

Tips and Tricks for Emeritus Registration

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For general information, please visit <https://www.ivc.edu/emergitus>

The registration process occurs three times per year in the fall, spring, and summer.

To register for a class, go to <https://mysite.socccd.edu>

- In order to login, you will need your assigned college email and password. If you do not have one, you will not be able to register.
- MySite registration is date and time specific. Please login to see your date and time to register. Students cannot register prior to their assigned appointment.
- Registration appointments are assigned by our District Office on a rotating basis using the first letter of your last name.

Always keep your college email and password in a safe place.

College Email	Password
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To find your date and time to register, visit <https://mysite.socccd.edu>

Login with your College Email and Password.

Click on **My Classes** then **Add/Drop Classes**. Select **Term (Fall, Spring, Summer)**.

You will have a message in **red** that reads: "your registration appointment has not yet arrived. You may register on or after [date/time]."

For NEW or RETURNING STUDENTS (those who have never applied or have skipped a fall or spring semester):

Apply for admission at <https://dynamicforms.ngwebsolutions.com>

1. Click on Create New Account (lower left corner)
 - a. Fill out all **RED*** asterisk questions
 - Make sure you write down the username and password you create. You will need it again.
 - b. Then click Create Account
2. Text/Email Verification Code
 - a. Once you have verified, log back into <https://dynamicforms.ngwebsolutions.com> with the username and password you created.
3. Fill out the Emeritus Application
 - a. Fill out all **RED*** asterisk questions
 - b. Electronic Signature at the bottom
 - c. Click Submit Form

Once the application has been submitted, it could take 3-5 business days to receive your college email.

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For CONTINUING IVC/SC STUDENTS – The website has a new look.

Register for your class on MySite at <https://mysite.socccd.edu>

1. Log in using your College Email and Password.
2. Click My Classes
 - a. Click Add/Drop Classes
 - b. Select Term (Fall, Spring, Summer)
 - I. Click Add/Drop Classes
3. Update Records – Make sure you answer all sections with a red asterisk (*)
 - a. If you can't move to the next screen, that means you did not answer one of the red asterisk (*) questions. Scroll to the top of the page and double check your answers.
 - I. Frequently missed questions:
 - i. Enter your cell phone number or select No Mobile Phone
 - ii. Vocational & Technical Information (VETA):
 - » Select the appropriate box
 - iii. Electronic 1098T information
 - » If your SSN is correctly displayed, select YES
 - » If your SSN is not displayed, select Decline
4. Select Classes
 - a. Enter Ticket # and click Add Class. Ignore the APC box; this does not apply to registration.
 - b. Repeat Step 4a, if you are registering for multiple courses. Once all classes have been added, click Next.
 - c. If the class is full and you would like to be added to the Waitlist, enter your mobile phone number and click YES.
 - ▶ If a space becomes available, you will receive a text message and email notification. You will have 24 hours to register for the class.
5. Checkout Summary: Fee Summary
 - a. Select “**No**” when asked about health, ASG and student rep fees; click Next
 - ▶ Emeritus courses are tuition-free; you do not owe any fees. If you do have fees, go to the previous screen and make sure all questions are marked No.
6. Accept refund policy, then click Complete Registration
7. Registration Confirmation (Optional: Print this page for your records.)

To make sure your registration is complete:

- a. Click My Classes
 - I. Click My Current Classes
 - II. Select current semester. All classes you're officially enrolled in will show up.

To make sure you are on the Waitlist:

- b. Click My Classes
 - I. Click Waitlist. All classes you're on waitlist for will show up.

Note: Students are not permitted to attend classes in which they are not officially enrolled. Faculty reserve the right to drop students who do not attend the first-class session.