

To ensure you are enrolled in KNEA1 in a timely manner please complete the following steps:

1. Make an appointment with a DSPS counselor. This appointment is required once an academic year.
 - If you require a personal service attendant (PSA) this must be approved by a DSPS counselor **prior** to the start of your class.
2. Email your instructor, Ted Weatherford (tweatherford@ivc.edu) and let him know that you are planning to repeat the KNEA1 class.
3. Complete and submit the "[KNEA Petition to Repeat a Course](#)" through the DSPS portal <https://www.ivc.edu/dsps/knea-petition>
4. Once DSPS receives your request, you will receive an email with your "Personal Exercise Plan" and "DSPS' Explanation to Repeat KNEA Course".
5. Complete and attach both documents to the "Petition to Repeat a Course" form through the Admissions and Records page <https://www.ivc.edu/admissions/forms>
6. You will receive an email from Admissions and Records regarding the status of your request.
 - If email is not found, view status on your Mysite (under My Information→My Petitions)
7. If **approved** add class on Mysite. (under My Classes→Register For Classes→ Add/Drop Classes and register for classes ([video tutorial available](#))
 - Class is not added until payment has been completed
8. Attend the KNEA1 class at your scheduled dates and times.

Deadlines to request repeatability for KNEA1

If you do not meet the deadline contact the DSPS office

April 30th for Summer Class (June-August)

June 30th for Fall Class (August- December)

October 31st for Spring Class (January- May)

DSPS Contact Information:

Phone: 949-451-5630

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Fax: 949-451-5386

E-mail: ivcdsps@ivc.edu