Important IVC Student Information for the Spring 2014 Semester

- **Drop for non-payment of fees** - once you begin the enrollment process, you have 5 business days to pay all related fees or you may be dropped from your classes. This includes enrollment fees, health fee, and the student representation fee. Please check your IVC student account to make sure all your fees have been paid or you may be dropped. Once all fees have been paid, you will again be eligible to register for any open classes.

- **Priority registration criteria will change beginning Fall 2014.** Visit www.imperial.edu and click on Early Notification of Fall 2014 Priority Enrollment Criteria Changes for more details.

- **Students on Academic or Lack-of-Progress Probation** (less than 2.0 GPA and/or 50% completion rate), will lose their priority and will be moved to the final priority group during priority registration (Monday, November 25).

- **There now is a unit cap for Priority Registration.** During priority registration students may register for a maximum of 16 units. To enroll in over 16 (cap is 19) you must wait until the Open Registration period (Monday, December 2).

- **What is a Waitlist?** If the class you need is closed you now have the option of putting your name on a Waitlist for that class. Waitlists are used prior to the start of the semester only. After the term begins, instructors will issue Add Authorization Codes to fill any empty spots in their class. Remember the instructor has the option of also accepting crashers or not.

- **Check your email regularly!** Your student e-mail account is extremely important – please check it regularly. All communications regarding waitlists, drop for non-payment, financial aid, probation status, etc., will be sent to your IVC student e-mail account.

- **DegreeWorks** - students can now access DegreeWorks from home and/or computer lab. DegreeWorks will provide you with an educational plan that determines which classes you may still need to take in order to graduate and/or transfer. Visit the Student Services Computer lab today to learn more about this very useful tool for students.

- **Apply for Financial Aid ASAP** - assistance with fee waivers, book vouchers, and other educational expenses is available, but only if you have completed the FAFSA and all related IVC requirements.

- **Do you need to repeat a class?** Students may only enroll in a class three times to improve a substandard grade, after which any future attempts to enroll will be blocked. This includes all enrollments with W’s or substandard grades (F or D).

- **Need an official transcript?** Go to www.imperial.edu/docufide, this site now processes all transcript requests for IVC. A helpful flyer can be found on the IVC website just click on Request Your Transcripts.

- **Need an enrollment verification?** The first two are free to students. Come in to Admissions & Records and complete a request form. All other requests will be referred to the following website: www.enrollmentverify.org.