High School Student Instruction for Credit by Exam at Imperial Valley College

Enroll

Enroll in an articulated Career Technical Education course at your high school.

Eligibility

Maintain a satisfactory course grade and cumulative grade point average in order to be eligible for Credit by Exam (CBE), check with your high school instructor for the grade requirement for your course.

Mandatory Orientation

Attend mandatory CBE Orientation offered at your high school! You must have a satisfactory course grade to be eligible to attend. Sign up for CBE Orientation with your high school instructor.

At orientation students will:

1. **Complete the online admission application for Imperial Valley College.**
2. **Complete online orientation for Imperial Valley College.**
3. **Complete the Credit by Exam application.**

Test

Notification of Credit Eligibility

You will receive notification of CBE test results from Imperial Valley College by July 15. Students with passed tests will receive a CBE credit notification letter. Letters will be mailed and emailed to the addresses listed on the CBE application.

Fee Payment

Bring the CBE credit notification letter you receive in the mail to the IVC Business Office window (Building 10). Pay the course fee/s specified in your letter and make sure to allow the business office to mark your letter as "paid".

Credit Processing

Walk your stamped credit notification letter to the IVC Office of Admissions and Records. Admissions and Records will make a copy of your letter and process your grade. Congratulation, you have completed the steps for earning college credit. Your CBE course and grade will appear on your transcript once the Fall semester has been completed.

Important Information

- **As soon as you receive your credit notification letter you can come to the IVC Business Office and start the process for earning your college credit. You have until the end of the Fall semester to complete the process.**
- **Credit will not be processed after the last day of the Fall semester.**

For questions on high school Credit by Exam at Imperial Valley College contact:

Imperial Valley College Transitions Program Director
Kristen Gomez 760 355-6454
kristen.gomez@imperial.edu
380 East Aten Rd Imperial CA, 92251