit or debit card. You can add funds to your account with cash in the Library at the funding kiosk.

To be ready to print when you arrive on campus, you must first Register and Add Funds to your account. This can be done on or off campus. Officially enrolled students may access the account at printing.ivc.edu/user with a valid user name and password.

MySite

MySite is the IVC web portal that provides students with online access to college services. It works across all platforms, as well as on mobile devices (e.g., tablets and smartphones). Access to MySite is through the IVC website: www.ivc.edu. Use your IVC email and password to log in to MySite for functions like:

- My Classes (Register for Classes, Make Payment, Refund Information, Shopping Cart, Current Classes, Change Grading Option, Unofficial Grades, Academic History, and Class Status)
- My Information (Matriculation: Assessment and Placement Results, Online Advisement, Online Orientation, Placement Information, Appointments, Change Address, Reminders, 1098-T Information, and Fee Statement)
- My Academic Plan (MAP)

Student Email

All students are automatically given email accounts within 24 hours after applying to the college. Usernames are assigned automatically (customized names are not provided), and accounts are continued with no interruption in service as long as the student remains enrolled in contiguous semesters (excluding summer). Students may change their initial password and forward copies of their student email to another account (e.g., their home email) by logging into MySite. However, faculty and staff use the official student-provided email address to correspond. It is highly recommended to always check your school email at ivc.edu under Login (navigation bar in upper right side of homepage), then email.

Approximately three weeks after the start of a semester, continuing students who have not enrolled in at least one class for the new semester will have their email accounts deleted. Students who drop all of their classes will have both their email accounts and any messages deactivated.

For the most current information about how to use student email accounts, go to ivc.edu/tech.

Example: If your name is James Bernardo, your user name is `jbernardo0`. Important: Student email accounts always end in a number. Your account name may end with a zero or any other number, but it will never end with the letter "o" or "l." Your student email address is: `jbernardo0@ivc.edu`. Your default email password is: Your PIN plus two zeros. For example, if your PIN is 3456, your default password is 345600. Your domain is: IVC-STUDENT. To change your password, go to ivc.edu and click "Login" (navigation bar

in upper right side of homepage). Click "Forgot Password", you will then be prompted to change your password.

Important Notice: Student email privileges are designed solely for educational purposes. District policy forbids personal, recreational, or commercial use of college computers, email, and Internet services.

Online Educational Counseling

Online counseling is an extension of drop-in counseling. Students can access this service from the Counseling Center at ivc.edu/counseling-center.

Online Orientation

IVC's online orientation is available to students 24/7/365 from any computer with Internet access. The orientation provides students with valuable information regarding academic expectations as well as the various services, policies, and opportunities available at IVC. It is designed to give students a comprehensive overview of the Irvine Valley College experience. The orientation is fully accessible to the visually impaired.

Once students have applied to IVC and received their student ID number, they may access the online orientation through MySite.

Online Advisement

IVC's online advisement is available to students 24/7/365 through MySite from any computer with Internet access. The advisement takes students step-by-step through the process of identifying which classes they can take during their first semester at IVC. Advisement is specific to each individual student and is based on recommended classes identified through the student's placement results, educational goal, and personal interests.

Online Education: Online Classes

Online education is the process of learning, researching, and interacting outside of a campus environment. Online education at Irvine Valley College is conducted on the Internet via the college's learning management system (see below). Each class has a specific IVC instructor who 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. Any student enrolling in an online class is required to view orientation information at ivc.edu/de.

Tips to Starting Off Right

Submit Official Transcripts

Send IVC official transcripts from previous high schools, colleges, and universities you have attended to show that you have completed a course prerequisite or to request an exemption from matriculation.

Know Your Residency Classification - General Provisions

Every person, by law, has a legal residence, and there can only be one legal residence. Each person applying to a California community college must be classified as a resident or nonresident. The cost of education for California residents is subsidized by taxpayers. Nonresidents cover the full cost of their education. Learn more about Residency at ivc.edu/admissions/residency.

Students must be able to provide evidence of living in California, coupled with intent to make California one's permanent home for no less than one year and one day prior to the start of the term. Since intent is a subjective state of mind, California considers any of the following documents objective measures of one's intent:

1. Federal tax transcript for the previous year and the corresponding California state income tax return (CA 540 or CA 540 NR), accompanied by appropriate W2s. (W2 statements alone are not sufficient).
2. Evidence of employment in California (two pay stubs: one recent and one from one year ago, and a letter on company letterhead verifying employment).
3. Continuous occupancy of rented or leased residential property in California (the lease agreement must list your name as a lessee or occupant), or ownership and living in residential property.
4. Proof of being a registered voter in California.
5. Possession of a California driver license or California identification card.
6. Being the registered owner of a car registered in California.
7. Evidence of active checking and/or savings account drawn on a California bank branch with a California address associated with the account (two bank statements-one recent and one from one year ago).
8. Possession of a California professional license (real estate license, medical or law license, etc.)

California law stipulates the burden of proof rests with the student.

Some more general rules:

1. Unmarried students who are under 19 years of age automatically derive their residency from the parent with whom they last resided. Students who are 19 years old have had the year between their 18th and 19th birthdate to obtain the documents to establish the requisite intent to prove their own residency.

2. Married individuals derive their residency independent of their spouse. A married woman does not automatically derive residency from her husband, and vice-versa. While many documents may be shared, married individuals must be able to produce evidence of their individual intent.
3. Individuals holding the following visas may not establish residency in California, regardless of the length of time they have lived in California: B-1, B-2, C-1 to C-4, D-1, D-2, F-1, F-2, F-3, H-1B1, H-2A, H-2B, H-3, H-4, J-1, J-2, M-1, M-2, M-3, O-2, O-3, P-1 to P-4, Q-1 to Q-3, 5-5, S-6, S-7, TN/TD; TWOV. Additionally, undocumented aliens are not eligible for residence classification.
4. Merely residing in California is insufficient to make a claim of residency for tuition purposes.

EXEMPTIONS FROM NONRESIDENT TUITION:

The California Education Code and provisions in state law allow certain nonresidents the opportunity to pay in-state fees. Eligibility criteria are noted at right. 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.
3. Students who are eligible as covered individuals as defined in the Veterans Access, Choice and Accountability Act of 2014 (VACA Act), who are taking advantage of their Chapter 30 or 33 benefits, or who use educational assistance under Chapter 31.
4. 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.
5. A nonresident student who lives in California and who is under 20 years old and was served by the California Foster Care System may be entitled to a resident classification.
6. Students who have completed at least three years of high school or adult school in California and have graduated from a California high school or the equivalent who are eligible by completing the "AB 540 Affidavit for Exemption" for consideration.
7. K-12 special part-time students, other than non-immigrant aliens, participating in a College and Career Access Pathways (CCAP) partnership program or a K-12 special part-time student (non-CCAP: concurrently enrolled high school student).

CHANGING RESIDENT STATUS:

It is the student's responsibility to initiate the reclassification to resident status (consult the Office of Admissions and Records). Reclassification forms and directions are available on the IVC website under the Admissions section. Evidence from the list of documents provided on the residency questionnaire confirming your presence and your intent to remain in California, may be submitted to the Office of Admissions and Records along with the residency questionnaire. Remember, your documents must show presence and intent at least one year and one day old before the semester begins. The burden of proof lies with you.

Units: How Many Should You Take?

College Units

- A college "unit" (or "student hour") is a term used to define the time value of a course.
- A one-unit lecture class typically requires one (1) hour of in-class instruction and two (2) hours of student work outside of class per week for a 16-18 week semester.
- In a lab class, the majority of the student's work is done in class. A one-unit lab class typically requires three (3) hours of class instruction for a 16-18 week semester.

When deciding how many units to take, it is very important to plan time for attending class; completing reading assignments, writing assignments, and other homework assignments; and studying. You are expected to be fully prepared for each class before the class period begins. For each 1 unit of in-class time for a lecture class, schedule 2-3 hours per week for studying. For example, a student enrolling in 12 lecture units should plan on a weekly total of 36 hours for school: 12 hours for in-class attendance, and at least 24 hours of study outside of class. Do not overload yourself when you register for classes. Design a course load that is reasonable for your level of energy and motivation.

If you are going to school and working, the maximum amount of work recommended is as follows:

Work	Take No More Than
40 hours per week	3-6 units
30 hours per week	6-9 units
20 hours per week	9-12 units
5-15 hours per week	12-15 units

The example below illustrates how many hours you should expect to manage for work and school each week:

You may take as little as 0.5 unit and as much as 19 units during a single semester. If you want to take more than 19 units and have a cumulative 3.0 GPA, you may request to take additional units by completing an overload petition form in the Counseling Center.

Financial Aid Programs

FEDERAL PROGRAMS

You must be a U.S. citizen or an eligible noncitizen and complete the Free Application for Federal Student Aid (FAFSA) to apply for any of the programs discussed below. If you are in default on a student loan or owe a refund on a federal grant, you are not eligible for federal student aid until the default is cleared or overpayment repaid. For additional information, visit the Financial Aid website.

Federal Pell Grant

The Federal Pell grant is a grant for undergraduates with high financial need who have not already received a bachelor's degree. Eligibility is based on factors like student and parent income and assets and household size. Grant amounts are dependent on the student's student aid index (SAI, formerly expected family contribution (EFC), the cost of attendance (as determined by the institution), the student's enrollment status, and whether the student attends a full academic year.

NOTE: Students may not receive Federal Pell Grant funds from more than one school at a time.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is designed to help undergraduates who demonstrate exceptional need (according to the federal formula). You will automatically be considered for this grant if you complete the FAFSA. To receive the FSEOG, you must be eligible for the Federal Pell Grant, enrolled in at least 9 units, and maintain 'Satisfactory' SAP status. Funding is very limited and will be awarded to eligible students until expended.

Federal Work-Study Program

The Federal Work-Study Program funds part-time job opportunities for students with financial need (according to the federal formula). Students must be enrolled in at least 6 units at IVC. Funding is very limited and is awarded on a first-come, first-served basis. For more information, please contact the Office of Financial Aid.

Federal Direct Loans

Long-term, low-interest loans are available through the U.S. Department of Education. Students must be enrolled in at least 6 units and complete a FAFSA. Loan amounts vary depending on grade level, the student's enrollment status, and whether the student attends a full academic year. Please contact the Office of Financial Aid or visit our Federal Direct Loans website for more information.

STATE PROGRAMS

A U.S. citizen or an eligible noncitizen must complete the Free Application for Federal Student Aid (FAFSA) to apply for any of the programs discussed below. AB 540 students will need to complete the California Dream Act Application (CADAA). For additional information, visit the Financial Aid website.

California College Promise Grant Fee Waiver

The most popular financial aid program at IVC is the California College Promise Grant (CCPG), which waives tuition fees for eligible California residents who have financial need. Students must complete the FAFSA or CA Dream Act Application (for AB 540 students only) to qualify for the CCPG.

Students who are on probation for their last two consecutive semesters will lose eligibility for the CCPG. Students may appeal the loss of CCPG eligibility under the following conditions:

1. Student has a disability and applied for reasonable accommodations with Disability Support Programs for Students (DSPS) but did not receive services in a timely manner.
2. Student has made significant academic improvement.
3. Student has experienced extenuating circumstances (e.g. accident, illness, or other circumstance beyond the student's control).
4. Student requests special consideration because they are receiving CalWORKs benefits; or DSPS, EOPS, veterans, foster youth, or homeless services.
5. Student has not enrolled at IVC or Saddleback College for two consecutive primary semesters (fall and spring) since becoming ineligible for the CCPG.
6. Student was unable to obtain essential support services.

Students must submit their appeal using the online dynamic form on the Office of Financial Aid website.

Cal Grant

Cal Grants are state grants awarded to eligible California residents. In addition to completing the FAFSA or CA Dream Act Application for AB 540 students by March 2, students must submit a GPA verification form to the California Student Aid Commission by the filing deadline. GPA verification forms and more information on the Cal Grant program are available at www.csac.ca.gov.

Extended Opportunity Programs and Services (EOPS)

EOPS is a state-funded program for full-time students enrolled in 12 or more units who are financially and educationally disadvantaged, have completed less than 70 degree-applicable units, and demonstrate an educational disadvantage as outlined by the state. Among the services provided are academic/career counseling, a book service program, extended tutoring, a student grant program, and work-study opportunities. Funding is limited. You must complete the FAFSA or CA Dream Act Application as well as a separate EOPS application to apply. Contact the EOPS Office in SSC 220 for eligibility requirements at 949-451-5243 or eops@ivc.edu, or visit ivc.edu/eops.

Scholarships

Irvine Valley College offers scholarships through the college's Foundation and generous contributors. Scholarships are typically awarded using a variety of criteria as determined by the scholarship representatives, availability of funds, merit of application, and other distinctions. Learn more about the IVC Scholarship Program.

HOW TO APPLY FOR FINANCIAL AID

IVC Office of Financial Aid

Telephone: 949-451-5287

Fax: 949-451-5459

Email: ivcfao@ivc.edu

Website: ivc.edu/financial-aid

Office Location: SSC 130

IVC Federal School Code: 025395

Financial aid is intended to help students pay for college expenses including books, fees, transportation, and other education related costs. The IVC Financial Aid Office encourages students to become informed about the variety of aid programs available to them.

Basic Eligibility Criteria for Student Aid

To receive aid, you must:

1. Prove financial need based on federal and state guidelines (for need-based aid programs).
2. Have a high school diploma or the equivalent.
3. Be enrolled as a regular student working towards an eligible degree or certificate.
4. Be a U.S. citizen or eligible noncitizen (AB 540 students submit the CA Dream Act Application if meeting AB 540 eligibility criteria).
5. Maintain satisfactory academic progress.
6. Not be in default on any educational loan or owe a refund on an educational grant.
7. Have a valid Social Security Number (For federal aid only. AB 540 eligible students do not require a Social Security Number).

What to Expect from the IVC Financial Aid Office After Submitting Your Application

- An email notifying you that your FAFSA/CA Dream Act Application was received and whether any additional information is required to be submitted to ivc.studentforms.com.
- A Document Request Email notifying you of additional information required to be submitted to ivc.studentforms.com.
- Financial Aid Award Email: Once your financial aid file is complete, we will review your financial aid eligibility and send you an email to notify you that you can view your financial aid award letter for the type of program(s) you qualified for and the amount of aid you are eligible to receive.

- **Financial Aid Disbursement Option Email:** Students are notified when a payment is ready to be disbursed in advance of each disbursement. Student financial aid is disbursed through Nelnet as a paper check unless you select to receive it directly to your personal checking or savings accounts or onto a reloadable debit card.

Federal Student Financial Aid Deadline:

Submit the 2023-24 FAFSA applications online by June 30, 2024.

To Complete a FAFSA

Applying for financial aid is a three-step process. You must make sure that you complete each step:

1. **Create your FSA ID:** An FSA ID is required to log into the FAFSA, make corrections, and sign the FAFSA electronically. Parents of dependent students with a valid SSN will need to create an FSA ID to electronically sign the student's FAFSA. FSA IDs can be created online by going to www.studentaid.gov.
2. **Complete the FAFSA Form at www.studentaid.gov:** Make sure the application is for the correct academic year (i.e., 2023-24) and that IVC is listed in the School Selection section of the FAFSA. There are questions on the FAFSA that determine a student's eligibility status including citizenship, education status, and dependency status, and will require income and assets information for all household members to be able to equitably determine a student's financial aid eligibility.
3. **Complete your file:** Your eligibility for financial aid cannot be determined until you provide all requested documents. Once your file has been reviewed by a Financial Aid Specialist, you will receive an award email regarding your financial aid eligibility.

To Apply for a Cal Grant

For Cal Grant consideration, you must complete the FAFSA or CA Dream Act Application for AB 540 students by March 2 each year. Students will also need to submit a GPA Verification Form, which is available on the CSAC website at www.csac.ca.gov. You can create a WebGrant 4 Students account with CSAC to check your award status at mygrantinfo.csac.ca.gov.

You do not have to submit a GPA Verification Form if you have completed at least 16 units of college level coursework at IVC, as the college will send your GPA information electronically to the state. More information is available on the Cal Grant page on the Office of Financial Aid website.

To Apply for a California College Promise Grant

To apply for a California College Promise Grant (CCPG), you must complete the Free Application for Federal Student Aid (FAFSA), or a California Dream Act Application (CADAA) if you are an AB540 eligible student.

Please allow 1-2 weeks for the Financial Aid Office to receive your FAFSA or CA Dream Act Application and update your CCPG eligibility on MySite.

If you have already registered and paid your fees, you can still apply for the CCPG. If you are eligible, your enrollment fees will automatically be refunded in 1-2 weeks. For additional information regarding the refund process, please visit the Student Payment Services website.

Satisfactory Academic Progress (SAP)

Federal and state regulations require that students maintain satisfactory academic progress in order to be eligible to receive financial aid. The purpose of this requirement is to encourage all students to progress steadily at a reasonable rate toward graduation, transfer, or completion of their educational goal. The Office of Financial Aid at IVC will evaluate all aid recipients at the end of each term to ensure that they are meeting all components of satisfactory progress.

Students must meet all of the following academic standards to receive financial aid:

1. Maintain a cumulative 2.0 district GPA.
2. Complete 67% of all classes enrolled.
3. Complete associate degree by 90 units of enrolled coursework, or 45 units for a certificate program.

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 Office of Financial Aid will notify the student regarding the amount owed and repayment options. Any aid recipient who needs to withdraw from all classes should contact the Financial Aid Office before dropping. More information on the effects of aid recipients dropping classes can be viewed on the Financial Aid Policies page of the Office of Financial Aid website.

Financial Aid Disbursements: Nelnet Student Choice Refunds

Irvine Valley College has partnered with Nelnet to provide student financial aid disbursement services. Through this service, you are able to choose how you would like to receive your financial aid disbursements by depositing directly into your personal checking or savings account, onto a reloadable debit card, or by paper check. Learn more about disbursement.

Steps to Becoming an IVC Student

The steps to becoming an IVC student are designed to promote the student's efforts toward completing their educational goals. These services include 1) placement, 2) advisement, 3) the development of a first semester plan, and 4) orientation. These services are a partnership between the student and IVC. Students are expected to complete key processes upon successful completion of specific milestones. You will be exempt from these steps and will receive a later registration time if one of the following applies:

1. You have completed an associate degree or higher.
2. You have enrolled in IVC for one of the following reasons:
 1. To maintain a license for employment or occupation.
 2. Educational development.

3. You are a four-year college/university student enrolling in IVC to satisfy requirements for their four-year college/university.
4. You are concurrently enrolled as a K-12 Special Admit.

1. Complete Math and English/ESL Placement

Upon successful completion of the IVC application process, students will receive an email with their IVC student ID number. The IVC student ID number, along with the PIN created during the application process, will be the login credentials into MySite. In order to complete the math and English placements, students will need to log into MySite and complete the Guided Self Placement surveys for math and English. If English is not the primary language, students must complete the ESL Guided Self Placement survey.

2. Submit Transcripts

Incoming students are highly encouraged to submit their high school transcripts showing successful completion of math and English courses through the completion of the 11th grade. It is also highly recommended for students to submit their high school transcript listing successful completion of math and English courses upon completion of the 12th grade for additional course placement consideration.

Students who have completed coursework with a grade of C or better at another accredited US college may electronically submit their transcript for math and/or English placement consideration. Grades that are not acceptable are "C-," "D," "F," "FW," or "NP." Students may also submit AP exam scores (in English composition, calculus, and/or statistics) with a score of 3 or higher. Contact your high school or college for details on how to submit your transcripts to Irvine Valley College. If you are unable to access your high school transcripts, contact the Admissions and Records Office at 949-451-5220.

3. Advisement

When placement results for English/ESL and math are available in MySite, students may complete advisement. Advisement sessions can be completed online or through in-person group sessions. During advisement sessions, students will learn about:

- Course options based on the student's math and English/ESL placement results
- IVC's course sequence in math and English/ESL
- Certificate and degree requirements and transfer options
- How MySite and the online enrollment process work
- Strategies for balancing school and other personal commitments

4. Develop a First Semester Plan

After a student receives their math and English/ESL placements and completes advisement, the student will then be ready to develop a First Semester Plan, which is a set of courses that should be taken in your first semester of college in order to reach your educational goals. This plan will be for 1-2 semesters, and will be created using MAP (My Academic Plan) in the student's MySite account. First Semester Plans can be completed online or through in-person group advisement sessions.

Comprehensive My Academic Plan (MAP): Upon completion of 15 degree applicable units or before enrolling in the 4th semester, students will be required to complete a comprehensive academic plan. A

comprehensive academic plan is a semester by semester plan for completing the student's academic goal. Failure to complete a comprehensive plan will result in a hold being placed on the student's enrollment.

There are many opportunities for you to complete your comprehensive academic plan. Enrolling in counseling courses such as COUN 1 - Academic Planning, COUN 2 - UC Student Education Plan, COUN 100A - Education Planning for Certificates and Associate Degrees, and COUN 100B - CSU Student Education Plan may also help you find the direction you are seeking. Group workshops are also offered.

If you are undecided on a program of study, enrolling in COUN 102 - Career Exploration and Life Planning, or visiting the Career Center for assistance are excellent options.

5. Orientation

Orientation provides an overview of important policies, procedures, and services at IVC. Orientation sessions are offered online or in person. Students can access the online orientation through their MySite account from any computer with Internet access. Students can sign up for an in-person orientation by visiting the matriculation website.

During orientation, students will learn about:

- Academic expectations
- Descriptions of available programs, support services, and campus resources
- Academic calendar and important dates and deadlines
- Registration and college fees
- Additional college-specific issues, policies, and procedures

EXEMPTIONS:

Students will be exempt from matriculation if they are attending IVC for one of the following reasons:

- Maintain license or certificate
- Personal development
- 4-year university/college student enrolling to meet bachelor degree requirements
- Concurrently enrolled as a K-12 Special Admit
- Students who have completed an associate degree or higher

New students who are required to complete all matriculation steps will be eligible for a Level 1: Priority registration time.

Students who are exempt from completing the matriculation steps will receive a Level 3: Low Priority registration time (see Registration Times).

Part 2: Enrollment and Placement

How to Demonstrate That You Have Met a Prerequisite

If you are enrolling in a course with a prerequisite, you will be required to do one of the following (A-D):

A. COMPLETE THE PREREQUISITE COURSE AT IVC:

Complete the required prerequisite course at Irvine Valley College or the equivalent Saddleback College course with a satisfactory grade-that is, a grade of "A," "B," "C," or "P." Grades that are not acceptable are "C-," "D," "F," "FW," or "NP." You must see the IVC Counseling Center or the Office of Admissions and Records for the Saddleback College course equivalency list.

B. SUBMIT OFFICIAL TRANSCRIPTS FROM ANOTHER SCHOOL:

If transcripts have not been sent, provide official transcripts from another U.S. accredited college, university, or high school, as 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 "P." Grades that are not acceptable are "C-," "D," "F," "FW," or "NP." Please note that IVC does not accept courses that are in progress at other colleges, and also does not accept equivalent high school courses in math or English placements. Other conditions may apply.

Students must present official transcripts to the Office of Admissions and Records as soon as possible after they apply to Irvine Valley College. Students should then visit the Office of Admissions and Records, where they will be asked to complete and submit a course equivalency form.

Students should begin the transcript verification process well before registration begins. Reviews can take up to five business days. Delays in processing a course equivalency will affect a student's ability to enroll in target courses. Specific information regarding procedures, timelines, and course equivalency notification is available in the Office of Admissions and Records.

C. REQUEST AN ALTERNATIVE 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 alternative evidence review. Students may file a petition in the Office of Admissions and Records.

NOTE: Accompanying the form, students must submit alternative evidence that documents their competency to succeed in the course. Such evidence varies by course. See the Admissions and Records staff for clarification of the specific evidence required for the course you wish to submit for an alternative evidence review.

Students who file a Request for an Alternative Evidence Review will have their petition reviewed by discipline faculty within five (5) working days.

Requests to Challenge

If you want to challenge a prerequisite, you will have to fill out a petition. Forms are available in SSC 110.

You may file a request based on any of the following grounds:

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of Title 5, Section 55201.
3. The prerequisite or corequisite is either unlawfully discriminatory or applied in an unlawfully discriminatory manner.
4. You will be subject to undue delay in attaining your educational goal because the prerequisite or corequisite course has not been made reasonably available.

Students who file a request to challenge on any ground will have their petition reviewed within five (5) working days.

Students who file a request to challenge on the basis of Ground 1, 2, 3 or 4 during their assigned registration time will be granted 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 dropped from the class.

Enrollment Priorities and Adding/Dropping Classes

Enrollment Priorities

Approximately two weeks before registration begins, your registration time will be available in MySite. The South Orange County Community College District has established the following enrollment priorities for issuing student registration times.

The following Priority 1 groups require that matriculation be completed:

- Priority - Student groups legislated in the Education Code and district policy to receive priority registration.
- Freshman Advantage - High school graduates who have never attended college after high school graduation, and who complete the matriculation steps prior to the designated deadline.
- Continuing - Those not on probation during their last two semesters and who have not completed 100 degree applicable units. Registration times are assigned in descending order by completed units.
- New - Students who have never enrolled in college after high school graduation.
- Returning - Students who have enrolled in college after high school graduation, but did not attend college in the last semester.

The following enrollment priority levels do not require that matriculation be completed:

- Priority 2 - Students currently enrolled in the Emeritus program.
- Priority 3 - Students who meet one or more of the following conditions: students exempt from matriculation, students on academic or progress probation for two consecutive semesters, or students who have completed 100 or more degree applicable units within the district.

- Priority 4 - Students concurrently at Irvine Valley College or Saddleback College while enrolled in grades K-12.

How to Add Classes

FULL-TERM CLASSES: You may add open classes on MySite from the beginning of your assigned registration time up to the day before the first class meeting. You can view the status of a class-whether it is "open" or "closed"-on MySite ("My Classes" > "Class Status"). See chart at bottom right for information on enrollment priorities.

SHORT-TERM AND LATE-START CLASSES: You are encouraged to enroll in such classes early, before they are full/closed.

MULTIPLE ENROLLMENT/OVERLAPPING CLASS TIMES: The registration system will block you from enrolling in multiple sections of the same course or from enrolling in classes which time overlaps. These enrollment conditions are not permitted, and there are no exceptions.

You may enroll in up to a maximum of 19 units. You must pay all required course fees when you enroll, or you may be dropped for non-payment.

Options for Full/Closed Classes

Suggestions for if you discover a class is full or closed:

1. Select another time or another course.
2. Select to be on a waitlist. A waitlist is a priority system for petitioning closed classes. At the instructor's discretion, many closed classes offer a waitlist option. By selecting a waitlist option, students are notified when a space is available based on their order on a waitlist. When notified, a student is given a limited time to register. Students who are notified and do not register in the time permitted will lose their position on the waitlist and may request the next available space on the same waitlist after all other waitlisted students.
3. If no waitlist is available, attend the first class meeting, then ask the instructor if you can be added to the class. If the answer is yes, the instructor will give you an APC (Add Permit Code). You will be able to register online for the class using the unique APC number issued by the instructor, or you may submit the APC or signed add permit to the Office of Admissions and Records for processing. The deadline to add a specific class is indicated on the APC document the instructor provides. The deadline may not be extended. You must enroll by the deadline printed on the APC. To find the instructor's email, go to the online class schedule and locate your class. Click on the icon next to the instructor's name to bring up a blank email addressed to the instructor.

How to Drop Classes

It is the student's responsibility to drop or withdraw from classes. You may drop or withdraw online through your MySite account 24/7. Only drops completed prior to refund deadlines are eligible for refund consideration.

Deadlines for Dropping

Check the online class schedule ("Details") for exact drop deadlines for each course you enroll in.

- To drop with a refund: The refund date for each class is on your class schedule. Drops after that date will not be eligible for a refund of the fees paid for the dropped class.
- To drop without a transcript annotation: The drop must be submitted prior to the first 20% of the course based on the individual class.
- To drop with a "W" annotation: All courses dropped between the 20% point and up until the 75% point will be recorded on the transcript as a "W."
- To drop after the 65% point: Drops are not allowed after the 75% point except under narrowly defined extenuating circumstances. See the college catalog or the Office of Admissions and Records for information.
- To drop with an "EW": An Excused Withdrawal (EW) may be permitted when specific events/circumstances affect the student's ability to complete a course.

To request an EW during the term, students may submit the General Excused Withdrawal form on the Admissions and Records website. No supporting documentation is required. A counselor will then contact the student to discuss support options before processing the request.

To request an EW after the term, students may submit the General Petition form on the Admissions and Records website. No meeting with a counselor is required. However, supporting documentation will be required to support the student's extenuating case.

Upon approval of either type of request, an EW will be assigned and will appear on transcripts. Excused withdrawals shall not be counted in progress probation/dismissal calculations, or in calculating the maximum number of enrollments permitted for course repeatability.

NOTE: For students receiving financial aid, all transcript recordings of "EW" will be counted as units attempted but not completed in the Satisfactory Academic Policies (SAP) evaluation.

P/NP (Pass and No Pass) Option

Students may be evaluated on a Pass/No Pass grading basis in either of the two following categories: (a) courses in which all students are evaluated on the Pass/No Pass basis, or (b) courses in which each student may elect to be graded on either a Pass/No Pass or a letter grade basis. Students may change their grading option to Pass/No Pass or back to a letter grade option up to the last scheduled class meeting for a course, after which it is irreversible. Students may request the grading option change through their MySite account or in person at the Office of Admissions and Records.

A Pass ("P") grade indicates satisfactory (a letter grade of "A," "B," or "C") work in the class and units awarded with such a grade. No grade points are assigned, however, and the grade is not used to compute the grade point average.

A No Pass ("NP") grade indicates less than satisfactory work (a letter grade of "D" or "F"); and with such a grade, no units are earned, nor is the grade used to compute the grade point average. However, units attempted for which "NP" (as defined in Title 5, California Code of Regulations, Section 55022) is recorded will be considered in probation and dismissal procedures. It is strongly recommended that you consult with a counselor before selecting this option. There are significant transfer implications and limitations to consider when selecting P/NP grading. Furthermore, this decision is not reversible after the deadline-so please select it with care.

Part 3: Quick Student Reference Guide

Admissions and Records

SSC 110 • 949-451-5220

ivc.edu/admissions

M-Th: 9 am - 6 pm F: 9 am - 4:30 pm

You may apply to the college using the online application, which you can access at ivc.edu/admissions. You will be notified if you are required to matriculate before registering. The Office of Admissions and Records can help you with applying for admission, residency questions, matriculation steps, placement, prerequisite clearance, official transcripts, verification requests for enrollment, adding and dropping classes, Pass/No Pass requests, applying for graduation evaluations of certificates, AA/AA-T and AS/AS-T degrees, IGETC and CSU certifications, petitions for readmission and repeat courses, applying for academic renewal, and petitioning for policy exceptions.

See Part 1: Introduction and Applying to IVC for more details about admissions and records.

Associated Students of Irvine Valley College (ASIVC)

949-451-5728 • ivcstudentlife@ivc.edu

ivc.edu/clubs • ivc.edu/asivc

The Associated Students of Irvine Valley College (ASIVC) is the official voice of the IVC student body. Students interested in joining student government should contact the Office of Student Life. ASIVC works to empower students to engage in shared governance, representing the student perspective to members of the campus community through leadership and advocacy. ASIVC meets regularly during the academic year to discuss business of the Associated Students, including programs, services, operations, fiscal management, student issues, and legislative activity.

Office of Student Life

Student Activities Center (SAC) • 949-451-5728 • ivcstudentlife@ivc.edu

ivc.edu/studentlife

The Office of Student Life is here to help students engage in activities and leadership development that supplement their collegiate experiences at Irvine Valley College. There are many opportunities for you to get involved at IVC, meet fellow Lasers, and create community including joining Associated Students of Irvine Valley College (ASIVC) or participating in many of our student clubs! By providing meaningful extracurricular activities, the Office of Student Life promotes community, student well-being, and success.

Office of Student Equity

Student Equity Student Activities Center • 949-451-5688 • ivcstudentequity@ivc.edu

ivc.edu/equity

The Office of Student Equity coordinates multicultural programming and events that support our marginalized communities. We currently offer programs to support LGBTQIA+ students, DREAMers, undocumented students, current and former foster youth, students aged 25 years and older, women of color, and those facing food and housing insecurity. The Office of Student Equity offers support to disproportionately impacted communities of students in order to help promote success for every student at Irvine Valley College. We recognize that some students face more barriers to success than others and that these barriers are often built through unequal access to power and privilege. The purpose of this office is to both address these barriers to success as well as offering tailored support specific to the needs of each impacted student community. Additionally, Irvine Valley College is a federally recognized Minority Serving Institution (MSI) and the Office of Student Equity supports this service by running multicultural programming and events on campus as well as virtually.

Athletics

PE 225 • 949-451-5398

www.ivclasers.com

Since 1990, Irvine Valley College has committed to maintaining a strong athletic and academic tradition. Competing as a member of the nation's toughest college conference, the Orange Empire Conference (OEC), Irvine Valley teams have collected 25 state championships and 98 team and individual conference titles from 1990 through the winter of the 2022-23 school year. IVC currently competes in 9 intercollegiate sports: baseball, women's beach volleyball, men's tennis, and men's and women's basketball, soccer, and volleyball.

IVC also leads California with the state's first varsity esports program.

Visit the athletics website at www.ivclasers.com for more information on how to get started as an Irvine Valley athlete.

Bookstore

B 100 • 949-451-5258

www.ivcstore.com

Refer to website for exact hours each semester

The Irvine Valley College Bookstore stocks new, used, and electronic textbooks; class supplies; IVC swag; and a variety of educational materials. 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), personal checks (with valid driver license and student ID), and bookstore gift cards. Students can order their textbooks online at www.ivcstore.com. Books ordered online can be picked up at the store or shipped via FedEx. ATEP students may purchase their books at the IVC Bookstore. The IVC Bookstore offers textbook rentals, saving students 65% or more on select textbooks. More information is available in the bookstore or by logging on to www.rent-a-text.com. The bookstore is open Monday through Friday, except college holidays. The bookstore also offers extended hours the first week of each semester. Students should refer to www.ivcstore.com for exact hours each semester. The IVC Bookstore does not carry textbooks for Saddleback College. Saddleback College students should purchase textbooks at the Saddleback College Bookstore.

CAANAPI Learning Center

B 354 • 949-726-5800 • ivcelevateaapi@ivc.edu

ivc.edu/elevate

Hours may vary by semester; visit website for current hours.

The Center for Asian American and Native American Pacific Islanders, or CAANAPI (pronounced "canopy"), is the home for ELEVATE AAPI (Equitable Learning Experience Valuing Achievement, Transfer, and Empowering Asian Americans and Pacific Islanders) programs, and services. Programs include a linked learning community geared towards the ethnic and cultural identity and experiences of Asian American and Native American Pacific Islanders as well as certificate tracks that focus on developing leadership skills, 21st Century career skills, and social justice and cultural competency understanding. Services include peer mentoring, faculty mentoring, computer use, group study areas, and more!

CalWORKs (California Work Opportunities and Responsibility to Kids)

SSC 220 • 949-451-5243

ivc.edu/eops/calworks

M-Th: 8 am - 7 pm F: 8 am - 4:30 pm

Irvine Valley College partners with Orange County Social Services Agency to provide a number of support services to CalWORKs parenting students who are recipients of cash aid. Services include college work-study, childcare, transportation assistance, specialized counseling, and employment readiness workshops.

CalWORKs students are encouraged to meet with an IVC CalWORKs counselor as soon as possible when they come to IVC.

Campus Police

Campus Police Building • Non-Emergency: 949-451-5200 • Emergency and After Hours: 949-451-5234

ivcpolice@ivc.edu • ivc.edu/police

Front desk: M-Th: 7:30 am - 5 pm F: 7:30 am - 3 pm

By phone (24/7): 949-451-5234

IVC police officers are responsible for patrolling campus grounds, taking crime and incident reports, conducting investigations, enforcing all applicable laws and traffic regulations, and providing a safe environment. Crimes, suspicious activities, and any emergency should be reported to the IVC Police Department. Any person may contact IVC Police at any time, day or night, by calling 949-451-5234, or extension 5234 from any office or classroom phone. Call boxes are available on the first floor of the Student Services Center, in front of the IVC Police Station, and in Lots 2, 4, 5, 8, 9, and 10. Reports may also be made at the IVC Police Station located adjacent to Lot 8 near the baseball field.

Safety Escorts: Available 24 hours a day, 7 days a week. Call 949-451-5234, or dial ext. 5234 from any campus office or classroom.

Irvine Valley College Crime Statistics: Available in 2023 Annual Security Report.

Emergency Preparedness: For emergencies on campus, dial 949-451-5234, or extension 5234 from any office or classroom phone. Emergency procedures are detailed on the police website, and a flip chart with building evacuation routes and detailed procedures is posted in every classroom and the entrance of every building on campus for students to view.

Career Center

SSC 230 • 949-451-5431 • ivccareercenter@ivc.edu

ivc.edu/career-center

Hours may vary by semester; visit the website for current hours.

- Online job database at ivc.joinhandshake.com with full-time, part-time, internship, and volunteer opportunities for students and alumni.
- Online informational interviews at www.candidcareer.com/ivc.
- Online mock interviews at ivc.interviewprep.app.
- Appointments for help with choosing a major, choosing a career path, job search, résumé writing, cover letter writing, and interviewing.
- On-campus job fairs each semester.
- Workshops and other career-related events on- and off-campus.
- Flyers and handouts for off-campus job fairs and employer recruitments, as well as other resource handouts.
- "What Can I Do With This Major?" sheets with career path information for many academic disciplines.

- Information on personality assessments and interest inventories.
- Student computer lab with internet access and other career assessment software tools (Eureka, Bridges, ONET, etc.).
- Appointments with career counselors for students interested in certificate programs, job search assistance, and career exploration.

Cooperative Agencies Resources for Education (CARE)

Student Services Center

SSC 220 • 949-451-5243

ivc.edu/eops • ivc.edu/eops/care

M-Th: 8 am - 7 pm F: 8 am - 4:30 pm

The CARE program supports parenting students, offering childcare and transportation assistance, books and supplies, special workshops, grants, and counseling. Students interested in the CARE program are encouraged to contact the EOPS office to determine their eligibility.

Counseling Center

SSC 210 • 949-451-5319 • ivccounseling@ivc.edu

ivc.edu/counseling-center

M-Th: 8 am - 7 pm F: 8 am - 4:30 pm

Winter and summer hours vary.

- **Online or in-person appointment and drop-in counseling:** Call, go to the counseling website, or visit the Counseling Center. Students seeking transcript evaluation, academic planning, career counseling, and personal counseling are best served in a scheduled half-hour appointment. Every Wednesday, the center begins scheduling appointments for the following week. Drop-in counseling (limited to 10 minutes) is available on a first-come, first-served basis.
- **Academic counseling:** Includes major selection, transfer options, and entrance requirements, major requirements, general education certification, and the application process for four-year colleges and universities. Targeted counseling for athletes, veterans, Honors, Early College, and international students. See a counselor at least once a semester to ensure that you are on the right track.
- **Career counseling:** Career counseling assists students in identifying their career interests. Counselors use a variety of assessments to help students examine their interests and personality characteristics, including values and skills classification. Counselors also provide information about the labor market and offer career/life-planning courses.
- **Workshops:** Cover topics like financial aid, choosing a major, transfer planning, UC and CSU applications, resumé writing, and job interviewing.

- **MAP (My Academic Plan):** An online academic planning program that allows students to develop a complete semester-by-semester academic plan for their specific educational goal. Students should use MAP prior to meeting with a counselor and registering for classes. MAP is available through MySite under "My Academic Plan."
- **Extended Opportunity Programs and Services (EOPS):** Counseling services are available but students must be accepted to the EOPS program in order to have appointments with EOPS counselors. They can inquire about eligibility by calling 949-451-5243.
- **CalWORKs:** Counseling services are available at 949-451-5243. Recipients of CalWORKs cash aid are recommended to contact the CalWORKs office as soon as possible when they come to IVC.
- **Disability Support Programs for Students (DSPS):** Counseling services are available at 949-451-5630 or 949-333-0595 (video phone). Students with a verified disability requesting accommodations can contact the Office of Disability Support Programs for Students at 949-451-5630, 949-333-0595 (video phone), or 949-340-2004 (e-fax).
- **Personal Counseling:** Available for relationship problems, interpersonal communication, self-awareness, stress management, and behavior change. We all experience our share of stress, worry, and difficult times. Sometimes the experiences and challenges of college can become overwhelming. It is important to recognize when stress and anxiety upset your emotional wellbeing, or when personal problems compromise your ability to do well in college or continue in class. If you find yourself facing problems with anxiety, stress, depression, relationships, parenting, drug or alcohol abuse, eating disorders, or other challenges, call to schedule an appointment with a counselor. Off-campus resource referrals can be given. Counseling services on campus are free to currently enrolled students. Contact the Health and Wellness Center at 949-451-5221.

Dance

PAC 132 • 949-451-5533

ivc.edu/arts/dept/dance

The Irvine Valley College Dance Department welcomes dancers of all levels and genres who want to further their practice and achieve their goals within the area of dance and movement. The dance department programs serve students seeking to transfer, obtain a degree or certificate, enhance career skills, or improve skills as lifelong learners.

Communicate, Create, Perform and Educate are four pillars. **Communicate** by expressing yourself through movement. Learn how to use your body to communicate through dance and other movement practices. Dive deeper into viewing, creating movement and sharing your reactions to dance, art and movement. **Create** your own dances, work with leading dance artists and collaborate with peers through the processes of making dance. Along with developing self-movement practices to better serve your body. **Perform** by sharing your dance artistry with the world. Take the stage and perform in our IVC dance productions on campus, in the community and beyond. **Educate** through learning how to teach others about the body through dance and mind body courses. Take this knowledge and apply it to health, fitness and dance industries.

For more information about our dance department please contact Jennifer La Curan at jlacuran@ivc.edu or 949-451-5533.

Disability Support Programs for Students (DSPS)

SSC 171 • 949-451-5630 • 949-333-0595 (video phone) • 949-340-2004 (e-fax) • ivcdsps@ivc.edu

ivc.edu/dsps

M-Th: 8 am - 7 pm F: 8 am - 4:30 pm

The Office of Disability Support Programs for Students (DSPS) provides support services and academic adjustments to students with disabilities, enabling them to fully participate and benefit from an equitable college experience at Irvine Valley College. Participation in DSPS is voluntary and all student disability-related information is confidential.

English Language Center

A 203 • 949-451-5580

ivc.edu/language-center

Contact the center for hours of operation.

- The English Language Center is a learning center for English as a Second Language (ESL). Instructors and tutors are available to aid students with assignments and language learning. The center offers individual tutoring, tutor-led workshops, computer-aided practice, and basic technology assistance.
- The center is open to students currently enrolled in IVC ESL or AESL courses. ESL students currently enrolled in a writing course (ESL 90, 80, or 370) will automatically be enrolled in the ELC through the respective co-requisite courses ESL 390L, ESL 380L, and ESL 370L.
- To enjoy access to the ELC, other ESL students who are not in a writing class can enroll in ESL 389, while AESL students can enroll in AESL 599. Enrolled students may use the English Language Center any time during open hours online or in-person.

Extended Opportunity Programs and Services (EOPS)/

Cooperative Agencies Resources for Education (CARE)

SSC 220 • 949-451-5243

ivc.edu/eops • ivc.edu/eops/care

M-Th: 8 am - 7 pm F: 8 am - 4:30 pm

EOPS is a state-funded program that provides support services designed to ensure the success of eligible low-income students. Services include financial assistance; textbook assistance; academic, personal, and career counseling; transfer assistance; childcare referrals; work-study opportunities; subject-area tutoring;

study-skills assistance; and workshops. Referrals to other campus resources and community agencies are also available. Students may call for eligibility criteria and additional information.

Financial Aid

SSC 130 • 949-451-5287 • ivcfinancialaid@ivc.edu

ivc.edu/financial-aid

Please contact the office for hours of operation.

See Part 1: Introduction and Applying to IVC for more details about financial aid.

Guided Pathways

Guided Pathways is an equity framework that centers the student experience throughout the provision of services at IVC. For students, this means IVC will help them efficiently achieve learning goals. IVC is committed to the following:

1. Encouraging students to discover their career and academic interests.
2. Providing sample learning pathways to a future career or academic goal.
3. Providing support services that help students remain on their learning pathway.
4. Engaging in innovative instruction that facilitates classroom learning.

Discover your learning interests at ivc.edu/academics/assessment or learn more about career and academic pathways at ivc.edu/academics.

Health and Wellness Center

Health and Wellness Center Building (near the baseball fields and Lot 8)

949-451-5221 • 949-451-5393 (fax) • ivchealthcenter@ivc.edu

ivc.edu/hwc

Our Mission

The IVC Student Health and Wellness Center (HWC) provides student-centered care that is confidential, safe, nurturing & inclusive environment that promotes health equality, with the goal of reducing barriers to the students physical, emotional and social wellbeing to foster student success.

Eligibility

HWC provides medical, mental health and wellness services to all enrolled IVC students who have paid their health fees regardless of insurance coverage. Most services are provided through scheduled appointments. However, walk-in and same day appointments for more urgent needs can be accommodated.

Meet our team

Our team includes a medical director, nurse practitioners, a registered nurse, a medical assistant, mental health therapists, social work and marriage family therapist interns, student workers and a welcoming front office staff.

Medical Services

Our services include, but not limited to:

- Care for acute illnesses and injuries
- Physical Examinations
- Immunization and TB screening/testing
- Low-cost laboratory testing
- Low-cost prescriptions
- Community referrals

Reproductive Health

- Women's health & Pap Smear
- Men's health
- Sexual health education
- STD Screening & Treatment
- Birth Control Methods and Education

**IVC is a Family PACT provider*

Students who require a higher level of care will be referred to our community partners and/or to their insurance carrier for further follow-up care.

Mental Health Services

HWC provides short-term mental health therapy and crisis intervention for currently enrolled students who have paid their health fees. Patient confidentiality is the most important, with the goal of helping students achieve personal, academic and life goals in a stigma-free environment.

Students who require long term therapy will be referred out to our community partners and/or to their insurance carrier to set up ongoing counseling/therapy.

Health Education

Our team provides several medical and mental health seminars and lectures throughout the year. Please refer to ivc.edu/hwc for more information.

HWC Hours:

Monday - Friday 8:30am to 4:30pm

Saturday, Sunday & Holidays - Closed

Hours are subject to change.

Please call HWC to confirm clinic hours (949) 451-5221

Honor Society (Phi Theta Kappa)

Advisor: Kurt Meyer (kmeyer@ivc.edu)

ivc.edu/student/clubs/honorsociety • ivc.edu/clubs/ptk

Phi Theta Kappa's mission is to recognize the academic achievement of college students and to provide opportunities for them to grow as scholars and leaders. To qualify for membership, a student must have completed 12 semester units at Irvine Valley College with a cumulative GPA of 3.5.

- Transcript notation posted at the end of each semester
- Eligibility for over \$37 million in scholarships
- Leadership, service, and scholarship opportunities, including attending academic and leadership conferences and summits
- Recommendation letters

Honors Program

LA 107A • 949-451-5300 • honorsprogram@ivc.edu

ivc.edu/honors

The Irvine Valley College Honors Program provides a supportive learning community that nurtures academic, professional, and personal growth in highly motivated students from all backgrounds. The program offers eligible students access to the following opportunities: Approximately 60 small, seminar-style honors classes per semester; enriched coursework; interaction with other motivated students; priority registration for classes; recognition on transcripts and at graduation; special transfer agreements with many institutions, including UCI and UCLA; dedicated honors scholarships; designated honors counselors; honors study lounge; research conferences and publication opportunities; leadership positions; social and cultural activities; and a complimentary library card at UCI and UCLA. Most honors classes meet the general education transfer requirements for the UC and CSU systems and are open to all students through the regular enrollment process. Students can apply online at ivc.edu/honors. For further information, email honorsprogram@ivc.edu or call 949-451-5300.

International Student Center

CEC 7 • 949-451-5414

ivc.edu/international

M-F: 9 am - 4:30 pm

International students on an F-1 student visa deal with a variety of complex issues. The International Student Center is a resource where they can obtain assistance with the following:

- The international admission, enrollment, and transfer process for international students entering the U.S. on F-1 student visas
- Academic counseling services
- Immigration workshops and advisement
- Advisement on health insurance and housing
- Social activities and acculturation assistance

Library

Circulation Desk: 949-451-5761

Reference Desk: 949-451-5266

Library Information: 949-451-5261

Live Chat available during operation hours.

library@ivc.edu • ivc.edu/library

Fall and Spring Hours: M-Th: 7:45 am - 10 pm F: 7:45 am - 4 pm Sat: 10 am - 2:30 pm

Summer Hours: M-Th: 8 am - 8 pm

The IVC Library provides students with:

- Professional research assistance
- Calculators, phone chargers, USB drives, headphones, bones, and other materials available for checkout
- Print and digital books, periodicals, and media
- 100+ computer workstations with Internet access, student email, research databases, and MS Office software
- 24/7 access to database articles and eBooks through the library website
- Black-and-white and color printers and copy machines
- Document scanners
- WiFi access
- Research skills workshops
- Group study rooms

Currently enrolled SOCCCD students may borrow circulating material by presenting a valid IVC or Saddleback ID card. Residents of the district may purchase a library community card.

Life Fitness Center

PE 110 • 949-451-5370

ivc.edu/dept/knes/center

To use the center, enroll in KNES 3A, 3B or 3C. To pass the course, you must complete weekly online assignments, 6 quizzes, a midterm, and a final with a grade of 70% or better, as well as complete 24 (3A), 48 (3B), or 75 (3C) hours of exercise by the end of the semester. Once enrolled, access Canvas at socccd.canvas.com.

Once you select your KNES 3 course on Canvas, click on "Module 1," then follow these three steps:

1. Print off all four pages of Required Paperwork, complete, and turn them in to the LFC before your first workout.
2. Read the KNES 3 Syllabus.
3. Read the Policies and Rules PowerPoint.

After completing all three steps, you may start exercising in the center during your scheduled class time (other workout times may become available during the semester).

The center has an assortment of aerobic equipment, including bicycle ergometers, stair climbers, rowers, treadmills, recumbent bikes, and ellipticals, as well as weight machines and a free weight area. Kinesiology instructors can assist students individually or in small groups upon request to improve health, strength, flexibility, and many other fitness areas.

Math Center

B 363 • 949-451-7561

ivc.edu/math-center

Fall and Spring Hours: M-Th: 8 am - 7 pm F-S: 8 am - 2 pm

The Math Center at Irvine Valley College offers drop-in tutorial assistance for math courses offered at Irvine Valley College. For Math Center assistance, students must enroll in the section of Tutoring 301 Supervised Tutoring, associated with the Math Center, room B 363.

MESA Center

B 353 • 949-451-5382 • ivcmesa@ivc.edu

ivc.edu/mesa

The Mathematics, Engineering, Science Achievement (MESA) Program offers a dedicated study center where students can engage in Academic Excellence Workshops, receive tutoring in essential STEM courses, meet with the MESA Counselor, and receive guidance and support to enhance their personal, academic, and professional development. The MESA Center is more than a study space; it is a dedicated, collaborative community for student success. Join us in creating a community that fosters scientific curiosity and supports your personal, academic, and professional development!

Music

ivc.edu/arts/music-department

The robust IVC Music Department, one of the fastest growing segments of the college, fields players and singers for a variety of instrumental and choral performing groups. At IVC, ensembles perform both traditional and new repertoire, commissioning and debuting record numbers of world premieres. IVC music students and ensembles regularly work with professional and student composers, guest soloists, and guest conductors. Some performing groups require an audition; others require previous training and some ensemble experience. To find out more, contact the conductor or director.

In addition to GE courses in music, the IVC Music Department has very active performing ensembles. Our instrumental and vocal ensembles perform regularly throughout the academic year on campus, regionally, and in some years, even internationally. The ensembles perform both traditional and new repertoire, including world premieres and student compositions. IVC ensembles also partner with guest artists and other area ensembles. For more information about performing with one of our outstanding ensembles, contact the conductor.

Parking

Parking on campus is by permit only seven (7) days a week, 24 hours a day. . Green-curbed (timed) parking areas are designated for visitors only. No overnight parking is allowed without advance approval from the Campus Police Department. Students may purchase parking permits when they register online or at a later time through MySite. Parking permits are associated with the vehicle license plate. Vehicles registered to the parking permit are managed on your parking account which is accessible through MySite. Daily \$5/day parking permit dispensers are located near the entrances to lots 2, 4, 6, 8, 10, and at the Irvine Valley entrance near the Performing Arts Center. They are also available at the IVC Police Station from 7:30 am to 5 pm Monday through Thursday, or Friday from 7:30 am to 3 pm. Permits are not sold at the Bursar's Office. For more information and details on parking regulations, visit ivc.edu/police/parking/info or contact the IVC Police front counter at 949-451-5481.

Policies and Regulations

To view Irvine Valley College's policies and regulations, including the Student Code of Conduct, please visit ivc.edu/policies.

Puente Program

SSC 210 • 949-451-5319 • ivcpuente@ivc.edu

ivc.edu/puente

The Puente Program is a transfer-focused support program with a focus on Latinx/Chicanx history and culture. The program consists of a linked learning community, designated counseling, and community mentorship. Students take English, Counseling, and Ethnic Studies courses throughout the course of a year. Participants also have the opportunity to go on field trips to 4-year universities, experience cultural excursions, and get involved in leadership opportunities on- and off-campus.

Psi Beta

ivc.edu/clubs/psibeta

Psi Beta's mission is to encourage professional development and psychological literacy of all students at two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. Psi Beta members experience educational enrichment through service activities, participation in professional psychology conferences, and competition for national awards. IVC's Psi Beta chapter has been active since 1992.

All students are welcome to participate in Psi Beta meetings and on-campus activities. However, to qualify for membership in the national Psi Beta organization, a student must have completed 12 semester units at the college level, at least one college psychology course with a grade of "B" or higher, and have a cumulative grade-point-average of 3.25 or higher. After paying a one-time-only fee to the national Psi Beta office, membership is for life.

For more information about Psi Beta, students may email Dr. Kari Tucker at ktucker@ivc.edu or Michael Cassens at mcassens@ivc.edu, who are two of the Psi Beta chapter advisors.

Speech and Debate Team

ivc.edu/dept/comm/speech • ivc.edu/clubs/forensics

The Irvine Valley College Speech and Debate Team is one of the most respected and accomplished teams in the nation, competing against colleges and universities throughout the United States. Over the past 15 years, the team has placed in the top three at 12 state championships, while also winning 12 league championships. Since 2000, the team was crowned the national champions in the community college division of the National Parliamentary Debate Association 11 times. The team also has an international reputation and has hosted debate teams from the UK, Ireland, Eastern Europe, Japan, Rwanda, and China on 21 occasions. In addition, the team has traveled several times to China for debate demonstrations, competition, and study abroad programs. In the spring of 2019, the team also traveled to Berlin, Germany to participate in the International Forensics Association Speech Tournament.

The coaching staff takes pride in developing students to become better speakers and better thinkers. All majors are welcomed and encouraged to join. Interested students may contact Director of Forensics Jules French at jfrench7@ivc.edu or Bill Neesen at wneesen@ivc.edu.

Student Ambassador Program

Outreach and Community Relations: Student Activities Center (SAC) • 949-451-5217

ivc.edu/ambassador

Since 2014, the goals of the Student Ambassador Program have been to build a structured framework in which students can become familiar with the college, gain a working knowledge of the institution, and be visible in and useful to the college community. Ambassadors are required to attend trainings through which they are introduced to key stakeholders and learn about the operation of the institution. The IVC Student Ambassadors have become the face of the college and truly create a sense of community.

Student Success Center

BSTIC 110 • 949-451-5471 • ivcsuccesscenter@ivc.edu

ivc.edu/success-center

Contact the center for hours of operation.

The Student Success Center serves both as the central location for the college's tutoring program and as a computer lab for IVC students enrolled in specific courses.

Tutorial Assistance

The center supports academic learning by providing free tutoring and additional resources to reinforce and supplement classroom instruction. The goal of tutoring is to assist students in achieving success in their classes, to prevent students from dropping classes unnecessarily, to promote their self-confidence, and to help them become independent and active learners. The center also offers free extended tutoring for DSPS, EOPS, Guardian Scholars, Re-Entry, and veteran students. Students seeking tutorial assistance must register for Tutoring 301.

Computer Lab Access

The Student Success Center serves as a laboratory for IVC courses that require students to use specific software applications to complete their assignments. The center is equipped with PCs and Macs, network services, printers, scanners, 3D printers, and specialized software. Instructors and tutors are available to assist students.

Classes supported in the center include those providing instruction in accounting, computer security, computer-aided design and drafting, database design and implementation, desktop publishing, engineering, graphics applications, Microsoft Office Suite, networking, operating systems, programming, statistics, VoIP (Voice over Internet Protocol), and web authoring, among others.

Student Payment Services

SSC 160 • 949-451-5600 • ivcsps@ivc.edu

ivc.edu/bursars

M-Th: 9 am - 6 pm F: 9 am - 4 pm

The Bursar's Office oversees the collection of all student payments, which includes enrollment, health, and all non-parking related fees and fines. The office also facilitates refunds and provides information on the cost of attendance, financial holds, the application of deferrals, and other payment options.

Theatre

ivc.edu/arts/theatre-arts-department

The Theatre Department stages four to five shows each year in the Irvine Valley College Performing Arts Center, from spectacular musical theatre productions, to classical dramas, to intimate ensemble pieces. All students are welcome to participate. There are opportunities to perform both on stage and backstage. The department offers an exciting, vigorous education in acting and technical theatre. For information about upcoming productions and how to audition (or to find out more about the theatre program), contact department chair M. Scott Grabau at mgrabau@ivc.edu or 949-451-5553 or Ron Manuel-Ellison at rmanuel@ivc.edu or 949-451-5303.

Transfer Center

SSC 230 • 949-451-5339 • ivctransfercenter@ivc.edu

ivc.edu/transfer-center

Hours vary by semester; visit the website for current hours.

The Transfer Center offers information, resources, workshops, and college fairs to educate and assist students who plan to transfer to four-year colleges and universities. Information is available regarding the admissions process, including application deadlines and admission requirements. Students may make individual appointments with counselors in the center for guidance in selecting majors and transfer

institutions, learning about transfer requirements, planning academic coursework, applying for admission, appealing admission denials, and more.

In addition, the center offers general transfer workshops as well as application workshops to assist students with the transfer process. Students can obtain information regarding Transfer Admission Guarantee (TAG) programs available with UC Irvine, UC Davis, UC Merced, UC Santa Barbara, UC Riverside, and UC Santa Cruz, as well as with the CSU system and some private and out-of-state institutions. Students can also access information about universities and financial aid programs via Internet workstations in the center. Students who visit the center can also use College Source to view catalogs for most colleges and universities across the United States.

The center arranges in-person and virtual appointments on the IVC campus with representatives from the University of California, California State University, and independent and out-of-state colleges and universities. During our college transfer fairs, students may speak with representatives from many UC and CSU campuses and independent colleges and universities. The center also provides transportation for campus tours to local four-year universities.

Veterans Services Center

SSC 120 • 949-451-5296 • 949-451-5666 (fax) • ivcvets@ivc.edu

ivc.edu/veterans-center

IVC Federal School Code: 025395

The Veterans Services Center (VSC) is a one-stop center that offers a holistic approach to assist veterans, active military, and dependent veteran students in achieving academic success in their transition from military life. Our services include onsite mental health, physical health, financial support, and academic support services. The VSC houses full-time staff, including a director, counselors, a certifying official, and support staff focusing on providing direct support services to student veterans. A Veteran Success on Campus Counselor from the VA is present Wednesdays and Fridays weekly to assist with Veteran Readiness & Employment (Chapter 31) and VA benefits. Additional services include tutoring, healthcare benefit enrollment, disability claim support, financial workshops, food resources, liaison with other veteran agencies, and regular visits from outside partnering agencies. The VSC also consists of a computer lab with printing services.

Irvine Valley College complies with Title 38, including §3679(e), which contains specific criteria added by Public Law 115-407. Irvine Valley College requires all information necessary to the proper certification of enrollment. This may include DD214, Certificate of Eligibility, and Certification Request Form.

Writing Center

LA 103 • 949-451-5249 • ivcwritingcenter@ivc.edu

ivc.edu/writing-center

M-Th: 8:30 am - 8 pm F: 9 am - 3 pm

The Writing Center is here to help with your writing assignments! We have Writing Conference courses for College Writing classes (WR 382, ESL 382, WR 181, and WR 182), and also for Humanities and Social Sciences courses (WR 385) and for transfer and job applications (WR 375 and WR 376). We offer one-on-one conferences on a first-come, first-served basis for enrolled students. IVC English faculty will work with

you and offer personalized feedback on your writing. Credit for instructional support in essay writing is available to students enrolled in Writing 181, 182, and WR 382, the Writing Conference. Conferences are available on a first-come, first-served basis for enrolled students. Enrolled students may use computers for academic purposes. To receive credit for Writing 382 and ESL 382 (with WR 1 and WR 302 or ESL 302), students must record 24 hours in the Center and participate in four formal conferences. To receive credit for Writing 181 (with WR 1 only) and 182, WR 375, and WR 376, students must record 12 hours and attend two formal conferences in the Writing Center by the date specified in the course schedule. WR 385, a 0-unit course, is also available to students enrolled in Humanities and Social Sciences courses. Here at the Writing Center, we offer a friendly, supportive space to help you improve your writing and succeed in your courses. We hope to see you in the Center!

Part 4: Educational Options

Educational Options in California

High School Diploma or High School Equivalency Certificate

The high school diploma is awarded for the successful completion of high school. It is considered the minimum education required for government jobs and higher education. California has approved the use of three high school equivalency tests (GED, HiSET, and TASC) for students 18 years old and older, and 17 years old in some instances, for the purpose of receiving a California High School Equivalency Certificate. Presentation of an official certificate or transcript received after passing one of these state-authorized tests should be considered equivalent to a high school diploma in order to obtain education or employment in California.

Certificate (Career and Technical)

Certificate of Competency (non-credit)

Certificate of Proficiency

Certificate of Achievement

Career and technical certificates consist of a series of courses, all related to a particular career or technical skill. The number of units required varies. Certificates are offered by community colleges, university extension programs, and private educational organizations. They can be helpful in obtaining or upgrading employment.

Transfer Certification

CSU General Education Certification

Intersegmental General Education Transfer Curriculum (IGETC for CSU or UC certification)

California State University (CSU) and University of California (UC) systems permit certification of general education coursework taken at a community college to satisfy the equivalent of general education requirements at the university level.

Associate Degree

Associate in Arts (AA)

Associate in Science (AS)

Associate in Arts for Transfer (AA-T)

Associate in Science for Transfer (AS-T)

Associate degrees consist of courses in the student's major or area of emphasis, plus general education courses and electives, with a total of 60 degree applicable units at participating CSU campuses when applying. Completing an AA-T or AS-T will guarantee students admission to a CSU campus, though not necessarily to a particular campus or major. Full-time students normally complete the degree in two years, but completion times vary. Associate degrees may qualify students for entry-level positions that do not require a bachelor's degree. Students completing an AA-T or AS-T degree receive a 0.1 GPA bump.

Bachelor's Degree

e.g., Bachelor of Arts (BA), Bachelor of Science (BS), Bachelor of Fine Arts (BFA), Bachelor of Music (BM)

Bachelor's degrees are comprised of major courses plus general education and electives, with a minimum of 120 semester units. They normally require four to five years of full-time study to earn the degree.

Master's Degree

e.g., Master of Arts (MA), Master of Science (MS), Master of Business Administration (MBA)

The master's degree consists of the bachelor's degree plus approximately 30 semester units of graduate coursework in a specific academic or professional area. The degree normally takes between one to three years to complete, depending on the major.

Doctorate Degree

e.g., Doctor of Philosophy (PhD), Doctor of Education (EdD), Doctor of Medicine (MD), Juris Doctor (JD), Doctor of Psychology (PsyD)

The doctorate degree, the highest academic degree, requires advanced training beyond a bachelor's or master's degree. It usually takes between three to six years to complete the degree, depending on the field of study, and the unit requirement varies.

Associate Degree Courses

General Education Courses + Major Courses + Electives

General Education Courses

General education courses engage students in reading and writing, critical thinking, mathematics/quantitative reasoning, physical and life sciences, social sciences, the humanities, fine arts, and lifelong health and personal development. They are meant to ensure that graduates have a well-rounded education. Irvine Valley College students can meet general education requirements in three ways:

1. **Completing the Irvine Valley College Associate Degree General Education Requirements** (19-27.5 units minimum)
Students whose goal is to achieve an associate degree and who do not intend to transfer to a university may choose this option.
2. **Completing the California State University (CSU) General Education Certification** (39 units minimum)
This option is primarily for students whose goal is to transfer to a California State University campus.
3. **Completing the Intersegmental General Education Transfer Curriculum (IGETC)** (37 units minimum)
This option is for students who plan to transfer to a University of California campus, for students who will be applying to both UC and CSU campuses, and for those who have not yet decided on a transfer destination.

Some students may be well served by completing the general education requirements of their intended transfer school. An IVC counselor can provide valuable assistance in directing students to the wisest choice based on their specific educational and career goals.

Major Courses

These courses focus on the student's primary area of interest. The minimum number of units required is 18, but the number varies depending upon the major. Students can complete the requirements for the Associate in Arts (AA) degree, the Associate in Science (AS) degree, the Associate in Arts for Transfer (AA-T) degree, or the Associate in Science for Transfer (AS-T) degree. These choices are presented and explained in the Irvine Valley College catalog. For transferring students, preparation for the major focuses on completing the lower-division courses that are required for their major at the four-year schools where they plan to apply.

Electives

Electives are courses that students take to explore subjects or participate in classes they enjoy. Because students must complete 60 semester units to graduate, electives are sometimes considered the courses that make up the difference after completing general education and major requirements. In general, students should focus on general education and major courses before taking elective courses.

Associate Degree and Transfer Course Numbers

Irvine Valley College courses numbered 1-299 generally apply toward the associate degree. Courses numbered 1-99 generally transfer to the University of California (UC) and California State University (CSU) systems, and courses numbered 100-199 generally transfer to CSUs but not UCs.

Bachelor's Degree Courses

Irvine Valley College: Freshman and Sophomore Years

Colleges and Universities: Junior and Senior Years

Bachelor's Degree Preparation:

Preparation for the bachelor's degree at Irvine Valley College is made up of lower-division general education requirements and lower-division preparation for the major. Some students take elective courses in subjects in which they have an interest. Transfer-level electives may be counted toward the total units required for graduation with a bachelor's degree.

Associate Degrees and Certificates

To view a full list of the associate degrees and certificates offered at Irvine Valley College, visit the IVC catalog and select Program, Degree, and Certificate List in the left navigation bar.

Associate Degree GE Requirements

To view a full list of the GE requirements for an associate degree at Irvine Valley College, download one of the following:

- For AA degrees: 2024-25 AA General Education Requirements
- For AS degrees: 2024-25 AS General Education Requirements

Consult with a counselor for the most current version of the form.

Preparing to Transfer to a Four-Year School

Narrow down your campus/major options.

After exploring your possibilities, you will eventually need to identify your top-choice universities and a major so you can determine the specific requirements you must fulfill for transfer. You may want to spend time in the Transfer Center to ask questions and making use of the center's services, such as campus tours and individual appointments with university representatives, which can help you get a better feel for campus student life and transfer requirements.

Fulfill your general education requirements.

- If you know that you will transfer to a CSU campus, you can complete the CSU GE certification.
- If you know that you will transfer to a UC, or you have not decided between CSU and UC, you can complete the IGETC.
- Have official copies of all of your prior college transcripts sent to IVC's Office of Admissions and Records and input your course with grades of C or better in Transferology (transferology.com) and schedule a counseling appointment to have your courses evaluated.
- Some UC campuses do not accept the IGETC for certain majors. See a counselor for assistance.
- Coursework for IGETC and CSU GE certification is listed in the IVC catalog. It is also available in the Counseling Center, Transfer Center, and at www.assist.org.

Identify the lower-division requirements for your major.

You can find the required courses for the major at your transfer college at www.assist.org. Some colleges want you to complete these courses before you are accepted to the major. A counselor can also help you navigate the ASSIST site and locate information.

Complete the required number of units and keep up your GPA.

You must have 60 transferable units, including required general education and major preparation courses, for a UC or CSU. You also need to maintain a minimum GPA of at least 2.4 for a UC and at least 2.0 for a CSU in your transfer courses. Many majors and campuses will require higher GPAs. Meeting these criteria establishes minimum eligibility but does not guarantee admission. Consult with a counselor or the Transfer Center to learn about the appropriate transfer application filing period. As a California community college student, you will be given preference over transfer students from four-year universities. The only exception to this policy is entrance into impacted majors, where you must meet other criteria as stipulated. Check with a counselor to find out if the major you're considering is impacted at any of the UC or CSU campuses.

Apply as early as possible!

Students usually apply one year ahead. Opportunities for winter or spring transfer are very limited. Check with the campus to determine if it will be accepting applications. For 2023-2024 transfer, students who have completed about 30-40+ transferable units would apply during the following filing periods:

UC Term	Applications Accepted
----------------	------------------------------

Fall Quarter/Semester October 1 - November 30

Winter Quarter/Spring Semester July 1-31.

CSU Term Applications Accepted

Fall October 1-November 30.

Spring August 1-31

File for CSU or IGETC Certification on MySite.

In the beginning of your last semester of completing GE requirements, you should apply on MySite, under My Information-Degrees/Certs/Transfers, to certify that your CSU GE or IGETC at IVC requirements are completed. Applying on time will expedite your admission to the four-year college.

Get TAGged! Transfer Admission Guarantee

Six UC campuses-Davis, Irvine, Merced, Riverside, Santa Barbara, and Santa Cruz-offer Transfer Admission Guarantee (TAG) Programs to California community college students who meet specific requirements. Some campuses offer an early review of your academic record, early admission notification, and specific guidance on major preparation and general education coursework. TAG applications must be submitted online September 1-30, the year prior to transfer. For an online application, go to uctap.universityofcalifornia.edu/students. To learn more, visit or call the Counseling Center (SSC 210), 949-451-5319; or Transfer Center (SSC 230), 949-451-5339.

Honors Program

Students who complete the IVC Honors Program can take advantage of unique agreements with several four-year schools that grant priority consideration for transfer admission. Contact the Honors Program director at 949-451-5300, visit the Honors Program website at ivc.edu/honors, or see an honors counselor in the Counseling Center.

UC Course List

To view a full list of IVC courses transferable to the UC system, visit www.assist.org. 2024-25 UC Course List

CSU GE Certification

To view the IVC courses applicable to the CSU general education breadth requirements, visit assist.org, or consult with an IVC Counselor. 2023-24 CSU GE Requirements

IGETC

To view the IVC courses applicable to the Intersegmental General Education Transfer Curriculum (IGETC) course list, download the 2023-24 IGETC GE Requirements or visit assist.org. Consult with a counselor for the most current version of the form.

Common Transfer Questions

1. Which courses do I have to take?

In general, English and math are required whether you are transferring to a UC, CSU, private, or out-of-state school. As a transfer student, you need to declare a major when you apply to the university. Therefore, in addition to completing general education courses (IGETC or CSU GE Certification), it is important to complete coursework toward major preparation. Major course information is found on www.assist.org. Ideally, you will want to know your major as far ahead as possible before you transfer. If your major requires math and science (e.g., engineering, biology, or computer science), it is especially important that you complete these courses before you transfer.

2. Do I have to get all requirements out of the way first?

Basically, if you're not sure where you're going, how do you know which set of requirements to follow? Every university is going to have a similar, but somewhat different, pattern of requirements. Specific majors have extensive requirements that must be completed prior to transferring. Examples of these majors are engineering, architecture, art, music, and most sciences (consult a counselor regarding requirements for these majors).

3. What if I don't know what I want to major in or where I want to transfer?

This is typical of students everywhere. Again, these decisions take time and exposure, so don't pressure yourself into making a premature decision. Deciding what you will major in may eliminate a certain amount of anxiety, but if you make an unexamined choice, you may easily select the wrong major. You are encouraged to sign up for Counseling 6, Academic, Career and Life Success or Counseling 12, Introduction to Educational and Career Exploration to assist you with your decision making.

4. How can I become eligible to transfer as a junior to the UC or CSU system?

To be eligible to transfer as a junior, you need to complete at least 60 transferable semester units with a minimum 2.0 GPA (2.4 if you are a nonresident) for CSU, and at least 60 transferable semester units with a minimum 2.4 GPA (2.8 if you are a nonresident) for UC. These GPAs are the minimums. Some majors require much higher GPAs to be competitive for admission. Meeting these criteria establishes minimum eligibility but does not guarantee admission. As a California community college student, you will be given preference over transfer students from four-year universities. The only exception to this policy is entrance into impacted majors, where you must meet other criteria as stipulated. Check with a counselor to find out if the major you're considering is impacted at any of the UC or CSU campuses. Also ask a counselor about the Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) degrees, which guarantee admission to a CSU campus, and about TAG (Transfer Admission Guarantee) programs at six of the UC campuses.

5. How can I tell if a course is transferable?

The "transferability" of a course is indicated by its number. Almost every IVC course numbered 1-199 will transfer to the CSU system. UC will accept most courses numbered 1-99, though there are exceptions to this rule. Be sure to check the UC Course List and meet with an IVC counselor if you have questions about the transferability of a particular course. You can also check on www.assist.org to see if courses are transferable to the UC and/or CSU system.

6. What's an associate degree? Do I need one to transfer?

An associate degree signifies you have completed two years of college study. Having the degree can be useful when you are applying for jobs or seeking promotions. You do not have to complete the degree in

order to transfer, but you can earn the degree by completing the same courses as those required to transfer. For many students, getting the degree is rewarding. It functions as a benchmark along the way to a bachelor's degree. Requirements for the associate degree may not be the same as requirements for transfer. The Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) degrees allow students to complete both an associate degree and lower-division transfer requirements to a similar degree at a California State University campus. It is important to consult with a counselor to formulate an educational plan that will best suit your individual needs and goals.

7. What are "articulation agreements"?

These are agreements developed cooperatively between IVC and other colleges indicating comparable courses and transferability. They are used in planning your transfer program. IVC has articulation agreements with all UC and most CSU campuses, and with many of the private colleges in Orange County and Los Angeles. If the college or university you plan to attend does not currently have an articulation agreement with IVC, make an appointment with a counselor. Students are encouraged to use www.assist.org to find the most updated articulation information with all UC and CSU campuses. Visit the Transfer Center (949-451-5339, ivc.edu/transfer-center) or see a counselor (949-451-5319, ivc.edu/counseling-center) for more information.

8. What is an impacted major?

When more applications to a specific major program are received from eligible applicants than can be accommodated by the campus, the major is referred to as "impacted." Admission to these programs tends to be competitive or highly competitive, and each campus may have specific additional screening criteria for applicants.

How to Calculate Your Transferable GPA

Your IVC transcript provides you with an overall grade point average, or GPA. If you are planning to transfer to a CSU or UC, you need to know how to calculate your transferable GPA. IVC, like most college campuses, uses the 4.0 grade point system.

Letter Grade = Grade Point Value Per Unit

A = Excellent, 4.0

B = Above Average, 3.0

C = Average, 2.0

D = Below Average, 1.0

F = Failing, 0.0

FW = Failing Withdrawal, 0.0

Annotations on your transcripts that are not included as part of the GPA computation:

- P = Pass, 0.0, Counts for units
- NP = No Pass, 0.0, No units completed
- W = Withdrawal, 0.0, No units completed
- EW = Excused Withdrawal, 0.0, No units completed
- I = Incomplete, 0.0, No units completed
- IP = In Progress, 0.0, No units completed
- RD = Report Delayed, 0.0, No units completed
- SP = Satisfactory Progress (non-credit only), 0.0, No units completed
- UG = Ungraded (non-credit only), 0.0, No units completed

Computing Your Transferable GPA:

Transferable Grade Points Divided by Transferable Units Attempted

1. Print out an unofficial copy of your transcripts on MySite (My Classes: Academic History). Your IVC unofficial transcript has your overall GPA (transferable and non-transferable classes). UC and CSU campuses are only interested in transferable GPA.
2. Determine if the course is transferable. IVC courses numbered 1-99 transfer to UC, and courses numbered 1-199 transfer to CSU. You can also check www.assist.org to confirm whether or not a course is transferable.
3. If the transferable course has a letter grade of "A," "B," "C," "D," "F," or "FW," highlight the units and the grade points of this class.
4. Add all highlighted transferable units attempted.
5. Add all highlighted transferable grade points. (Computation is units attempted multiplied by grade point value.)
6. Divide the total grade points by the total units attempted.

For example, if a student earned an A (4 grade points) and a B (3 grade points) in two three-unit transferable courses, they would have 21 grade points for six attempted units. Divide 21 by 6 to arrive at 3.5, the transferable GPA.

NOTE: If you are computing your transferable GPA for a UC, you may count only UC-transferable courses (those numbered 1-99). If you are computing your transferable GPA for a CSU, you may count only CSU-transferable courses (those numbered 1-199).

For more information, or to schedule an appointment with a counselor, please call 949-451-5319. Students may also schedule counseling appointments on the Counseling Center's webpage.

Additional Transfer Information

www.assist.org: ASSIST is the official statewide database of articulation and transfer information that shows how course credits earned at one public California college or university can be applied when transferred to another.

www.calstate.edu: For CSU transfers. Includes campus information, CSU entrance and academic requirements, and admission and financial aid applications.

admission.universityofcalifornia.edu/transfer: For UC transfers. Includes eligibility requirements, paths to transfer, how to apply, where to find support, and Transfer Admission Guarantee.

www.californiacolleges.edu: Information about higher education in California for students, counselors, and parents.

www.commonapp.org: Includes information about colleges and universities that accept the Common Application, application requirements, fee waivers, standardized testing, and answers to common questions.

Part 5: Campus Information and Policies

Student Rights and Responsibilities

IVC's responsibilities are to provide:

- Admission and registration services
- Placement services
- Student orientations to college programs, services, and policies
- Assistance in developing an academic plan
- Support services
- Quality instruction
- Appropriate follow-up and referral services

IVC student responsibilities are to:

- Identify an education goal and career goal
- Participate in orientation and advisement, and develop initial and comprehensive academic plans
- Attend classes, diligently engage in course activities, and complete assigned coursework
- Properly add and drop all classes
- Seek support services as needed
- Follow all campus rules and regulations

Smoking Policy

To ensure a healthy and clean learning environment, Irvine Valley College is smoke-free. Using tobacco products such as cigars, cigarettes, pipes, electronic cigarettes (vapor), and smokeless or chewing tobacco is prohibited within any college facility and/or outside area of campus. Violators could be subject to citation.

Student Code of Conduct

Irvine Valley College students must follow state and federal laws, the California Education Code, and the policies and procedures of the South Orange County Community College District. The District established the Student Code of Conduct to provide notice of the type of conduct that is expected of each student. Being under the influence of drugs and/or alcohol or the existence of other mental impairment does not diminish or excuse a violation of the Code of Conduct.

Requirements for student conduct are set forth in the California Education Code, Title 5 of the California Code of Regulations, policies of the Board of Trustees, and in the California Penal Code.

Students in the South Orange County Community College District are responsible for regulating their own conduct and for respecting the rights and privileges of others. Irvine Valley College students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and to respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by the South Orange County Community College District is cause for expulsion.

Students may be disciplined for one or more of the following causes related to college activity or attendance:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of the authority of district personnel.
2. Assault, battery, or any threat of force or violence upon a student, district personnel, or an authorized visitor.
3. Willful misconduct resulting in injury or death to a student, district personnel, or an authorized visitor; or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the District, District personnel, or students in attendance at the colleges or programs of the District.
4. Unsafe behavior in a clinical or lab setting that poses a threat to self or others.
5. The unlawful use, sale, or possession on district property or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.
6. Smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.
7. Disorderly, lewd, indecent, or obscene conduct on district property or at district sponsored functions.
8. Sexual assault (as defined in Board Policy 5404) on any student or employee of the District, on campus or off-campus grounds or facilities maintained by the District.

9. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a district-sponsored function without the prior authorization of the disciplinary officer.
10. The obstruction or disruption, on or off campus, of any educational or administrative process or function of the District.
11. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district program or activity.
12. Misrepresentation of oneself or of an organization as an agent of the District.
13. Soliciting or assisting another to do any act which would subject a student to discipline.
14. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on district premises, or at district-sponsored events, or appearance on district property or at district sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and district policy.
15. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.
16. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.
17. Academic dishonesty including, but not limited to, falsification, plagiarism, cheating, or fabrication which compromises the integrity of an assignment, a college record, or a program.
 1. Falsification involves any conduct in academic work, records, or programs that is intended to deceive including, but not limited to, the following acts:
 1. Forging signatures on official documents such as admissions cards and financial aid applications.
 2. Changing or attempting to change official academic records without proper sanction.
 3. Misrepresenting or falsifying successful completion prerequisites.
 4. Providing false information, such as immigration materials, during the admission or matriculation process.
 5. Falsifying one's identification or falsely using another's identification.
 6. Logging in or otherwise gaining access to a computer, computer network, or protected web site using the password or identity of another.
 7. Citation of data or information not actually in the source indicated.
 8. Including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper, or other academic exercise.
 9. 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.

10. Submitting as the student's own work any academic exercises (e.g., written work printing, sculpture, etc.) prepared totally or in part by another.
 11. Taking a test for someone else or permitting someone else to take a test for a student.
2. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas, or data as one's original work including, but not limited to, the following:
1. Intentionally representing as one's own work the work, words, ideas, or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
 2. Taking sole credit for ideas and/or written work that resulted from collaboration with others.
 3. Paraphrasing or quoting material without citing the source.
 4. Submitting 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 or internet derived products).
 5. Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
 6. Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
 7. Modifying another's work and representing it as one's own work.
3. Cheating is the use of any unauthorized materials or information in academic work, records, or programs; the intentional failure to follow express directives in academic work, records, or programs; and/or assisting others to do the same including, but not limited to, the following:
1. Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
 2. Completing, in part or in total, any examination or assignment for another person.
 3. Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or on-line assignments which have been completed by someone other than the student).
 4. Copying from another student's test, paper, lab report, or other academic assignment.
 5. Copying another student's test answers.
 6. Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
 7. Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.

8. Storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
 9. Employing aids excluded by the instructor in undertaking course work.
 10. Looking at another student's exam during a test.
 11. Using texts or other reference materials (including dictionaries) when not authorized to do so.
 12. Knowingly gaining access to unauthorized data.
 13. Altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor. See Academic Honesty and Dishonesty in the Academic Policies section of the IVC catalog.
18. Contravention of Copyright Laws
19. Violation of District Board Policies and Administrative Regulations

Sexual Harassment Policy

Sexual harassment is unwelcome conduct on the basis of sex. Sexual harassment may take many forms, it can present itself as pressure for dates or sexual favors, suggestive gestures or remarks, or unwelcome touches. Sexual harassment also includes more egregious offenses such as rape or assault. Sexual harassment is a form of sex discrimination that violates the following laws; Title VII of the Federal Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; California law; and the South Orange County Community College District Board policies. All students who experience sexual harassment should reach out to the Title IX Investigator/Manager at 949-451-5321 for information set forth in Administrative Regulation 3540 (California Education Code, Section 67385). The Title IX Investigator/Manager is available to support students who have experienced sexual harassment. Faculty and staff who experience sexual harassment should reach out to the South Orange County Community College District Title IX Coordinator at 949-582-4395. District policies cover jurisdiction over grounds of the South Orange County Community College District, or upon grounds or facilities maintained by affiliated student organizations.

The South Orange County Community College District is committed to creating and maintaining an environment in which all persons who live, work, and learn in our campus community can be free of all forms of sexual assault, sexual misconduct, domestic violence, dating violence, stalking, and retaliation. Every member of the campus community should be aware that sex offenses are prohibited by law as well as our district policy. Sex offenses threaten the emotional, physical, and psychological well-being of our students, faculty, and staff and endanger the safety of our community. Sex offenses violate the principles of our community and the values that we hold most important. Therefore, sex offenses will not be tolerated and are prohibited on campus. Those who experience sexual harassment are entitled to initiate the grievance process against any staff, faculty member or student, within the District.

Gender Equity Grievance Procedure - Title IX Notice

Irvine Valley College does not discriminate on the basis of ability, sex, gender identity, race, color, religion, sexual orientation, pregnancy status, or national or ethnic origin in administration of (1) educational policies, (2) personnel practices, and (3) college programs. The college, by law, cannot engage in any such discriminatory activity. Complaint procedures exist for students, employees, and job applicants. Information can be obtained from the Office of Human Resources for job applicants and employees. The Office of Student Services maintains complaint procedure information for students. Any question regarding discrimination and sexual harassment may be directed to the director of Human Resources. Any questions regarding the access of disabled persons to programs and services should be directed to the Irvine Valley College Vice President for Student Services and Section 504 ADA Coordinator at 949-451-5624 (Irvine Valley College, 5500 Irvine Center Drive, Irvine, CA 92618).

Section 504/Americans with Disabilities Act Complaint/Grievance Procedure

Students with disabilities have the same legal entitlement as any other student. The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability in any program or activity offered by Irvine Valley College. It is the policy of Irvine Valley College to offer programs and activities which are accessible to students with disabilities. Any individual who believes they have been subjected to discrimination on the basis of a disability may file a written complaint in the office of the vice president for Student Services. Any student with a verified disability who believes they have received an unacceptable response or have been denied an authorized accommodation is encouraged to speak with a counselor and/or complete an Academic Adjustment Grievance form. The Academic Adjustment Grievance form and a copy of the procedures for filing a Section 504/ADA Complaint regarding discrimination are available in DSPS or the office of the vice president for Student Services. The vice president for Student Services currently serves as the campus Section 504/ADA Officer. Copies of complete Board Policy Rules and Regulations for Student Behavior are available in the office of the Irvine Valley College vice president for Student Services and Section 504 ADA Coordinator at 949-451-5624 (Irvine Valley College, 5500 Irvine Center Drive, Irvine, CA 92618).

IVC Social Media Guidelines

Irvine Valley College uses social media to engage many audiences, including students, employees, donors, alumni, and community members, as a part of overall institutional marketing and publicity efforts.

All students who engage on Irvine Valley College pages and accounts must abide by the social media platform Terms of Use. Students are also expected to conduct themselves by the standards described in the IVC Student Code of Conduct. Students may not impersonate IVC programs, departments, or the college itself. Your profile must make it clear that your views are not representative of the college. Comments on IVC social media sites are not representative of the opinions or policies of the college.

IVC reserves the right to report and/or remove any user or content that is in conflict with the social media platform's Terms of Use and the Student Code of Conduct, as well as advertisements for products, services,

activities, and events not sponsored by the college. IVC students who repeatedly disregard standards described in the IVC Student Code of Conduct may be removed and/or subject to disciplinary action.

For concerns or questions about IVC social media accounts, please contact ivcinfo@ivc.edu.

Disciplinary Procedures

1. Initiation of the Disciplinary Process

A request for disciplinary action may be initiated in writing by District employees. When there is a violation of the Student Code of Conduct, the following procedures will be followed:

1. If the conduct occurred in the classroom, the instructor may remove the student from their class for that day and the next class meeting if the student interfered with the instructional process. Removal must be reported to the disciplinary officer immediately. If the student is a threat to self or to others, the instructor must contact Campus Police immediately. If the student removed is a dependent minor, the instructor may request that the student's parent or guardian attend a parent conference regarding the removal. Upon removal of a student, the instructor will give the student verbal and/or written notice of the reasons for the removal.
 1. The instructor, victim, or witness(es) will submit a written report on the appropriate form (i.e., Incident Report form) to the disciplinary officer. The report will include (a) date and time of the conduct, (b) location, (c) names of witnesses, and (d) a detailed explanation of the alleged misconduct.
 2. If the incident involves a matter of academic dishonesty, the instructor will give notice to the student within ten days of the discovery of the alleged impropriety.
 3. If the incident was not a matter of academic dishonesty, a meeting between the student and the disciplinary officer will be conducted as soon as possible. At this meeting, evidence of the alleged violation(s) will be presented to the student. The student will be advised of the potential consequences.
 4. If the student elects not to attend this required meeting, the student waives their right to provide a response to the allegations.
 5. The student may elect to drop the course, in accordance with existing policies, but this action will not necessarily terminate the process outlined above.
2. If the conduct did not occur in the classroom, the District employee discovering the conduct will report the incident to the disciplinary officer and submit a written report on the appropriate form (i.e., Incident Report form). The report will include (a) date and time of the conduct, (b) location, (c) names of witnesses, and (d) a detailed explanation of the alleged misconduct.
3. When the report of alleged misconduct is sent to the disciplinary officer, the officer will evaluate the information to determine if it alleges a violation of the District's student conduct policy and/or regulations. If the disciplinary officer determines that the report supports such allegations, a meeting will be requested with the student to provide the student an opportunity to respond to the allegations.
4. The disciplinary officer will review all documentation related to the case to make a determination if disciplinary action is required.

5. The disciplinary officer will send a notice by mail to the student charged with the violation. This notice will include a written explanation of the incident and the charges that have been made (i.e., the specific conduct involved and the specific regulation(s) alleged to have been violated.)
6. The disciplinary decision is final and it is immediately in effect unless it involves termination of State and/or local financial aid, suspension, or recommendation of expulsion, in which case the student may appeal the decision to the Disciplinary Hearing Panel within ten days. In cases referred to the Panel by the disciplinary officer or in cases where the decision is appealed to the Panel, the procedures in Section V will be followed. The student may, in writing, accept the penalty of suspension or expulsion without further hearing and without admitting participation in the conduct charged.

2. Range of Disciplinary Actions

1. Verbal reprimand: A warning that the conduct is not acceptable.
2. Written reprimand: Becomes part of the student file for a minimum of five (5) years or longer at the discretion of the disciplinary officer and is considered in the event of future violations.
3. Mental Health Clearance: Mental health clearance may be required before a student is readmitted to a particular class or allowed to be on District property. The campus chief administrative officer (or designee) must receive a letter from a licensed mental health professional stating that in their professional judgment, the student will no longer continue the behavior that gave rise to the disciplinary action or that the student's presence on campus is not a threat to themselves or others. The mental health professional must be licensed by the State of California. The student shall bear the cost and expense of obtaining mental health clearance.
4. Disciplinary Probation: A specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:
 1. Ineligibility for all student government roles;
 2. Removal from any student government position;
 3. Revocation of the privilege of participating in District and/or student-sponsored activities;
 4. Ineligibility for membership on an athletic team; and/or
 5. Limitation of courses and/or instructors the student may take.
5. Suspension:
The disciplinary officer may suspend a student for cause as provided in Section III. Suspension may involve:
 1. Removal from one or more classes for the remainder of the academic term.
 2. Removal from all classes and activities of the District for one or more terms.
During this time, the student may not be enrolled in any class or program within the District.
6. Expulsion:
The Board may expel a student for cause as provided in Section III when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. Expulsion will be accompanied by a hearing conducted by the Disciplinary Hearing Panel.

Disciplinary Hearing Panel for Suspension or Expulsion

If the disciplinary officer refers the case for a hearing with the Disciplinary Hearing Panel or the student appeals the disciplinary officer's decision to the Disciplinary Hearing Panel, the following process will be followed:

1. Notice Letter

The disciplinary officer will mail a written notice of the hearing to the student (and to the parent or guardian if the student is a dependent minor). This notice will include:

1. A statement of the charges. The statement will describe the specific facts alleged as a basis for violation of these regulations.
2. The time and place of the hearing.
3. The student may represent themselves, and may also have the right to be represented by a person of their choice, except that the student shall not be represented by an attorney unless, in the judgement of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
4. Notification that the hearing body may consider the student's previous disciplinary and academic record.
5. Notification that the student may request that one of the members of the Disciplinary Hearing Panel be a student of the District. This request must be made in writing to the disciplinary officer at least five (5) days in advance of the hearing.

The notice letter may be amended at any time. If an amendment requires that the student prepare a substantially different defense, the disciplinary officer may postpone the hearing for a reasonable time, not to exceed 10 days.

2. Composition of Disciplinary Hearing Panel

1. If the student is represented by an attorney, the District will also be represented by an attorney.

The Disciplinary Hearing Panel will consist of a student (if requested), a faculty member of the college, and a District administrator. If a student is requested to serve on the panel, the request will include permission for the records to be disclosed to the student member of the panel. Where the charged student does not request a student member on the hearing panel, the Disciplinary Hearing Panel will consist of two college faculty members, one District administrator and a campus police officer, if requested by the disciplinary officer.

2. The disciplinary officer will, after conferring with the associated student body, academic senate, and administrative cabinet, compile lists of persons who may be appointed when it is necessary to convene a Disciplinary Hearing Panel. The disciplinary officer will appoint members to the Disciplinary Hearing Panel from the approved list of names.

3. The hearing will be convened within 10 days of the date that written notice of the proposed disciplinary action is mailed to the student, unless the disciplinary officer grants a written request for a continuance by the student upon a showing of good cause.

3. Hearing Preparation

1. The disciplinary officer will be responsible for making the necessary arrangements for the hearing, including scheduling a room, providing for an official record of the hearing, and notifying the student and members of the Disciplinary Hearing Panel.
2. Prior to the hearing, the Disciplinary Hearing Panel will be given copies of these procedures. The disciplinary officer will select a chairperson. The chairperson will preside over the hearing and make any necessary procedural rulings.

4. The Hearing

1. Confidentiality: The hearing will be closed and be kept confidential by all parties.
2. Security: Appropriate security measures will be taken at the hearing by the campus police department.
3. Witnesses/Record of Hearing: Witnesses will be excluded except when testifying. The District employee who was involved in or a witness to the incident will be invited to attend and participate in the hearing, and may be present for the entire proceedings. The administration's representative and the student will be entitled to call and question witnesses. Panel members may ask questions at any time when recognized by the chairperson. With the concurrence of the panel, witnesses may be recalled and questioned by hearing participants. A record of the hearing will be kept for 10 years.
4. Opening: The chairperson will call the hearing to order, introduce the participants, and announce the purpose of the hearing. An orderly hearing will be maintained and disruptive participants will be ejected or excluded.
5. Charges: The chairperson will distribute copies of the charges to the members of the committee, read the charges aloud, and ask the student whether the charges have been received. If the response is affirmative, the hearing will proceed. If the response is negative, the administration may present evidence that the charges were duly served. The chairperson will decide whether to proceed with the hearing. In cases where a hearing does not proceed, a hearing will be rescheduled within 10 days.
6. Burdens of Proof and Production of Evidence: The administration bears the burden of proving that each charge is true based on a preponderance of the evidence. The administration has the initial burden of producing evidence to prove each charge. The student may present evidence to refute the administration's charges. In the case of expulsion, any recommendation of the hearing panel must include a finding that other means of correction have failed to bring about proper conduct, or that the presence of the student causes a continuing danger to the physical safety of the student or others, and/or District property.
7. Arguments: Both the administration and student will be afforded an opportunity to present or waive an opening statement (i.e. the administration will outline the charges and the facts to be established). The student may reserve an opening statement until after administration has presented the case for the college. If the student charged does not appear, either in person or by representation, or should the student leave or be ejected during the hearing, the hearing will proceed and the Panel will make its recommendation as though the student had been present.

8. Evidence: After the opening statements, the administration and the student will have the opportunity to call witnesses and present relevant evidence. Technical rules of evidence will not apply, but evidence may be admitted and given probative effect only when such evidence constitutes that which reasonable persons are accustomed to rely on in the conduct of serious affairs. Hearsay evidence is admissible, but may not, by itself, be used to support a finding of the panel. The Chairperson will make all rulings as to the conduct of the hearing and the admissibility of evidence. The Panel will not consider any arguments concerning the constitutionality or legal validity of District regulations or statewide policy. In cases where the hearing involves a charge of sexual assault, the victim has the right to exclude past sexual history as part of the testimony unless such history is offered as evidence of the character or trait of character of the victim as described in California Evidence Code.
9. Deliberations: The administration and then the student will make closing arguments. Both may waive closing arguments. The panel will retire to deliberate. Deliberations will be limited to panel members. The panel will reach its decision based only on the record of the hearing and will not consider matters outside the record. The Hearing Panel may accept the disciplinary officer's recommendation, impose a lower sanction, or impose a higher sanction. Within two (2) days after the hearing, the chairperson will notify the student of the Hearing Panel's disciplinary decision. This report will include the specific findings of fact concerning each charge and the disciplinary action supported by a majority vote of the panel.
10. Decision to Suspend. In the case of a decision to suspend, notice of the decision will be mailed to the student, placed on the student's District records and copied to the disciplinary officer for enforcement of suspension decision. The decision may be appealed in writing to the college president only on the limited grounds as provided in Section VI. Hearing Panel decisions must be appealed within 10 business days.
11. Recommendation to Expel. In the case of a recommendation to expel, notice of the recommendation shall be forwarded to the campus chief administrative officer or designee for recommendation to the Chancellor and final action by the Board.
 1. Within 30 calendar days of the recommendation to expel, the Board will notify the student or parent in case of a dependent minor, of the Board's intent to conduct a closed session meeting to consider the recommendation for expulsion. Notification will be made by registered or certified mail or by special mail service. Within 48 hours of receipt of the notice, the student or parent of a dependent minor may request in writing that the hearing be held in public session. When a written request to have the matter heard in public session is served upon the Clerk or Secretary of the Board, the meeting will be conducted in public session, except in cases where the discussion conflicts with the right to privacy of another student. In such cases, the discussion will be conducted in closed session.
 2. The Board may accept the recommendation to expel, impose a lesser sanction, or refer the matter back to the Hearing Panel for further consideration. Final action of the Board will be taken at a public meeting but consist solely of a general announcement that a student, without being named, has been disciplined after a closed session vote taken with respect to the discipline.

Appeal Process

The student has the right to appeal the decision of the instructor or the disciplinary officer.

1. Appeal of an Academic Dishonesty Decision

1. The student has the right to file an appeal of a decision regarding academic dishonesty to the dean of the department or school in which the alleged dishonesty occurred. The appeal must be in writing and received by the dean within 10 working days of the informal meeting with the instructor. A grade, however, is not a disciplinary action but an evaluation of work, and is not subject to appeal except as provided in the grade grievance process as set forth in Board policy.
2. The dean may request that the instructor submit a written statement supporting their position.
3. Within 30 days of receipt of the request of appeal, the dean will arrange a meeting with the instructor and the student. If the instructor is no longer employed by the District, or is unavailable because of sabbatical or other leave, the dean will appoint another instructor in the same disciplinary area to assume the responsibilities of the instructor.

At the meeting, the evidence of academic dishonesty will be presented and every effort will be made to resolve the matter. In the absence of a resolution, the student may elect to follow the appropriate grievance or disciplinary appeal procedure as specified in Board policies and regulations.

2. Appeal of a Hearing Panel Decision to Suspend or Recommendation to Expel

The student may appeal a Hearing Panel decision in writing to the college president, within 10 days of the decision/recommendation. The basis for the appeal will include evidence to support one or more of the following factors:

1. The decision lacks substantial basis in fact to support the findings;
2. There is substantial incongruity between the proposed sanction and findings;
3. There is evidence for deviation from this regulation in the conduct of the proceedings that impacted the final decision or which has deprived the student of a fair and impartial process; and/or
4. There is newly discovered critical evidence, that despite due diligence on the part of the student, was not known at the time of the hearing.

The college president or the president's designee may decide the issue based solely on the written appeal. The decision will be made available to the student charged within 10 days of receipt of appeal. The decision will be final except in the case of expulsion where final action will be taken by the Board.

For further information, students may contact the President's Office at Irvine Valley College or refer to the South Orange County Community College District Administrative Regulation 5520, available in the college library or at soccdd.edu.

Glossary of College Terms

Ability to Benefit Test (ATB): A test approved by the Department of Education for students who do not have a high school diploma or GED certificate and are seeking federal financial aid. It measures basic verbal and math skills.

Academic Renewal: Under certain circumstances, students may elect to have previously completed courses disregarded in the computation of their cumulative grade point average (GPA). This process is known as academic renewal. Requests may be filed at ivc.edu/admissions/forms.

Advanced Placement (AP): AP exams are designed to measure where high school students who have taken Advanced Placement courses are in their education, in order to place them in the appropriate classes when they go to college in the US. At Irvine Valley, students may earn degree and general education credit for AP tests with scores of 3, 4, or 5. Students must have official copies of their exam results sent to the IVC Office of Admissions.

Advisement: An online or in-person interactive session designed to assist new students in planning their first-semester classes.

Articulation Agreement: An official written agreement that identifies courses at one college that are comparable to or accepted in lieu of specific course requirements at another college. Articulation agreements between IVC and other schools list courses that meet major and course requirements and are transferable. See www.assist.org for agreements between IVC, CSU, and UC.

Associate Degree (e.g., Associate in Arts, Associate in Science): The degree awarded by a community college upon satisfactory completion of 60 units of college work, including general education, major, and other specified requirements.

Bachelor's Degree (e.g., Bachelor of Arts, Bachelor of Science): A degree awarded by a four-year college or university after satisfactory completion of a specified program of study, usually a minimum of 120 semester units.

Catalog: A college publication describing academic programs, student services, general regulations, requirements, and procedures. The catalog describes all courses offered by a college, including information as to unit value, transferability, and prerequisites. NOTE: Not all courses listed in the catalog are taught each semester. Refer to the online class schedule for current course offerings.

Certificate of Achievement: A state-approved certificate awarded for the successful completion of a specific set of courses in a career/technical program. A certificate is not a degree.

Certificate of Competency: A non-credit certificate awarded for the successful completion of a specific set of non-credit courses. A certificate is not a degree.

Certificate of Proficiency: A locally approved certificate of fewer than 18 units awarded for the successful completion of a specific set of courses in a career/technical program. A certificate is not a degree.

Certification: An important formal process to verify the student's completion of college work, specifically lower-division general education requirements. Irvine Valley will certify completion of the IGETC or CSU General Education pattern to a California State University or a University of California campus. See a counselor for assistance.

Closed Class: When the number of students enrolled in a class reaches capacity during registration, the course is considered "closed." Entry into a closed class is by the instructor's approval only.

Continuing Student: A student who was enrolled at IVC or Saddleback in the immediately preceding semester.

Corequisite: A condition of enrollment consisting of any course that a student is required to take simultaneously in order to enroll in another course. These courses are designed to complement one another. Students are required to enroll in both courses concurrently (simultaneously) during the semester. For instance, Music 51, a course in which students receive individual keyboard lessons, has a corequisite of Music 53, a course in which students actually participate in concerts and recitals.

CSU Certification Pattern: Prospective transfer students attending a community college may complete this series-or "pattern"-of courses to satisfy the lower-division general education requirements for a CSU.

Dismissal: Students who receive notification of dismissal must be dismissed for one semester. To appeal dismissal or readmission after dismissal, students may file their request with the Office of Admissions and Records.

Academic Dismissal: Any student whose cumulative grade point average falls below 2.0 after three consecutive semesters will be subject to dismissal.

Progress Dismissal: Any student whose cumulative total of "W," "I," and "NP" grades exceeds 50 percent for three consecutive semesters will be subject to dismissal.

Electives: Courses that are not required for the major or for general education but may be used toward fulfilling the total unit requirement for graduation.

Excused Withdrawal (EW): A withdrawal from a course initiated by the student impacted by a specific event that affects their ability to complete a course.

Failing Withdrawal (FW): A grade issued due to lack of attendance or participation while remaining in a course after the withdrawal deadline.

Full-Time Student: A student who is enrolled in a minimum of 12 units in fall or spring semester or 6 units in summer term.

General Education (GE) Requirements: A specific group of courses required of all students in college, regardless of major, who are working toward a degree. Sometimes called "breadth" requirements, these include courses in the natural sciences, social and behavioral sciences, arts and humanities, English composition, math, communication, and critical thinking. GE patterns vary from college to college. Consult the catalog for general education requirements for the associate degree.

Grade Point Average (GPA): A measure of academic achievement obtained by dividing a student's total grade points by the number of units attempted.

Incomplete: Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the semester may result in an "I" symbol being entered in the student's record. A final grade is assigned when the work stipulated has been completed and evaluated, or when the one-year time limit for completing the work has passed.

Intersegmental General Education Transfer Curriculum (IGETC): A pattern of courses that community college students may complete to satisfy the lower-division general education requirements at both the UC and the CSU system.

Lab: Class hours during which students perform experiments or activities to help them learn and understand the material related to a course.

Limitation on Enrollment: When a course has a limitation, it usually means that students have to pass an audition or meet an eligibility requirement in order to enroll. For instance, all intercollegiate athletics courses have a limitation that students must meet the Commission on Athletics eligibility requirements and pass a physical exam prior to intercollegiate competition. Most music and dance performing ensembles and theatre production courses require students to audition before they can enroll.

Lower Division: College courses at the freshman and sophomore levels.

Major: A planned series of courses in one primary field of study or area of concentration. A major is important for students planning for a certificate, degree, or transfer to a four-year institution.

Matriculation: A process including placement, orientation, advisement, and follow-up designed to assist new students in achieving their educational goals.

New Student: A person who is applying for admission and has never previously attended IVC or Saddleback College.

Orientation: An online or in-person interactive presentation explaining college policies, programs, and services.

Part-Time Student: A student enrolled in less than 12 units fall or spring semester or less than 6 units in summer term.

Pass/No Pass (P/NP): A policy of granting credit, but no grade, for satisfactory completion of a course. P/NP grades are not counted when computing the student's grade point average.

Prerequisite: A requirement that must be met before enrolling in a particular course (usually a placement result, a prior course, or previously demonstrated knowledge). For example, Writing 1 is a prerequisite for Writing 2. In order to have a reasonable chance of succeeding in Writing 2, students must have mastered the skills taught in Writing 1. "Successful completion" is defined as a grade of "A," "B," "C," or "P" in the prerequisite course. Grades that are not acceptable are "C-," "D," "F," "W," or "NP." The course descriptions in the catalog and the "Details" section of the online class schedule identify course prerequisites, if any.

Probation: A student who has enrolled in at least 12 semester units at IVC and/or Saddleback College will be placed on probation for two reasons:

Academic Probation: The student's cumulative grade point average in all units attempted falls below 2.0 ("C").

Progress Probation: The percentage of all units for which entries of "W," "I," and "NP" are recorded reaches or exceeds 50 percent.

Recommended Preparation: A course or experience that a student is advised but not required to complete before enrolling in a particular course. For example, the recommended preparation for Accounting 1A includes completing Math 253 and possessing a working knowledge of spreadsheet software, such as Microsoft Excel. This preparation is considered advantageous, but not essential, to succeed in Accounting 1A.

Registration: The point at which students actually select and enroll in specific classes. Registration dates and times are available on MySite. You cannot register any earlier than the time indicated for you on MySite.

Resident: To be classified as a California resident, a student must meet certain requirements, including living in the state for at least one year and one day prior to enrolling. The Office of Admissions verifies residency.

Returning Student: A person who has previously attended IVC or Saddleback College but has been absent for one or more semesters.

Semester: Half of an academic year, usually 16-18 weeks.

Sexual Harassment: Any unwelcome sexual advances or requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature in the work or college setting.

Syllabus: A summary of course requirements and assignments distributed by professors, usually on the first day of class.

Transcript: A record of college work showing the units attempted, units completed, final grades, and grade point averages. An IVC transcript will reflect only those courses taken at IVC. Unofficial transcripts may be viewed on MySite under "Academic History."

Transfer Admission Guaranteed (TAG): A college or university may guarantee transfer admission upon the successful completion of specified required courses. IVC has TAG agreements with UC Irvine, UC Santa Barbara, UC Davis, UC Merced, UC Santa Cruz, and UC Riverside. See a counselor for more information.

Transfer Courses: Courses from a community college that are accepted for credit by four-year colleges.

Undergraduate: Refers to a student-or student work completed-in the freshman through senior years of college.

Unit: A number that indicates the amount of credit given to a course. Generally, one unit is awarded for every three hours of student work per week per term. In a lecture course, one unit is awarded for each hour per week in class, with the assumption that the student spends two additional hours per week outside of class on homework, reading, and other preparation. In a lab course, one unit is awarded for (typically) three hours per week in class, with the assumption that most of the student's work is completed during class.

Upper Division: University courses at the junior and senior levels.

Withdrawal (Drop): Withdrawing involves formally withdrawing from (dropping) a class in which you are enrolled. Each student is responsible for officially withdrawing from each class in which they enroll. Failure to withdraw may result in an "F" or "No Pass" grade. Drop deadlines are posted under each ticket number in the "Details" section of the online class schedule.

IVC Campus Map

To view a map of the campus, visit [Maps & Directions](#).