

Admission Outreach Checklist

IVC DEPARTMENT

HIGH SCHOOL /
ORGANIZATION

EVENT DATE

SPECIALIST

SUBMISSION FORM STEPS

1

ACCESS CCCSTART

Go to the Imperial Valley College submission page and open CCCStart.

2

SIGN IN OR CREATE AN ACCOUNT

Students who already have an OpenCCCaccount should use their existing login. New students must create an account.

3

SELECT THE CORRECT TERM

Most students should select Summer and Fall 2027. December graduates from continuation schools may need to select Winter/Spring 2027.

4

COMPLETE THE IVC SUBMISSION FORM

Confirm that Imperial Valley College was selected and that the intended program, education goal, and term are correct.

5

REVIEW BEFORE SUBMITTING

The student and specialist should check the submission form for accuracy and confirm there is no duplicate submission form.

STUDENT CHECKLIST

PERSONAL EMAIL

Use an email account the student can access regularly. Do not use a school-issued email that may expire after graduation.

MOBILE PHONE

Have a cell phone available to receive the security code needed to create or access the account.

SOCIAL SECURITY NUMBER

If the student has an SSN, enter it accurately. Students who do not have an SSN may still submit the submission form.

AFTER SUBMISSION



Record the student's **CCCID NUMBER** next to the student's name on the outreach roster.



Remind the student to check their personal email. Their **IVC student ID number (G Number)** and IVC email should arrive within 24 hours after processing and any required verification.



Provide the student's next step, including the online orientation timeline and where to get help.