

REVIEW AND/OR PRINT YOUR SCHEDULE

1. Return to the *Student Services* menu.
2. Click on *Registration*.
3. You have two options from the Registration menu:

Student Schedule by Day and Time: This selection displays your classes in the time slot they meet week by week. If you have registered for any classes that start after the first week, you will need to click on *Next Week* until you reach the week(s) they begin to have them displayed.

If you have registered for classes that start later in the semester, in the box labeled *Go To*, input the first day of the month they begin and your weekly schedule will be displayed for that month, including the late-starting class.

Student Schedule: Each class will be listed one below the other.

4. To print your schedule. Select your preferred schedule display option above and click on the print icon on the tool bar at the top of the screen, or click on *File* in the top left corner and select *Print*.

REVIEW FEES

1. From the *Student Services* menu, click on *Registration*.
2. Click on *Registration Fee Assessment*. Fees owed for the term of registration will be displayed.
3. To review all fees owed for all terms, click on *Account Summary by Term* at the bottom of the screen.

PAY BY CREDIT CARD

Refer to the following section on *Student Fees* for detailed information on fees and other methods of payment.

NOTE: If the payment amount you enter is less than the total amount owed for all semesters (including tuition, fees, and fines), your payment will be applied to the oldest charges on your account first. If you are attempting to pay only for a specific fee, such as a parking violation or parking permit, and owe more than that charge, visit the Cashier in the Administration Building on main campus.

1. Click on *Credit Card Payment* at the bottom of the *Registration Fee Assessment* screen.
2. Input all requested information.
3. Click on *Submit Payment*.
4. Verify that payment has been successful by exiting the system, signing back on and following the directions above to the *Registration Fee Assessment* screen.

STUDENT FEES

Enrollment Fee (subject to change without notice)*	\$ 36.00 per unit
Nonresident & Foreign Tuition** (Required for nonresident and foreign students in addition to enrollment fee)	\$219.00 per unit
Student Representation Fee	\$ 1.00 per term
Health Fee	\$ 14.00 per term
Parking – required for all vehicles parked on the main campus	\$ 20.00 per vehicle

Malpractice Liability Insurance	\$ 13.00 annually
IVC Debit Card Replacement Fee	\$ 20.00 per card
Returned Check Fee	\$ 25.00 per check
W-2 Wage and Tax Statement Copy	\$ 2.00 per copy

***Enrollment fees** are set by the California State Legislature and are subject to change without notice.

To meet **residency requirements for tuition and fee purposes, students must be U.S. citizens or have an immigration status which allows them to establish residency. In addition, they must physically reside in California for at least one year before the first day of classes and establish intent to make California their permanent home at the beginning of that year. See catalog for additional information. A waiver of nonresident tuition may be granted to eligible California high school graduates. Please contact the Admissions and Records Office for more information.

The **Student Representation Fee** was approved and implemented by student vote. It is used to support student government representatives in stating their positions and viewpoints on behalf of the IVC student body before city, county, and district government, and before offices and agencies of the state and federal government.

The **Health Fee** is not related to health insurance and is required whether or not students choose to use the services. The Board of Governors (BOG) fee waiver will not cover this fee. Students receiving a BOG, will need to pay the fee. Exemptions from the fee may be granted for the following:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending IVC under an approved apprenticeship training program. **(Continued on next page.)**

The **Parking Services/Transportation Fee** is required for each vehicle parked on main campus including motorcycles and motor bikes. Vehicle Registration forms may be obtained from the Parking Control Office. The license plate number, make, model, year, and color are required. See section on *Parking on Main Campus* for more information.

Malpractice liability insurance is required for enrollment in classes with a clinical component such as Nursing, EMT, Paramedic, Nursing Assistant, Medical Assistant. The cost is subject to change without notice by the insurance company.

Students may purchase **medical insurance** for accidents or illness sustained while they are enrolled. Contact the Student Affairs Office for brochures and costs.

WHEN AND HOW TO PAY

Tuition and fees are due when you register. Fees will be charged for all classes not dropped by the deadline to be dropped and be eligible for a refund or fee credit (for full-term classes see *Important Dates and Deadlines* at beginning of this Class Schedule). You should pay as soon as you have registered and have your class schedule set. **You will not be able to receive enrollment verifications, have official transcripts sent, or register for the next semester if you owe fees for prior terms.**

Payment may be made by cash, credit card, check, or money order. Students may pay by credit card online through WebSTAR. See *Pay by Credit Card* in previous section. Payment also may be made by mail or in person at the Cashier's window in the Administration Building on main campus or the extended campus office in Calexico. If paying by check or money order, include your Student ID (User) number (begins with G00) on your check. **DO NOT MAIL CASH.**

If you are not able to pay your fees in full at the time you register, Imperial Valley College now offers an optional payment plan through a company called FACTS. All you need to do is click on the ecashier web link  in the WEBSTAR payment section and choose the payment plan that better fits your needs.

Agency payment: Paperwork for fees paid by outside agencies must be submitted to the Business Office.

REFUNDS AND FEES OWED

By California state law, refunds/fee credits can only be given for full-term classes dropped on or before Saturday, September 4th for Fall Semester. Tuition and fees will be owed for all full-term classes not dropped by that date, regardless of attendance. Short-term classes must be dropped by the ten percent point of the class. See the Admissions and Records Office for specific deadline dates.

After the late registration period is over, refunds of \$20 or more owed to students will be issued. In order to receive refunds and/or financial aid payments, students must “activate” their IVC debit card and select their preferred mode of payment. Debit cards are automatically mailed to new students and those who have re-enrolled and not been issued a card previously. As soon as you receive your card from HigherOne (the issuing bank), follow the instructions to activate it and select the method of payment preferred. Refunds and/or financial aid funds will not be issued until you have completed the activation process.

Imperial Valley College students receiving federal financial aid (Title IV funds) who do not attend any classes will be required to repay all of the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester complete, and will be required to repay any unearned financial aid they received. For additional information, contact the Financial Aid Office in the Counseling Center.