

REGISTRATION (Signing Up for Classes)

Registration is via the internet using WebSTAR except for students who will still be in high school.

Read E-Z Step number 1 under the “Admission” link to determine if you need to complete the online application before signing up for classes.

Refer to the page at the beginning of the Class Schedule entitled *Important Dates and Deadlines* to determine when registration begins and ends. Register as early as possible to have the best chance of getting the classes you want at the times you wish to take them.

CAUTION: Do not wait until deadline dates to register, add or drop classes. If you have any problems, you will need time to resolve them. Some deadline dates may fall on Saturday or Sunday when the College is closed. Staff members are available only during working hours Monday through Friday. If you wait until the last minute to attempt to add or drop, you may not be able to get the help you need and will not be able to successfully complete your transaction.

ALWAYS verify you completed the process correctly after doing any registration transactions (initial registration, adding, or dropping) by reviewing your schedule. See the later section on *Review and/or Print Your Schedule*. Then review your fees (see later section on *Review Fees*).

PRIORITY REGISTRATION ASSIGNMENTS

Priority registration is available to continuing or former IVC students; assignments are based on the number of total units you have earned at IVC and at any other colleges from which we have received official transcripts and calculated total lower division transfer units (individual course evaluations may not be done yet). Re-enrolling students have the same assignment they would have had if they had not interrupted their enrollment. Students who have not attended IVC previously after leaving high school are considered “new” students and are not eligible for priority registration their first semester. For the date new students may begin registering, please refer to *Priority Registration Times* in the Class Schedule.

How to determine your priority registration time:

1. You probably already know if you are an official participant in the Disabled Student Programs and Services (DSP&S), Associated Student Government (ASG), Athletic Program, ASPIRE, or Extended Opportunity Programs and Services (EOPS). If you are uncertain, contact:

DSP&S	2100 Building	355-6312	TDD 355-4174
ASG, Student Affairs Office	1000 Building	355-6455	
Athletic Office	Gym	355-6235	
ASPIRE	Transfer Center, 100 Building Student Services Specialist in Admissions	355-6274	<u>or</u>

and Records, Administration Building 355-6206

EOPS 100 Building 355-6407

2. If you are not a member of one of these special programs and are currently attending IVC or have previously attended after leaving high school, you are a “Current or Former” student.
3. Determine how many total units you have earned at IVC and other colleges/universities from which official transcripts have been received and evaluated. Transfer units will include lower division course work only that transfers to IVC. Upper division credit units earned at four-year colleges or universities will not transfer to IVC and will not count toward priority registration.

Former and continuing students may determine their total by going to the IVC homepage at <http://www.imperial.edu> and after signing in, clicking on the following selections: WebSTAR, Student Services & Financial Aid, Student Records, Academic Transcript. Transcript Level should be *All Levels*; Transcript Type should be *Web Transcript*. Click on “Submit.” Your transcript will be displayed semester by semester. Scroll to the end and under “Earned Hours” review the overall total.

4. Find your registration day and time on the *Priority Registration Times* chart in the Class Schedule.
5. **Online registration is not available to students who will be attending high school at taking classes at IVC at the same time** because admission is granted for specific courses. The *Special Student Application for K-12 Concurrent Enrollment* must be submitted and approved each semester. The deadline for submission to guarantee consideration is listed on the form. Registration must be completed in person after admission is granted.