IMPERIAL VALLEY COLLEGE

REQUIREMENTS FOR ADMISSION OF SPECIAL STUDENTS IN GRADES 11-12

Information Does Not Apply to Students Who Will Graduate Before Classes Begin

THINKING ABOUT TAKING A COLLEGE COURSE?

If you are a highly motivated and academically successful student, college courses can augment your high school education. Universities look favorably upon high school students who challenge themselves, and community college courses can provide you with that opportunity. For vocational students, community college courses may offer resources that may not be available at the high school.

The decision to enroll in college courses while still in high school is a serious one. Because high school should be your top priority at this time, it is important to carefully consider the amount of time your college course will take. For every hour spent in class, you should plan to study two hours outside of class. The extra time commitments can be overwhelming, and your grades at high school could suffer. Your Imperial Valley College transcript will become part of your permanent record, and must be declared if you apply to a university. The grades earned at IVC become part of your cumulative college grade point average, regardless of whether you are still in high school when taking the courses. So, carefully consider all issues before making your decision.

Some suggestions to help you with the decision and to help you be successful if you are admitted to IVC:

- Discuss your interest in concurrent enrollment with your high school counselor first. He/she can assist you in identifying your goals and deciding whether taking classes at IVC before finishing high school will help you reach those goals. Alternative options may be available that may more appropriately meet your needs. For instance, some districts may have advanced placement courses designed to provide additional opportunities for students. Other options include the Gifted and Talented Education (GATE) program and the Regional Occupational Program (ROP).

- Make sure you are doing well in every high school course before attempting to enroll in a college course. Don't put your high school grades at risk by taking college courses and overloading.

- If you want to take a course in English, math, or science with a lab, you must take the IVC assessments before submitting your application. Minimum scores are needed to meet prerequisite requirements.

- Submit this application packet in full as soon as you decide to seek admission to IVC after the Class Schedule for the term is available and no later than two weeks before classes begin.

- Know the rules. College procedures and regulations differ from those at high school. Protect yourself and your college record by knowing procedures, deadline dates, etc. College is different from high school and you are considered to be a mature adult and are held responsible for adhering to all policies and procedures. Most are found in the Class Schedule booklet every semester. READ IT!

- Maturity is expected. You will be in class with students of all ages. That is one of the exciting aspects of college classes. Take advantage and listen, participate appropriately, and study. Turn assignments in on time. Come prepared to class.

- Don't be afraid to ask for help. We want you to be successful. If you have questions or need help, there are many support services to assist you. Once you enroll, you can take advantage of all of them including counseling, tutoring, and library services to name a few. Ask, ask, and ask again.

ENGLISH AND MATH COURSES - CONCURRENTLY ENROLLED HIGH SCHOOL STUDENTS

Not all courses are offered every semester. Check the Class Schedule for the term you wish to enroll to determine course availability before you complete the application for admission process. Students may apply to take many other courses besides English and math. Courses in other disciplines except PE are acceptable as long as they are not designated as "Nontransferable, nondegree applicable" in the Class Schedule or College Catalog. All prerequisite and corequisite requirements must be met.

Results of IVC's assessment tests must accompany your application to be considered to take any English, math, or lab science class. Minimum scores on the assessment tests are required in order to meet prerequisite requirements. You should take the tests at least one month prior to the beginning of the semester. For testing schedule and information contact the Assessment Center at 355-6447. Your results are given to you immediately.

NOTE: Admission will not be granted for any ESL course, or any English course numbered 008 – 099 (Exception is ENGL 089).

ACCEPTABLE ENGLISH COURSES:

Course #	Title
089	Reading IV: Intermediate Development
101	Reading and Composition
102	Introduction to Literature
111	Reading IV: Analytical and Critical Reading
201	Advanced Composition
202	Advanced Composition - Honors
220	Survey of American Literature
221	Survey of American Literature
222	Survey of World Literature
223	Survey of World Literature
224	Survey of English Literature
225	Survey of English Literature
226	Introduction to Mythology
228	Introduction to the Bible as Literature
230	Introduction to Film History & Criticism
240	Introduction to Technical & Report Writing
250	Creative Writing
270	Introduction to Linguistics

ADMISSION WILL NOT BE GRANTED FOR THESE MATH COURSES:

Course #	Title
061	Basic Mathematics
071	Pre-Algebra
081	Beginning Algebra

GETTING STARTED

In accordance with the California Education Code, Imperial Valley College (IVC) will consider students in grades 11 and 12 for concurrent enrollment as Special Students; students below grade 11 will be considered on a rare-exception basis.

The intent of the "Presley Bill" which allowed for enrollment of K-12 students, was to provide an opportunity for students to take ***advanced scholastic or vocational courses.*** Qualified students will be admitted for reasons consistent with the intent of the program. **Examples of unacceptable reasons include** decreasing the time needed to graduate from secondary school, substituting for course work not available in home-study programs or private schools, and making up for courses in which you have not done well in high school.

Students will <u>not</u> be admitted to take Physical Education (PE) courses. They also will not be admitted to take below college-level English and math which do not meet IVC degree requirements. Admission will be granted for other courses that apply to IVC degree requirements and are scholastic or vocational in nature. Courses, other than PE, are acceptable as long as they are not designated as "Nontransferable, nondegree applicable" in the Class Schedule or Catalog. Refer to the fourth page of this packet for a listing of English and math courses for which admission will not be granted.

ADMISSION REQUIREMENTS

Applicants will be evaluated for readiness for college-level work based on the following (also see later section on the reverse side titled *Exceptions to the Above*):

- Cumulative grade point average (GPA). Minimum desired GPA is 3.00 (B average).
- If cumulative GPA is below 3.00, the application packet must include a strong letter of recommendation from a counselor, principal, or teacher.
- Grade level completed. Students will be expected to complete grade 10 before the semester/term for which they are applying begins. **Rare** exceptions may be made for highly qualified students below grade 11. At least one letter of recommendation is required for students below grade 11.
- Personal statement written by the student on why he/she wants and needs to take the course and why permission to do so should be granted.
- Approval of the IVC course instructor and/or a personal interview with the IVC instructor, counselor, or Registrar **may be required** after the application packet has been evaluated.

APPLICATION DEADLINES TO BE GUARANTEED CONSIDERATION

Fall Semester	August 10
Spring Semester	December 1
Summer Term	May 1

APPLICATION PACKET

Except for the IVC online application, the following must be submitted together in one packet to the Admissions and Records Office on main campus or the External Campus office in Calexico. Admission decisions are made on main campus; when close to the deadline, packets should be submitted there.

☐ IVC Application for Admission. Go to http://www.imperial.edu and click on *Apply Now*.

☐ Attached *Special Student Application Grades 11-12 Concurrent Enrollment* (completed by student and signed by student, parent or legal guardian, and student's school principal or designated official).

☐ Transcript of school work completed showing all grades or marks earned. If student is in grade 10, 11, or 12, high school transcript required. Reminder: students below grade 11 will be considered on an exceptional basis only and must show evidence of being highly qualified and motivated. Transcripts may be unofficial copies but must be complete to date.

☐ Student's personal statement.

☐ Letter of recommendation, if required as indicated above under *Admission Requirements*.

☐ Home-schooled students also must provide copies of forms their parents have submitted to the California State Superintendent of Public Instruction verifying they have notified the state appropriately of their student's home-schooled status.

☐ Results of IVC assessment tests if applying to take an English or math course.

Exceptions to the Above

Students who plan to audition for a performing role in a theatre arts production or music group need only submit the IVC Application for Admission, the *Special Student Application Grades 11-12 Concurrent Enrollment*, and written permission of the appropriate IVC faculty member. **Special Student Application is due on or before the deadline date noted on the previous page (page 3).**

Students below grade 11 wishing to enroll in a vocational course (i.e., Automotive) need not submit a letter of recommendation, if recommended for enrollment by the IVC instructor. All other documents must be submitted.

Additional Critical Information

- Consult the Schedule of Classes before completing an application to make sure the desired course is offered during the term for which you are applying.
- The application process must be repeated each term the student wishes to take a course.
- Special Admission students do not qualify for Federal financial aid. Students who meet the income and residency criteria can receive a Board of Governors (BOG) Waiver of enrollment fees. Application must be made through the Financial Aid Office in advance of the beginning of the term.
- All applicable fees as listed in the Class Schedule are charged and purchase of text books and supplies as indicated by instructors required. Fees must be paid by the date indicated in the Class Schedule. Please note the college has implemented a drop for nonpayment policy, if by the fifth day after registering for a class a student has not paid their fees they will be dropped from the class.
- Registration instructions will be given by the Admissions Office after admission is granted. K-12 students are not eligible for the Wait List option in the registration process.
- Admission does not guarantee registration for a specific section of a course. The section offered on the days and at the time desired by the student may be filled prior to the student's registration.
- All prerequisite and co-requisite requirements must be met.

IMPERIAL VALLEY COLLEGE

SPECIAL STUDENT APPLICATION GRADES 11-12 CONCURRENT ENROLLMENT

♦THIS SECTION TO BE COMPLETED BY STUDENT♦

Instructions: Before completing this form, read carefully the four attached informational pages. Application deadlines: Fall-August 10; Spring-December 1; Summer-May 1. Attach statement explaining why you wish to take the course(s) you list and all other required documents.

TYPE OR PRINT IN INK

Name _____ Social Security # _____
Last First MI

Address _____
Street or PO Box # Apt. or Unit # City State Zip

Telephone _____ Age _____ Grade in School _____

Name of School & City (do not abbreviate) _____

Semester and year applying for (check one): ☐ Fall 20____ ☐ Spring 20____ ☐ Summer 20____

Course(s) applying for (take information directly from Class Schedule). **DO NOT SKIP—MUST BE INCLUDED:**

	Subject	3-Digit Course # (**NOT** Code or CRN #)	Title	# Units
Example	*BIOL*	*100*	*Principles of Biological Science*	*4*

♦ **On a separate sheet of paper, explain fully why you wish to take the course(s) listed above.** Include your name and social security number and attach to this application

Student's Signature _____ **Date** _____

♦THIS SECTION TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN♦

Name _____ Relationship to Student _____

I have read the *Information for Parents* on the reverse side and approve of my student applying for admission to take the course(s) listed above. He leido la *Información para los Padres de Familia* en el reverso de ésta hoja y doy mi autorización para que mi hijo(a) se inscriba a los cursos arriba enlistados.

Signature _____ **Date** _____

♦THIS SECTION TO BE COMPLETED BY STUDENT'S SCHOOL PRINCIPAL OR OFFICIAL DESIGNEE♦

Instructions: Please read the following statement before signing. Also note, at least one letter of recommendation is required for students below grade 11 who will be considered on an exceptional basis only and must be highly qualified.

I believe the student is academically prepared to succeed at the college level. I recommend this student for enrollment in IVC for the course(s) listed above.

Printed Name _____ Printed Title _____

Signature _____ **Date** _____

♦THIS SECTION FOR IVC ADMISSIONS & RECORDS OFFICE USE ONLY♦

Reviewed by _____ Date _____ ☐ Approved ☐ Denied (Rev. 8/11)

INFORMATION FOR PARENTS:

Please be aware that all students attending courses at Imperial Valley College are presumed to be mature and able to be on campus "on their own." The average age of the student population is 27. Students in grades 11 through 12 will be attending classes with much older men and women and may be involved in mature discussions in the classroom. They will be expected to meet the social and academic performance standards required of all students in college-level courses.

Security also should be of concern to parents, especially for students attending classes after dark. Faculty cannot be expected to wait with students until their rides arrive. At times, classes may be dismissed early. During the Fall and Spring Semesters, all administrative offices on the IVC campus are closed by 5:00 p.m.; the Cafeteria closes at 9:00 p.m. During the summer, all offices and the Cafeteria close earlier. Pay telephones may not be in close proximity to the student's classroom. At other class locations, such as local high schools, all offices are closed after regular hours; only the classrooms used by IVC are open.

When deciding whether to approve your student applying for admission by signing the application form, please give careful consideration to these critical concerns.

INFORMACION PARA LOS PADRES DE FAMILIA:

Se está al tanto que toda persona que asiste al Imperial Valley College son personas maduras que se valen "por si mismos" y que no necesitan supervisión. El promedio de edad del estudiantado es de 27 años. Esto quiere decir que los estudiantes del sistema escolar de kinder al 12avo grado tomarán clases con adultos y discutirán temas fuertes en clase. Además, tendrán que seguir todas las reglas sociales y academicas requeridas por la institución.

También, la seguridad en el campus es importante para los padres, específicamente en el caso de los estudiantes que asistirán al turno vespertino. A los maestros no se les puede exigir que se queden esperando hasta que los padres recojan al estudiante. Además, habrá ocasiones que el estudiante saldrá de clase(s) temprano. Durante los semesters Otoño y Primavera, todas las oficinas administrativas cierran a las 5:00 p.m. y la cafeteria cierra a las 9:00 p.m. En el Verano todas las oficinas y la cafeteria cierran mas temprano. Los teléfonos públicos no se encuentran cerca de los salones de clase. En las otras localidades que se ofrecen clases, por ejemplo las preparatorias (high schools), las oficinas están cerradas después del horario normal, solamente los salones utilizados por IVC estan abiertos.

Antes de firmar la solicitud de admisión del estudiante, favor de darle consideración a todos los puntos citados.