Imperial Valley College

Register Online at www.imperial.edu
Check WebSTAR for Class Updates

Summer Schedule 2015
June 24 - July 30, 2015
The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.
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All Summer 2015 Course Schedule Information is now online.

For an updated searchable version of the Summer 2015 Course Schedule, please go to this link:

http://www.imperial.edu/schedule

For Summer 2015 Distance Education Course Information, please visit:

http://de.imperial.edu
Important IVC Student Information for the Summer 2015 Semester

- Effective Fall 2014 all new students who wish to earn priority registration must complete math and English assessments (or provide approved alternative), complete college orientation and must have an education plan.

- New students that do not meet the above criteria will enroll after the students who have earned priority.

- For priority registration continuing students must be in good academic standing (2.0 GPA) and have not exceeded 90 degree applicable units (not including units in basic English, basic math or English as a Second Language). We encourage students on probation to seek help to improve their academic standing. Student nearing 90 degree applicable units should carefully plan their remaining courses.

- Active-duty military and veterans, current and former foster youth, CalWORKS eligible students, followed by students in Extended Opportunity Programs and Services and Disabled Students Programs and Services will continue to have first priority for registration if they meet the same criteria listed above.

- Your priority registration date and time for Summer 2015 will be noted in the Student Portal in late May.

- California Community College regulations require that concurrently enrolled high school students receive a low enrollment date so as not to displace adult students.

- Beginning Fall 2016 two consecutive semesters of probation will lead to loss of the BOG Fee Waiver until the student is no longer on probation. We encourage student on probation to seek help to improve their academic standing.

- Students can now access DegreeWorks from any computer. 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 – fee waivers are available for Summer session and Federal Pell Grant is available to students who did not receive their full 14-15 award for Fall and Spring semesters. You must complete the 14-15 FAFSA and submit ALL required documents no later June 30th to determine fee waiver and payment eligibility. Check WEBSTAR to determine the status of your file.

- Need an official copy of your transcript? Go to www.parchment.com, this site now processes all official transcript requests for IVC.

Summer 2015 Important Dates

May 18, 2015
Priority registration begins for continuing and former IVC students.

June 24, 2015
Summer 2015 term classes begin.

August 17, 2015
Fall 2015 classes begin.

Imperial Valley College
380 East Aten Road,
Imperial, CA 92251
(760) 352-8320
www.imperial.edu
### SUMMER SEMESTER 2015

#### Important Dates and Deadlines

**NOTE:** The deadlines below are for full-term classes. Deadlines for short-term classes vary with the length of the class. Most deadlines are mandated in the CA Code of Regulations and are a percentage of the length of the class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning October 1</td>
<td>New and former IVC students may file admission application for Summer and Fall 2015.</td>
</tr>
<tr>
<td>May 18 - 29</td>
<td><strong>Priority registration for Summer 2015.</strong></td>
</tr>
<tr>
<td>May 22</td>
<td>Registration begins for newly matriculated students to IVC</td>
</tr>
<tr>
<td>May 29</td>
<td>Registration begins for students concurrently enrolled in grades K-12</td>
</tr>
<tr>
<td>June 1</td>
<td>K-12 Application Deadline for the Summer Term</td>
</tr>
<tr>
<td>June 23</td>
<td>Residency determination date</td>
</tr>
<tr>
<td>June 24</td>
<td><strong>Summer 2015 classes begin.</strong></td>
</tr>
<tr>
<td>June 24 - 26</td>
<td>Late Registration</td>
</tr>
<tr>
<td><em><strong>June 26</strong></em></td>
<td><strong>Deadline to register for courses.</strong></td>
</tr>
<tr>
<td><em><strong>June 26</strong></em></td>
<td><strong>Deadline to drop classes without owing fees and/or be eligible for refund.</strong></td>
</tr>
<tr>
<td>June 29</td>
<td>Ticketing for parking violations in student spaces on main campus begins. Note: tickets are issued for reserved (faculty/staff), disabled, metered, 15-minute, and no-parking spaces year around.</td>
</tr>
<tr>
<td>June 29</td>
<td>Deadline to drop without course appearing on transcript. <strong>Student not eligible for refund (June 27 – 29).</strong></td>
</tr>
<tr>
<td>July 9</td>
<td><strong>Deadline to apply to receive degree at the end of Summer term.</strong> Completed petition must be received in Admissions &amp; Records Office by this date. Students must meet with a counselor and have an evaluation completed and petition signed before this date.</td>
</tr>
<tr>
<td>June 30</td>
<td>Census</td>
</tr>
<tr>
<td></td>
<td>Financial Aid Enrollment Freeze Date</td>
</tr>
<tr>
<td>July 6</td>
<td><strong>Priority Registration for Fall 2015 begins.</strong></td>
</tr>
<tr>
<td>July 16</td>
<td>Financial Aid Return to Title IV date.</td>
</tr>
<tr>
<td><em><strong>July 21</strong></em></td>
<td><strong>Last day to DROP with a “W.”</strong></td>
</tr>
<tr>
<td>July 30</td>
<td>Last day of the Summer Term</td>
</tr>
<tr>
<td>August 17</td>
<td><strong>Fall 2015 classes begin.</strong></td>
</tr>
</tbody>
</table>
Ayuda en Español estará a su disposición en las oficinas de Admisiones y Consejería.

**ADMISSION AND REGISTRATION**

**HELP YOURSELF - READ ALL THESE PAGES BEFORE REGISTERING**

Anyone who is a high school graduate, or who is 18 years of age or older and no longer enrolled in high school, is welcome to enroll in Imperial Valley College (IVC). Select high school students who excel in academic areas and are seeking advanced education also may be allowed to enroll.

**FOLLOW THESE 7 E-Z STEPS**

1. **Students who were enrolled past the first 2 weeks of classes in Fall 2014, Winter 2015 or Spring 2015 do not need to apply and should skip to Step # 2. Students who have not attended IVC before or who did not attend one or more of these terms, must first apply for admission.** Go to the IVC homepage at [www.imperial.edu](http://www.imperial.edu) and click on **Apply Now**.

   After your online application is received and processed (applications uploaded every hour), an e-mail will be sent to your email address informing you of your admission status or requesting additional information, if needed.

   *Foreign students* who wish to attend on an F-1 student visa also must submit a completed International Student Application packet in addition to the online application. Contact the Admissions and Records Office or go to [www.imperial.edu](http://www.imperial.edu), click on **For Students and select Admissions & Records**. The application for International Students can be found under **Forms**.

   *Students who will still be in high school for the Summer 2015 term* also must submit a **Special Student Application for 11-12 Concurrent Enrollment**. A link to the application packet is provided on the IVC web page at [www.imperial.edu](http://www.imperial.edu). Click on **For Students and select Admissions & Records from the drop down menu**. The Application for High School Concurrent Enrollment can be found under **Forms**. You may also obtain a copy from the IVC Admissions and Records Office or the counseling office of your local high school. Requirements for admission and deadlines are included in the application packet.

2. **Apply for financial aid if you wish to do so.** Many programs are available to help with your educational expenses. Visit the Financial Aid Office in Building 100 or call (760)355-6266 for more information. Staff will be happy to assist you.

3. **If you have attended another college or university, have your official transcript(s) sent to IVC:** Office of Admissions and Records, Imperial Valley College, 380 East Aten Road, Imperial, CA 92251-0158. To be official, transcripts must be in unopened sealed envelopes or sent electronically from the reporting institution. If you have taken courses at other institutions which might meet prerequisite requirements, it is crucial you have your transcripts sent immediately. For complete information on transfer of credit to IVC from other colleges or universities please refer to the later section entitled **Transfer Credit**.

4. **Take the IVC assessment tests.** If you plan to take English or math courses, and have not completed course work in those subjects at IVC or another college, before registering you should take the assessment tests in reading, writing, and math. Contact the Assessment Center at (760)355-6447 or visit the IVC Web page at [www.imperial.edu](http://www.imperial.edu) and select **For Students** on the top menu bar, then **Student Services** on the left, and then **Assessment Center** also on the left.

5. **Meet with a Counselor** for help in selecting classes to reach your goals. To make an appointment call (760)355-6246. If possible, take copies of your high school and other college transcripts with you.

6. **Register (sign up) for classes** – see following sections to determine when and how to register.

7. **Pay Fees** – see section on **Student Fees**.

**WebSTAR - Student*Teacher*Automated*Resources**

Application for admission and registration for classes is done online over the internet. Registration is done through WebSTAR which is available seven days a week. You may use any computer with an internet connection.

**Computers are available** for student use on campus in the Admissions & Records Office, Counseling Center or the Library Media Center. When possible, computers in labs also will be available. Employees are available to help students in the Admissions & Records Office (Building 10).
REGISTRATION (Signing Up for Classes)

Registration is via the internet using WebSTAR except for students who will still be in high school.

Read E-Z Step number 1 on the previous page to determine if you need to complete the online application before signing up for classes.

Refer to the page at the beginning of this booklet entitled Important Dates and Deadlines to determine when registration begins and ends. Register as early as possible to have the best chance of getting the classes you want at the times you wish to take them.

CAUTION: Do not wait until deadline dates to register, add or drop classes. If you have any problems, you will need time to resolve them. Some deadline dates may fall on days when the College is closed. Staff members are available only during working hours. If you wait until the last minute to attempt to add or drop, you may not be able to get the help you need and will not be able to successfully complete your transaction.

For instructions on when and how to register read the following sections on: Plan Your Schedule of Classes; Priority Registration Assignments; Register or Add Classes.

ALWAYS verify you completed the process correctly after doing any registration transactions (initial registration, adding, or dropping) by reviewing and printing your schedule. See the later section on Review and/or Print Your Schedule. Then review your fees (see later section on Review Fees).

PLAN YOUR SCHEDULE of CLASSES

Pay close attention to when and where the classes meet. When selecting classes using WebSTAR, use the following key for class meeting days:

M = Monday  T = Tuesday  W = Wednesday  R = Thursday  F = Friday  S = Saturday  U = Sunday

Examples: MTWR = class meets on Monday, Tuesday, Wednesday and Thursday

MW = class meets on Monday and Wednesday

TR = class meets on Tuesday and Thursday

Some classes are offered off campus. The six to eight-digit building and room number follow the name of the instructor in the printed Class Schedule. The first three to four digits are the building and the last three to four are the room number. For example, 200-203 is Building #200, room 203. Refer to the page containing location codes before the listing of classes for off-campus designations. Most off-campus locations will have alphabetical abbreviations before the room number. For instance, SHS-C-10 is Southwest High School, room C-10.

Not all classes are offered for the full semester. In the Class Schedule, all start and end dates are indicated for each course. Each short-term class has an individual set of deadline dates to add, drop, be eligible for a refund, etc. Check with the Admissions and Records Office or your instructor for deadline dates.

By California State law, you will not be allowed to register for courses that have any overlap of time, or for two classes with the ending time of one being the starting time of the other. Exceptions will not be made. Plan your schedule so you have enough time between classes to get to the next one. If it meets on a different campus, you will need to allow travel time. Leaving class early or arriving late is not acceptable.

The maximum number of units for which students may register is 19 in the primary terms (Fall and Spring) and 9 in Summer or Winter sessions. Exceptions might be made for students who have a cumulative GPA of 2.50 or higher and special circumstances. See the Counseling Center. A normal class load in the Fall and Spring Semesters is considered to be 12-18 units plus a PE activity class. Students working full time are encouraged to carry a reduced load.

Once students have completed a proficiency in a subject area with a C or higher grade, they may not take a lower proficiency level in that subject area. For example: A student may not enroll in English 009 after having successfully completed English 110. (This does not apply to vocational refresher courses.)

Prerequisites are requirements that must be met before courses may be taken. Corequisites require that two courses be taken in the same semester. Recommended preparation is strongly recommended by the faculty for the student to have a good chance of successfully completing the course. All such requirements are listed under the course title in this Class Schedule and the Catalog. Prerequisite requirements must be completed with a C grade or higher.
Course Reference Numbers (CRN) are required for each course for which you wish to register. If using the printed Class Schedule, the five-digit number is listed before the time each class section meets. **Use this worksheet to plan your classes:**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Units</th>
<th>Days</th>
<th>Time</th>
<th>Alternate Section</th>
</tr>
</thead>
</table>

****PRIORITY REGISTRATION ASSIGNMENTS ***

Priority registration is available to new, continuing or former IVC students; assignments are based on the number of total degree applicable units you have earned at Imperial Valley College. Students who have not attended IVC previously after leaving high school are considered “new” students and may be eligible for priority registration if they have completed the following: orientation, assessment and a student educational plan (SEP). See the IVC website for details! Click the For Students tab and select New Students.

**How to determine your priority registration time:**

1. You probably already know if you are an official participant in the Disabled Student Programs and Services (DSP&S), Associated Student Government (ASG), Athletic Program, ASPIRE & IVUP, CalWORKS or Extended Opportunity Programs and Services (EOPS). If you are uncertain, contact:
   
   **DSP&S**
   
   2100 Building
   
   (760)355-6312
   
   TDD (760)355-4174
   
   **ASG, Student Affairs Office**
   
   1000 Building
   
   (760)355-6455
   
   **Athletic Office**
   
   Gym
   
   (760)355-6235
   
   **ASPIRE & IVUP**
   
   Transfer Center, 100 Building
   
   Student Services Specialist in Admissions and Records, Administration Building
   
   (760)355-6274 or (760)355-6206
   
   **EOPS**
   
   100 Building
   
   (760)355-6407
   
   **CalWORKS**
   
   100
   
   (760)355-6556 or (760)355-6129

2. Armed Forces: Current or former members of the Air Force, Army, Coast Guard, Marine Corps, National Guard, or Navy are eligible for the first priority group. A request form must be completed one time only and documentation provided (military ID card for current members, DD214 for former members). Contact the Admissions and Records office on the main campus in the Administration Building #10.

3. Foster Youth: Current or former Foster Youth are eligible for the first priority group. A request form must be completed one time only and documentation provided verifying former or current Foster Youth status. Contact the Admissions & Records Office in the Administration Building #10.

4. If you are not a member of one of these special programs and are currently attending IVC or have previously attended after leaving high school, you are a “Current or Former” student.

5. Determine how many degree-applicable units you have earned at IVC.
   
   Former and continuing students may determine their total by going to the Student Portal and after signing in, clicking on the following selections: WebSTAR, Student Services & Financial Aid, Student Records, Academic Transcript. Transcript Level should be All Levels; Transcript Type should be Web Transcript. Click on “Submit.” Your transcript will be displayed semester by semester. Scroll to the end and under “Earned Hours” review the degree-applicable total.

6. Find your registration day and time on the following Priority Registration Times chart or via the Student Portal. **Priority will be lost after being on Academic or Lack-of-Progress Probation for two consecutive semesters or after you have earned more than 90 degree applicable units.**
**SUMMER CLASS SCHEDULE 2015**

**PRIORITY REGISTRATION TIMES – SUMMER 2015**

**PLEASE NOTE:** You may begin the registration process at the time of your priority assignment or later. Log in to your Student Portal to view your priority registration date and time. **Students may register for a maximum of 9 units for Summer during priority registration.**

<table>
<thead>
<tr>
<th>GROUPS</th>
<th># Degree Applicable</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Armed Forces,</em>*</td>
<td>60 - 89.5</td>
<td>Monday</td>
<td>May 18</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td><strong>Foster Youth</strong></td>
<td>30 – 59.5</td>
<td>Monday</td>
<td>May 18</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>*<strong>CalWORKS, DSP&amp;S, and EOPS</strong></td>
<td>15 – 29.5</td>
<td>Monday</td>
<td>May 18</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>0</td>
<td>Tuesday</td>
<td>May 19</td>
<td>9:00 a.m.</td>
<td></td>
</tr>
<tr>
<td><strong>GROUP 2:</strong></td>
<td>0 – 89.5</td>
<td>Tuesday</td>
<td>May 19</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td><strong>GROUP 3:</strong></td>
<td>0 – 89.5</td>
<td>Wednesday</td>
<td>May 20</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td><strong>GROUP 4 &amp; 5:</strong></td>
<td>60 – 89.5</td>
<td>Wednesday</td>
<td>May 20</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>Current/Former</td>
<td>45 – 59.5</td>
<td>Thursday</td>
<td>May 21</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>IVC Students</td>
<td>30 – 44.5</td>
<td>Thursday</td>
<td>May 21</td>
<td>12:00 noon</td>
</tr>
<tr>
<td><strong>GROUP 6</strong></td>
<td><strong>ALL</strong></td>
<td>Friday</td>
<td>May 22</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>New Matriculated Students. (Completed Assessment, Orientation and Ed Plan.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GROUP 7</strong></td>
<td>20 – 29.5</td>
<td>Friday</td>
<td>May 22</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>Current/Former</td>
<td>10 – 19.5</td>
<td>Tuesday</td>
<td>May 26</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>IVC Students</td>
<td>.5 – 9.5</td>
<td>Tuesday</td>
<td>May 26</td>
<td>12:00 noon</td>
</tr>
<tr>
<td><strong>GROUP 8</strong></td>
<td>0</td>
<td>Wednesday</td>
<td>May 27</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>New Non-matriculated Students.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GROUP 9</strong></td>
<td><strong>ALL</strong></td>
<td>Thursday</td>
<td>May 28</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>OPEN REGISTRATION</td>
<td>Students on Academic/ Lack of Progress Probation or with 90+ degree applicable units.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GROUP 10</strong></td>
<td><strong>ALL</strong></td>
<td>Friday</td>
<td>May 29</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>Concurrently enrolled high school students.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Students in Groups 1 through 7, in order to receive priority registration status, must not be on academic or progress probation. All students on academic or progress probation will be placed in Group 9.

**ARMED FORCES:** Current or former members of the Air Force, Army, Coast Guard, Marine Corps, National Guard, or Navy are eligible for this priority registration group. A request form must be completed and documentation provided (military ID card for current members, DD214 for former members). Contact the Admissions and Records Office in the Administration Building #10.

**FOSTER YOUTH:** Current or former Foster Youth are eligible for this priority registration group. A request form must be completed one time only and documentation provided verifying former or current Foster Youth status. Contact the Admissions and Records office in the Administration Building #10.

**CalWORKS:** Students on CalWORKS cash aid. A request form must be completed. Call (760) 355-6556 for more information.
**SIGNING ON TO WebSTAR**

1. Go to [www.imperial.edu](http://www.imperial.edu)
2. Click on the **Home** tab at the top of the page and then select **Direct WebSTAR Link**.
3. For **User ID**, input your social security number or student ID (9 digits, begins with G00).
4. Enter your PIN.
5. Click on **LOGIN**.
6. If you have not used WebSTAR before, you must use your birthdate as your first PIN. You will then be required to change it to another number. Re-enter your current PIN, which is your six-digit birthdate. Then, input a new PIN, which should contain the following: minimum of 8 characters in length, lowercase, uppercase letters, numbers and symbols. Do not tell anyone else what your PIN is.
7. Enter a security question. If you forget your PIN in the future, you may be asked this question and if you know the answer, your PIN may be released to you. Keep it short and a question that not just anyone will know the answer to. Some examples: Dog’s name? Nephew’s name? Mother’s maiden name? Favorite car?
8. Input the answer.
9. Click on **Submit**.
10. If you agree to the terms of usage, click on **Continue**.

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**REGISTER OR ADD CLASSES**

Registration for full-term classes must be completed NO LATER THAN Friday, June 26 for Summer 2015. Do not wait until deadline dates to register, add or drop classes. If you have any problems, you will need time to resolve them. Staff members are available only during working hours. If you wait until the last minute to attempt to add or drop, you may not be able to get the help you need.

If you need assistance, visit the Admissions and Records Office in the Administration Building, Building 10 or call (760) 355-6101.

After following the instructions in the earlier section entitled **Signing On To WebSTAR**:

1. Click on **Student Services** menu.
2. Click on **Registration**.
3. Click on **Add/Drop Classes**.
4. If registration activities are on-going for more than one term, you will need to select a term. If only one term is possible, that term will be displayed automatically.
5. Click on **Submit**.
   If you have not been enrolled past the first two weeks of classes for two or more semesters, you will receive an error message to inform you that you must apply for readmission before you may register. In that case, you must exit the program and return to the IVC homepage. Then, click on **Apply Now**. You will not be able to register immediately. After your online application is received and processed, you will receive an e-mail informing you if you have been readmitted or additional information is needed. Applications are uploaded every hour so check your email for messages. Contact the Admissions and Records Office if you have questions or concerns.
6. Scroll to the bottom of the screen.
7. **Add Classes Worksheet**: This is a handy form to use so you may register for more than one course at a time. If you have already reviewed the printed Class Schedule and know the Course Reference Number (CRN) of the course(s) for which you want to register, input each of them on the worksheet. Then click on **Submit Changes**.
8. If you do not know the CRNs, click on **Class Search**. *(Instructions continued on next page.)*
**SUMMER CLASS SCHEDULE 2015**

**Class Search:** You may search for classes in the Schedule by using any of the criteria offered. If you know the subject and class number such as BUS 126, under Subject, scroll to Business Administration. By Course Number, input 126. At the bottom of the page, click on Class Search.

9. All sections of BUS 126 will be displayed. Select the section you want by clicking in the box before the class.

10. Click on Add to Worksheet. This will return you to the screen showing your Add Classes Worksheet. Scroll to the bottom of the screen to see the CRN in your worksheet.

11. Repeat this process to select all classes for which you wish to register.

12. When done, click on Submit Changes.

13. This takes you back to the Add/Drop Classes screen. Scroll to the bottom. If you have received any registration errors, they will be displayed below the courses for which you were successful in registering. See Most Common Error Messages below.

14. **ALWAYS verify you completed the process correctly after finishing your transactions by reviewing and printing your schedule.** See the later section on Review and/or Print Your Schedule.

15. Review your fees. See later section on Review Fees.

**Most Common Error Messages:**

**DUPL EQUIV WITH SEC-....:** You are attempting to register for more than one section of the same course, or for two cross-listed courses such as AG 110 and ENVS 110.

**MAXIMUM HOURS EXCEEDED:** You are attempting to register for more than the number of maximum units allowed: 19 for Fall or Spring Semester, 9 for Winter Intersession or Summer Term.

**PREQ and TEST SCORE ERROR:** You are attempting to register for a course for which you have not met the prerequisite through course work completed at IVC, or accepted in transfer from another college or university (to be evaluated, transcripts must be on file in the Admissions and Records Office). Prerequisite requirements are listed under each course in the Class Schedule and catalog. You may not register for a course for which you do not meet the requirement. Grades of C or higher are required for meeting prerequisites unless otherwise noted.

**REPEAT COUNT EXCEEDS...** See later section in this Class Schedule on Repeating Courses.

**TIME CONFLICT WITH...:** You are attempting to register for two classes that have an overlap of time or when one ends at the same time as another begins. Registration for both classes is not possible. No exceptions will be made.

**FILLED CLASSES**

When classes are filled, a “C” will appear in place of the selection box in front of the class under the Class Search function of WebSTAR. If you attempt to register for a course and the maximum number of seats are already taken, you will receive a message telling you the class is filled. We suggest the following:

1. Go for the sure thing and try to find another class section of the course that still has seats available. Under the “Class Search” function, input the “Subject” and “Course Number” (for example, Art 160). Click on “Class Search at the bottom of the page and all class sections of the course offered will be displayed. Note the following headings:

   - **Cap** – the total capacity of the class; number of total seats possible.
   - **Act** – number of students actively registered at this time
   - **Rem** – number of seats remaining

   Select a class section with seats remaining. If no section with seats remaining is available and classes have not yet started, continue to check online to see if seats have opened up because students have dropped.

2. Students who attempt to register in a class that is closed may now select the option to have his/her name placed on a Wait List. (Instructions on the next page.)

3. As a last resort, attend the first class meeting to attempt to receive the instructor’s permission to enroll. If successful, you will be issued an add authorization code by the instructor. Go online immediately and use that code to register.
WAIT LIST PROCEDURES

Students who attempt to register in a class that is closed may select the option to have his/her name placed on a Wait List. Students cannot be added to a wait list IF: (1) it is prior to a student’s registration appointment; or (2) the student is already enrolled, or on a wait list for another section of the same class; or (3) the wait list is full; or (4) the class has started.

Students are added to the wait list for a class on a first-come, first-served basis. As seats become available, students are given the option via their IVC email to add the class in which they are wait-listed.

INSTRUCTIONS:
1. See the earlier sections on Signing On To WebSTAR and Register.
2. To determine if there are Wait List slots available for a class go to Look Up Classes to Add. Select the term and click Submit, Select the Subject and enter the course number (example: select English and 101 for course number). Look at the Wait List numbers under the WL columns. Scroll down and click register.
3. Input the CRN of the class you wish to Wait List.
4. Click on Submit Changes.
5. Click on the Action Box and select Wait Listed. (Note under Status it will list how many students are on the Wait List.)
6. Click on Submit Changes.
7. You will receive an email through your IVC email address if you clear a Wait List and are able to register for the class. Check your emails daily as you will only have 24 hours to register for the class once you clear the Wait List.
8. To drop a Wait Listed class go to the Add/Drop Classes section. Click on the Action Box and select Drop No “W” with a refund.
9. Click on Submit Changes.

Students will not be added to a class IF: (1) the class will cause a time conflict with another class on the student schedule; or (2) the class will cause the student to go over the maximum number of units allowed; or (3) another section of the same course is already on the student schedule; or (4) the student has a HOLD which prohibits registration. The student will be billed immediately once the student has been successfully moved from the wait list into the class and an email notice will be sent to the IVC student email address. Students are responsible for all fees generated from added classes.

The Wait List is only active up to the first day of the semester, after this point an Add Authorization Code from the instructor is required.

ADD AUTHORIZATION CODES

An Add Authorization code is required to register beginning on the first day a class meets whether it is filled or open. Codes may not be input (used) until the first day the class meets.

Add authorization codes are four-digit numerical codes available only from the instructor of the individual class section. Each code may be used by one student only to register for that specific class. Students should attend the first class meeting to request a code. If one is granted, the student to whom it is assigned must input it in WebSTAR to register. Use of Add Authorization code by any other student will be grounds for disciplinary action. Use the code as soon as you obtain it; do not wait until the last day to register. If you encounter a problem, you may not be able to resolve it before the deadline. ABSOLUTE DEADLINE FOR FULL-TERM CLASSES: Friday, June 26 for Summer 2015.

INSTRUCTIONS:
1. See the earlier sections on Signing On To WebSTAR and Register or Add Classes for step-by-step instructions for using WebSTAR. (Continued on next page.)
2. Input the CRN of the class for which you wish to register or add to your schedule. If this is a class you have Wait Listed click on the Action Box and select Registered via Web.

3. Click on Submit Changes.

4. You will then receive a message that the course status is INCOMPLETE with a box in which you must input the Add Auth Code. Type it in the box provided.

5. Click on Validate. The code will be checked to make sure it is assigned to the class CRN. If okay, APPROVED or VALIDATED will appear in the space under “Status.” YOUR REGISTRATION IS NOT COMPLETE.

6. Click on Submit Changes. If no other errors appear, “Registered via Web” will appear under “Status.”

7. Verify you completed the process correctly by reviewing your schedule. See the later section on Review and/or Print Your Schedule.

8. Review your fees. See later section on Review Fees.

DROPPING CLASSES

Maintain control of your own records. As soon as you know you will not be attending a class, DROP IT by using WebSTAR. You will receive grades of F for courses you are no longer attending and have not dropped and those grades will remain on your transcript forever.

Give your fellow students a break. Others may be trying to register for a class you know you will not be attending; drop it so they may be able to take it.

DO NOT RELY ON ANYONE ELSE; PROTECT YOUR RECORDS. Instructors MAY drop for nonattendance, but many do not. You are responsible for all classes for which you register. Do not assume you will be dropped for nonattendance. The failing grades you receive will not be changed because you quit attending. Short-term classes have unique deadlines – contact the Admissions and Records Office.

Refer to Important Dates and Deadlines at the beginning of this Student Guide for specific dates.

CAUTION: Do Not Wait until these deadlines to drop. Some fall on days when the College is closed. If you have problems, no one will be available to assist and exceptions will not be made because you did not drop on time.

WebSTAR Instructions:

1. Follow the instructions for “Register or Add Classes” until you reach the Add/Drop Classes screen.

2. Click on the arrow in the Action box of the class you wish to drop. The drop status possible for the course at the time you are attempting to drop will be displayed. Click on that status.

3. Click on Submit Changes.

4. Verify you completed the process correctly by reviewing your schedule. See the later section on Review and/or Print Your Schedule.

5. Review your fees. See later section on Review Fees.

CHANGE GRADING OPTIONS

If you have registered for a course which allows you to select either the standard letter grading option or P/NP, on your current schedule in WebSTAR on the Add/Drop Classes screen “Standard Letter” will be underlined in the Grade Mode column. If you wish to change to P/NP grading, click on the underlined word. You will be taken to the Change Class Options screen. A drop-down box will appear in the Grade Mode box under the course. Click on the arrow in the drop-down box and select Pass/No Pass. You may also get to this screen by selecting Student Services & Financial Aid, Registration, Change Class Options.

All changes in grading options for full-term courses must be done no later than Friday, June 26 for Summer. The deadline for short-term courses is the same deadline as to register for the class. Contact the Admissions and Records Office for a specific course deadline.
CHANGE VARIABLE UNITS

Some courses may be taken for an optional number of units, with a specific number of hours of participation required to earn the number of units for which you are registered. An example is WE 210, General Work Experience.

If you are uncertain how many units you wish when you register, you should select the smallest number of units. If you register for more units than you are able to complete required hours, you will receive a grade of NP. After meeting with the instructor, you may change the number of units. **The deadline to change is the same deadline as to register for the class.**

VIEW AND UPDATE MAILING ADDRESS AND/OR TELEPHONE NUMBERS

After signing into WebSTAR, click on **Personal Information Menu.** Then click on the option you wish to view or update, follow the instructions and provide the information requested. To change your permanent address this must be done in the Admissions & Records Office.

CHANGE PIN

If you wish to change your PIN at any time after signing into WebSTAR, click on **Personal Information Menu.** Click on **Change PIN** and follow the instructions and provide the information requested. Call (760) 355-6101 should you need assistance.

REVIEW AND/OR PRINT YOUR SCHEDULE

1. Return to the **Student Services** menu.
2. Click on View/Print class schedule and fees or,
3. Click on **Registration**.
4. You have three 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.
   - **View/Print class schedule and fees:** Full details for courses you are registered for as well as Wait Listed classes. Fees are also noted for this option.
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 or,
4. From the Student Services menu, click on View/Print Class Schedule and fees.
PAY BY CREDIT CARD

Refer to the section on Student Fees and Fee Payment 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

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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee (subject to change without notice)*</td>
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</tr>
<tr>
<td>Nonresident &amp; Foreign Tuition**</td>
<td>$220.00 per unit</td>
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<tr>
<td>(Required for nonresident and foreign students in addition to enrollment fee)</td>
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<tr>
<td>Student Representation Fee</td>
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</tr>
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<td>Health Fee</td>
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<td>Parking – required for all vehicles parked on the main campus</td>
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<td>IVC Debit Card Replacement Fee</td>
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<tr>
<td>Returned Check Fee</td>
<td>$25.00 per check</td>
</tr>
<tr>
<td>W-2 Wage and Tax Statement Copy</td>
<td>$2.00 per copy</td>
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</tbody>
</table>

*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 and a day before the first day of classes and establish intent to make California their permanent home at the beginning of that year. Any change in residency status must be dealt with during the first two weeks of the term. 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.

The Parking Services/Transportation Fee is required for each vehicle parked on main campus including motorcycles and motorbikes. Vehicle Registration forms may be obtained online or 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.

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

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 Student Guide). You should pay as soon as you have registered and have your class schedule set.

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. If paying by check or money order, include your Student ID (User) number (begins with G00) on your check. DO NOT MAIL CASH.

IVC has a partnership with a company called Nelnet Business Solutions (FACTS e-Cashier) that provides monthly payment plans (handling fees apply). For more information on this option, please visit: FACTS (e-Cashier) at www.imperial.edu, log into the Student Portal and click on WebSTAR then make the following selections: Student Services Menu, Student Records, Account Summary and click on e-Cashier.

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 Friday, June 26 for the Summer 2015 term. 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 or your instructor for specific deadline dates.

Students eligible for Financial Aid or who are due a refund will automatically receive an IVC Debit Card. A card will be mailed to the address the student has on file with the College. Students should make sure that their mailing address and e-mail address are correct in WebSTAR. Students will receive an e-mail from HigherOne telling them the card has been sent. 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. If a student made a payment using a personal credit card and would like the refund made back into that same credit card, you must notify the cashier at 760-355-6478 or 760-355-6368 immediately. Unless you notify the cashier before refunds are processed, your refund will be paid through the IVC Debit Card.

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.

GRADES AND TRANSCRIPTS

You may view and print an unofficial transcript of grades earned at IVC using WebSTAR. Grade reports are not mailed.

Official transcripts must be requested through Parchment at www.parchment.com. Allow up to five working days for your request to be processed. A link to an informational flyer (which includes steps to creating an account and to request transcripts) is found at www.imperial.edu, click on Request Your Transcripts.

REPEATING COURSES

Students who receive a grade of D, F, NC or NP in a course may repeat that course one time to earn a passing grade. To repeat a course a second time if you received a substandard grade a student will need to petition to repeat. After the second and/or third grade is earned, the previous grades and credits will no longer be included in the calculation of the GPA. All grades will continue to be shown on the student’s transcript. Also students now will only be allowed to enroll in a class for a total of three enrollments to include the following evaluative and/or non-evaluative symbols: D, F, NC, NP or W.

Some courses, such as PE activity courses, are designated as repeatable in the Class Schedule up to a maximum number of times. Unless designated as repeatable, students are not eligible to repeat courses in which they have earned grades of A, B, C, CR or P except where special circumstances exist. Justifiable circumstances may include a significant lapse of time since the course was
taken **and** the course is needed to meet a recency prerequisite requirement on the course by the district or another institution of higher education to which the students seeks to transfer. Other special circumstances to repeat a course are extenuating circumstances or the course is needed for employment or licensure.

To petition for an exception based on special circumstances, obtain the necessary form from the Admissions and Records Office or Counseling Center. The forms are also found online at [www.imperial.edu](http://www.imperial.edu). Click on Admission, Registration, Student Records and then Repeat Petitions or Requests. **Petitions submitted after the late registration period will not be considered for the current term.** If permission to repeat a course in which a grade of C or higher has been earned is granted, the new grade will appear on the transcript but will not be computed in the GPA, nor will additional credit be granted. Refer to the college catalog for additional exceptions and regulations regarding repeating a class.

### NAME, PERMANENT ADDRESS AND SOCIAL SECURITY NUMBER CHANGES

Changes must be requested in writing together with appropriate, required documentation. Contact the Admissions and Records Office for additional information.

### PARKING ON CAMPUS

Parking permits are required for each vehicle parked on campus including motorcycles and motor bikes when classes are in session. Between semesters when classes are not being held, parking permits are not required for student spaces. Tickets are issued for reserved (faculty/staff), disabled, metered, 15-minute, and no-parking spaces year around.

Ticketing for parking violations in student spaces begins **Monday, June 29 for the Summer 2015 term.**

Parking Permits may be purchased online through Parking Plus. This enables students to order their semester parking permit online and have the permit directly mailed to them. From the IVC Homepage click on for Students, select Parking Control and then click on **Buy your parking permit online.** Step by step instructions will be given to order your permit online. Parking permits may also be purchased at the Parking Control Office. Students will be asked to complete a Vehicle Registration Form indicating the license plate number, make, model, year, and color of their vehicle. Refer to the section on Student Fees for costs of permits.

All vehicles utilizing **disabled parking** must have a state issued identification placard, i.e., Department of Motor Vehicles issued placard or DV plates. Rules regarding parking in Disabled Zones are governed by the California Vehicle code beginning in Section 22507.8 and 21458. Students who have a current California disabled placard are not required to pay for a semester parking permit (must park in disabled or student parking only).

### AUDITING CLASSES

**Auditing of classes is not permitted.** All students attending a class at Imperial Valley College are required to be properly enrolled in that class for credit. Both auditing and casual attendance are prohibited.

### Family Education Rights and Privacy Act (FERPA)

All educational records of students who enroll at Imperial Valley College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. The following are designated as directory information and are available from the Admissions and Records Office: name, address, phone number, class schedule, dates of attendance, major field of study, awards and degrees received, most recent institution attended, participation in official college activities and sports, weight and height of members of athletic teams, part-time or full-time enrollment status, and photographs. Students who want their information kept confidential must file a petition in the Admissions and Records Office. The entire policy can be found in the college catalog.

### CRIME STATISTICS

Crime statistics are available online at [www.imperial.edu](http://www.imperial.edu). Click For Students, select Admissions & Records and then Crime Statistics.
CLASS ATTENDANCE

Students who do not attend the first class meeting WILL be dropped by the instructor immediately following that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. Students are expected to attend ALL sessions of the classes for which they are registered. It is the student’s responsibility to contact instructors regarding any absence.

A student may be excluded from further attendance in a class during any term when absences after the close of registration have exceeded the number of class hours which the class meets per week. However, it is your responsibility to drop yourself, not the instructor’s. Dropping after the deadline to drop classes will not be possible.

PROTECT YOUR RECORDS: go online and drop yourself from any course in which you no longer intend to participate. If you do not drop by the deadline to be eligible for a refund or fee credit, you will be required to pay for the class. If you do not drop by the last day to drop that class you will receive a failing grade which will remain on your record forever.

TRANSFER CREDIT

Imperial Valley College (IVC) grants credit for lower-division units earned at institutions of higher education regionally accredited by the Association of Schools and Colleges and/or hold another accreditation recognized by the Council for Higher Education Accreditation (CHEA).

To be considered for transfer credit, students must request that official transcripts be forwarded directly to the Admissions and Records Office from each institution where courses were taken, or present an official transcript in an unopened envelope sealed by the college/university. Transcripts that have been opened by anyone other than an IVC official will not be considered official and will not be evaluated.

Students should arrange for official transcripts to be received as soon as possible after they decide to attend IVC. In addition, an official evaluation to determine applicability of courses to IVC degree or certificate requirements is essential for effective advisement. Official transcripts from all institutions attended must be on file and evaluated by the Admissions and Records Office before students apply to receive a degree, certificate, or general education certification to a California university.

Questions regarding specific courses for which a student is seeking transfer credit should be addressed to the Counseling Center or Transfer Center at IVC.

Credit for Upper Division Course Work

Transfer credit for upper division courses completed at a four-year college or university will not be granted unless an equivalent course is offered at IVC. To be considered, students must complete a petitioning process requiring the recommendation of a counselor and the Division Chair of the appropriate academic subject area.

Credit for Correspondence and Extension Courses

Students may petition to be awarded a maximum of six transfer units for courses completed through correspondence or an extension program. Only lower division courses from regionally accredited institutions will be considered. These units will be applied toward IVC degree or certificate requirements as appropriate.

Credit for Military Service

Students who complete at least 180 days of active duty including basic training may receive credit for HE 100 (2 units) and PE 110 (2 units). Instructions for obtaining the credit will be provided by the Veterans Counselor in the Hector L. Lopez Student Services Center in building 100. A copy of the DD214 is required.

Up to a maximum of 12 additional units may be awarded for work completed successfully in military service schools beyond basic training as recommended by the American Council on Education in the Guide to the Evaluation of Educational Experiences in the Armed Services.
Students must provide a copy of the DD214 or military service school transcript with a petition for evaluation of military service.

A maximum of 16 units will be granted for military service including 2 each for HE 100 and PE 110, and up to 12 additional units for service schools/training completed.

Credit for Advanced Placement (AP) Examinations

Credit will be granted for scores of 3, 4, or 5 on exams of the Advanced Placement Program of the College Entrance Examination Board (CEEB) as listed below. Official transcripts sent directly from the CEEB to the Admissions and Records Office are required. Credit toward an IVC associate’s degree (AA or AS) will be granted according to the chart below. Credit will be granted only after students are enrolled in classes at IVC. After credit has been awarded, if students successfully complete the same course(s) for which they were granted AP credit, the AP credit will be removed from their transcript. Credit cannot be earned twice for the same course. Credit for AP Exams differs with each college or university. Although IVC grants credit for AP Exams, there is no guarantee institutions to which students transfer will do the same. Students will need to have their official AP results re-evaluated by the institution to which they transfer.

<table>
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<tr>
<th>Exam</th>
<th>Score</th>
<th>Courses</th>
<th># Units Granted</th>
<th>Exam</th>
<th>Score</th>
<th>Courses</th>
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<td>3, 4, 5</td>
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<td>Art Studio (Any exam)</td>
<td>3, 4, 5</td>
<td>See Art Dept.*</td>
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<td>German Language</td>
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<td>Govt. &amp; Politics: US</td>
<td>3, 4, 5</td>
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<tr>
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<td>PHYS 202</td>
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<tr>
<td>English Lang &amp; Comp</td>
<td>3, 4</td>
<td>ENGL 110</td>
<td>3</td>
<td>Psychology</td>
<td>3, 4, 5</td>
<td>PSY 101</td>
<td>3</td>
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<tr>
<td>English Lang &amp; Comp</td>
<td>5</td>
<td>ENGL 110 &amp; 201</td>
<td>6</td>
<td>Spanish Language</td>
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<tr>
<td>English Lit &amp; Comp</td>
<td>3, 4</td>
<td>ENGL 110</td>
<td>3</td>
<td>Spanish Language</td>
<td>4, 5</td>
<td>SPAN 210</td>
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<tr>
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<td>5</td>
<td>ENGL 110 &amp; 102</td>
<td>6</td>
<td>Spanish Literature</td>
<td>3, 4, 5</td>
<td>No equiv. course</td>
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<td>Environmental Science</td>
<td>3, 4, 5</td>
<td>ENVS 110</td>
<td>3</td>
<td>Statistics</td>
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<tr>
<td>French Language</td>
<td>3</td>
<td>FREN 201</td>
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<td>*Credit for the Art major may be granted upon petition to the Art Department &amp; portfolio review.</td>
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<tr>
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<td>4, 5</td>
<td>FREN 211</td>
<td>5</td>
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</table>

Credit from Foreign Institutions

Students seeking evaluation of course work completed at a foreign post-secondary institution must provide a transcript and evaluation completed by an approved evaluation and translation service. Information regarding recommended evaluation service companies is available in the Counseling Center and the Admissions and Records Office.

To be considered for possible transfer credit students must complete the following steps:

1. Meet with a Counselor to review the documentation from the evaluation service. The Counselor will make an initial determination regarding whether any of the courses completed may apply to degree requirements at IVC.

2. If the Counselor determines one or more of the courses might apply to a degree at IVC, complete a petition requesting the Division Chair of each academic department involved evaluate the request. The Counselor will assist in the completion of the petition form and referral to the appropriate Division Chairperson(s).

3. Discuss the request for transfer credit with the Division Chair(s). He/she will sign the petition form indicating whether he/she agrees or disagrees with the request.
4. If the Division Chair agrees with the request that credit be granted, submit the petition, transcript and evaluation from the evaluation service to the Admissions and Records Office for the final, official evaluation.

Courses completed at foreign institutions will not meet general education certification requirements for transfer to either of the California university systems, except to validate the foreign language portion of the certification for the University of California.

**BP 5052 Open Enrollment**

Reference: Title 5 Section 51006

The policy of Imperial Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

The policy will be published in the catalog and schedule of classes. **See AP 5052**

**California Nonresident Tuition Exemption**

*For Eligible California High School Graduates*

*(The law passed by the legislature in 2001 as “AB 540”)*

**GENERAL INFORMATION**

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

**Requirements:**

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
- Students who are nonimmigrants [for example, those who hold F (student) visas, B (visitor) Visas, etc.] are not eligible for this exemption.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents”.
- AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

**THE NONRESIDENT TUITION EXEMPTION FORM IS AVAILABLE IN THE ADMISSIONS OFFICE**
All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy.

Rules and procedures for reporting charges of sexual harassment and pursuing available remedies may be obtained from the Chief Human Resources Officer or any employee in the Human Resources Office (380 E. Atten Road, Building 2400, Imperial, CA 92251, telephone (760) 355-6212, fax (760) 355-6211).

Todas las formas de acoso van en contra de los estándares básicos de conducta entre individuos. Estas quedan prohibidas por las leyes federales y estatales, así como también quedan prohibidas bajo esta política y no serán toleradas. El Distrito está comprometido a proveer un ambiente educacional y laboral en el que se respete la dignidad individual y grupal. El Distrito está libre de acoso sexual y cualquier tipo de discriminación, intimidación y explotación sexual.

El Distrito busca fomentar un ambiente en el cual los empleados y estudiantes tengan la libertad de reportar incidentes de acoso sin temor a represalias. Por consiguiente, el Distrito estrictamente prohíbe represalias contra cada individuo por presentar una queja de acoso o por participar en el esclarecimiento o investigación de esta índole. Dicha conducta es ilegal y constituye una violación de esta política.

Las reglas y procedimientos para reportar cargos de acoso sexual y buscar soluciones disponibles se pueden obtener contactando al Chief Human Resources Officer o cualquier empleado del departamento de recursos humanos localizado en el (380 East Atten Road, Edificio 2400, Imperial, CA 92251). También puede comunicarse al teléfono (760) 355-6212 o mandar un fax al (760) 355-6211.

Imperial Valley College does not discriminate in the admissions nor in the offering of programs and activities because of ethnic group identification, race, color, national origin, religion, age, gender, physical disability, mental disability, ancestry, sexual orientation, language accent, citizenship status, transgender status, parental status, marital status, economic status, disabled veteran status, veterans of the Vietnam era, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of the actual or perceived characteristics.

The coordinator for Imperial Valley College’s compliance with Section 504 of the Rehabilitation Act of 1990 and The Americans with Disability Act (ADA) of 1990 is: The Chief Human Resources Officer, P.O. Box 158 Imperial, CA 92251, (760) 355-6212; TTY (760) 355-6795.

For more information please refer to the California Department of Fair Employment and Housing Website, www.dfeh.ca.gov, or the U.S. Equal Employment Opportunity Commission Website, www.eeoc.gov.

Limited English speaking students, who are otherwise eligible, will not be excluded from any vocational education program.

El Colegio del Valle Imperial no discrimina en el proceso de admisiones, ni en el ofrecimiento de programas y actividades debido a la identificación de grupo étnico, raza, color, origen nacional, religión, edad, sexo, discapacidad física, discapacidad mental, ascendencia, orientación sexual, acento de idioma, estatus de ciudadanía, estatus de transexualidad, estatus de parentesco, estado civil, situación económica, condición de veteranos discapacitados, veteranos de la era de Vietnam, condición médica, o sobre la base de estas características percibidas, o basado en asociación con una persona o grupo con una o más de las características reales o percibidas.

La persona responsable de verificar el cumplimiento de Imperial Valley College con la sección 504 del Acta de Rehabilitación de 1990 y con el Acta de Americanos con Discapacidad de 1990 es: El (la) Chief Human Resources Officer, P.O. Box 158, Imperial, CA 92251, (760) 355-6212; TTY (760) 333-6795.


El límite inglés que habla a estudiantes, que es de otro modo elegible, no será excluido de programa vocacional de la educación.
### Administration of Justice

<table>
<thead>
<tr>
<th>CRN</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>30089</td>
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<tr>
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<td>Rodriguez, K</td>
<td>2100-2139</td>
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<tr>
<td>30160</td>
<td>10:30AM - 12:00PM</td>
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<td>Wells, E</td>
<td>3200-3211</td>
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### American Sign Language

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<td>30081</td>
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### Agriculture

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<tbody>
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### Allied Health Professions

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<td>M</td>
<td>Valdez, A</td>
<td>2100-2139</td>
</tr>
<tr>
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<td>2100-2139</td>
</tr>
<tr>
<td>30160</td>
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<td>MTWR</td>
<td>Wells, E</td>
<td>3200-3211</td>
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<table>
<thead>
<tr>
<th>CRN</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>30089</td>
<td>08:00AM - 09:00AM</td>
<td>M</td>
<td>Valdez, A</td>
<td>2100-2139</td>
</tr>
<tr>
<td>30091</td>
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<td>MTWR</td>
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Please Note: All Summer classes are scheduled to meet Monday through Thursday except during the first week.

There will be one Friday class meeting on June 26th, 2015.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CRN</th>
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<th>Time</th>
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<th>Room</th>
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<tbody>
<tr>
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<td>Human Anatomy and Physiology I</td>
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<tr>
<td>CHEM 100</td>
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<td>CDEV 123</td>
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<td>Economics</td>
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<tr>
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<tr>
<td>English</td>
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There will be one Friday class meeting on June 26th, 2015.
### Mathematics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CRN</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>MATH 061</td>
<td>Basic Mathematics</td>
<td>30146</td>
<td>07:30AM - 09:40AM</td>
<td>MTWR</td>
<td>Hernandez, P</td>
<td>2700-2728</td>
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<tr>
<td>MATH 071</td>
<td>Pre-algebra</td>
<td>30069</td>
<td>07:30AM - 09:40AM</td>
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<tr>
<td>MATH 071</td>
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<tr>
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<td>10:45AM - 01:35PM</td>
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<td>2700-2722</td>
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<tr>
<td>MATH 091</td>
<td>Intermediate Algebra</td>
<td>30073</td>
<td>07:30AM - 11:15AM</td>
<td>MTWR</td>
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<td>2700-2721</td>
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<tr>
<td>MATH 119</td>
<td>Elementary Statistics</td>
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<td>MTWR</td>
<td>Hernandez, O</td>
<td>2700-2723</td>
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<td>MATH 140</td>
<td>Trigonometry</td>
<td>30079</td>
<td>10:00AM - 12:10PM</td>
<td>MTWR</td>
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<td>2700-2728</td>
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<tr>
<td>MATH 190</td>
<td>Pre-Calculus</td>
<td>30080</td>
<td>03:30PM - 07:15PM</td>
<td>MTWR</td>
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### Music

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<tr>
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<th>Instructor</th>
<th>Room</th>
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<tr>
<td>MUS 100</td>
<td>Intro to Music Foundations</td>
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<td>MUS 102</td>
<td>Intro to Music Lit &amp; Listening</td>
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<td>12:30PM - 02:40PM</td>
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### Nursing: Associate Degree

<table>
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<th>Days</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>MATH 190</td>
<td>Pre-Calculus</td>
<td>30080</td>
<td>10:00AM - 12:10PM</td>
<td>MTWR</td>
<td>Herbert, R</td>
<td>200-208</td>
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<tr>
<td>MATH 140</td>
<td>Pre-Calculus</td>
<td>30100</td>
<td>12:30PM - 02:40PM</td>
<td>MTWR</td>
<td>Swearingen, M</td>
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### Online Class Offering(s)

<table>
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<th>Room</th>
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<tbody>
<tr>
<td>30162</td>
<td>TBA</td>
<td>TBA</td>
<td>Wainwright, M</td>
<td>ONLINE</td>
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### Historical Studies

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<th>Days</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 121</td>
<td>United States from 1877</td>
<td>30009</td>
<td>03:30PM - 07:15PM</td>
<td>MTWR</td>
<td>Herbert, R</td>
<td>200-208</td>
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### Psychology

<table>
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<th>Course Title</th>
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<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>PSY 204</td>
<td>Dev Psy Concpt to Death</td>
<td>30072</td>
<td>07:30AM - 09:40AM</td>
<td>MTWR</td>
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<td>2700-2721</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>30073</td>
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<tr>
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<td>Medication Mathematics</td>
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### Physical Education

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<th>Instructor</th>
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<tbody>
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<td>MATH 190</td>
<td>Pre-Calculus</td>
<td>30080</td>
<td>03:30PM - 07:15PM</td>
<td>MTWR</td>
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<td>2700-2725</td>
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### Online Offerings

- Imperial Valley College
  - SUMMER CLASS SCHEDULE 2015
  - TBA: TBA
  - Wainwright, M
  - ONLINE
  - ONLINE
### Summer Class Schedule 2015

Please Note: All Summer classes are scheduled to meet Monday through Thursday except during the first week. There will be one Friday class meeting on June 26th, 2015.

#### PE 104 Weight Training (1 UNIT)
- CRN: 30027
- Time: 09:00 AM - 10:15 AM MTWR
- Instructor: Tucker, J
- Room: 700-755

#### PE 126 Tennis (1 UNIT)
- CRN: 30028
- Time: 06:00 AM - 07:15 AM MTWR
- Instructor: Palacio Jr., J
- Room: 700-TC

#### PE 128 Volleyball (1 UNIT)
- CRN: 30029
- Time: 10:30 AM - 11:45 AM MTWR
- Instructor: Tucker, J
- Room: 700-GYM

#### Political Science

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<th>Course Code</th>
<th>Course Title</th>
<th>CRN</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>POLS 102</td>
<td>American Gov &amp; Politics (3 UNITS)</td>
<td>30101</td>
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#### Psychology

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<th>Days</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology (3 UNITS)</td>
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<td>PSY 200</td>
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<th>Days</th>
<th>Instructor</th>
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<tr>
<td>PSY 204</td>
<td>Dev Psy Conpt to Death (3 UNITS)</td>
<td>30111</td>
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<tr>
<td>PSY 212</td>
<td>Research Methods in Psychology (3 UNITS)</td>
<td>30127</td>
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<th>Instructor</th>
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<tr>
<td>PSY 214</td>
<td>Statistical Methods in Beh Sci (4 UNITS)</td>
<td>30113</td>
<td>12:30 PM - 02:40 PM MTWR</td>
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#### Renewable Energy

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<tr>
<td>RNEW 165</td>
<td>NABCEP Entry Level Exam Prep (1 UNIT)</td>
<td>30166</td>
<td>09:00 AM - 12:20 PM MTWR</td>
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#### Sociology

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<th>Instructor</th>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology (3 UNITS)</td>
<td>30117</td>
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#### Spanish

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<td>Elementary Spanish I (5 UNITS)</td>
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#### Speech

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<tr>
<td>SPCH 100</td>
<td>Oral Communication (3 UNITS)</td>
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#### Work Experience

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<th>Instructor</th>
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<tr>
<td>WE 201</td>
<td>Employment Readiness (1 UNIT)</td>
<td>30128</td>
<td>05:30 PM - 09:45 PM</td>
<td>800-803</td>
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### Work Experience

- **Summer 2015 Class Schedule**
- **Imperial Valley College**
- **Political Science**
- **Psychology**
- **Renewable Energy**
- **Sociology**
- **Spanish**
- **Speech**
- **Work Experience**
CLASS/LOCATION LEGEND
(INDICE DE CLASES Y LOCALIDAD)

Main Campus Location Codes:

700-TRACK  700-BBF
Track Field  Baseball Field

700-SOCER  700-SBF
Soccer Field  Softball Field

700-TC  ARTG-ARTG
Tennis Courts  Art Gallery

Brawley Location Codes:

BRY-BRY
Barbara Worth Junior High
285 D Street Room 2
Brawley, CA 92227

El Centro Location Codes:

CUHS-BAND RM
Central Union High School, 1001 Brighton Avenue El Centro, CA 92243

ICSO-DRC
Day Reporting Center
Imperial County Probation Department
324 Applestill Road
El Centro, CA 92243

SHS-SHS-
Southwest High School
2001 Ocotillo Dr.
El Centro, CA 92243

Calipatria Location Code:

CALIP-RNG
Calipatria State Prison, 7018 Blair Rd. Calipatria, CA 92233

Heber Location Code:

HEBER-HEBER
Imperial County Fire Dept., 1078 Dogwood Rd Heber, CA 92249

IID Location Codes:

IID-ECBB
Imperial Irrigation District, El Centro Bell Building
2151 W. Adams Ave.
El Centro, CA 92243

IID-ETC
Imperial Irrigation District, Employee Training Center
333 E Barioni Blvd.
Imperial, CA 92251

IID-ECTR
Imperial Irrigation District, El Centro Training Center
1284 Main St
El Centro, CA 92243

IID-LQ
Imperial Irrigation District, La Quinta
81600 Avenue 58
La Quinta, CA 92253

IID-PD
Imperial Irrigation District, Power Dock
333 E. Barioni Blvd.
Imperial, CA 92251

IID-SP
Imperial Irrigation District, Steam Plant
485 W. Villa Rd.
El Centro, CA 92243

IID-HYDROS
Imperial Irrigation District, Hydros
3675 E Hwy. 98
Holtville, CA 92250

IID-WC
Imperial Irrigation District, Water Control
333 E. Barioni Blvd.
Imperial, CA 92251
Distance Education

Online (Internet) courses are referred to as Distance Education. Distance Education is an interactive instructional experience in which the learner and the instructor are in separate physical locations for the majority or all of the instructional activities. The various technologies used for delivery of instruction may include some combination of print, voice, video, and data delivered via the Internet. Distance education classes are equivalent to traditional lecture based classes with no distinction made on transcripts to indicate the class was taken via distance education.

Distance education courses may be an attractive option for students:

- Whose work or family commitments do not allow them to attend classes on campus;
- Who cannot commute to campus to take face-to-face courses;
- Who are taking other classes on campus but wish to explore the flexibility distance education provides.

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Distance education provides an alternative to the traditional classroom-based format; however, it does place more responsibility on the student to be self-disciplined and to apply solid independent study skills.

Online classes at Imperial Valley College use the Blackboard Learning System®. Blackboard is a web-based course management system. It is an easy-to-use, menu-driven application.

Students must be enrolled in a class to access its Blackboard website. To access Blackboard, go to https://imperial.blackboard.com and log in. Instructors may use a combination of various delivery methods and sites for their courses within the Blackboard learning environment.

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How It Works

Students must have reliable access to the Internet to take an online class. Online classes meet on the Internet using a web browser. Features of the web, such as discussion boards, email, computer-based tests, and file uploads/downloads will be used in most classes. Some classes may require face-to-face meetings on campus in order to take tests. Some online classes include video lectures.

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Online courses are identified in the schedule as ONLINE where the room number is located. For example:

**CIS 050 Online Learning - An Orientation (1 UNIT)**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Room</th>
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<tr>
<td>20654</td>
<td>Arranged</td>
<td>Arranged</td>
<td>Martinez, A</td>
<td>ONLINE</td>
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</table>
IMPERIAL VALLEY COLLEGE
Community Service Classes
SUMMER 2015

Register online @
http://community.imperial.edu

Check out our online classes
@ www.ed2go.com/ivc

Follow us

Community Service classes are open to the entire community and are entirely supported by student fees.

Contact us @ communityservices@imperial.edu or 760-355-6303
Community Education provides alternative educational opportunities to Imperial County residents through noncredit and community service classes. Community Service courses at IVC are short term, fee based courses in areas of public interest. IVC reserves the right to cancel courses due to low enrollment with full reimbursement. Community Service classes are open to the entire community and are entirely supported by student fees. Schedule is subject to change without notice. Please visit us online for an updated schedule.

Refund Policy: If you need to cancel a class please contact our office seven days before the start date. Imperial Valley College Community Services will retain a $10 processing fee per class, except in cases where our office is responsible for changes or mistakes. If you need to cancel seven days or less before the start date of a class, you will need to contact our office at 760-355-6303. The request will be reviewed and a refund or partial refund may be granted if extenuating circumstances are presented. Community Services reserves the right to deny any refund request(s) within this 7 day period.

If you paid by check or cash, the refund will be by check and will arrive by mail. If you paid by credit card, the refund will be processed as a credit back to the same card that was used. Refunds take approximately 1-2 weeks to process.

NOTE: Once a class begins, we will not refund any portion of the course fee.

Community Services reserves the right to cancel any classes, for any reason. Full refunds are automatically granted if a class is cancelled by our office.

Do you have any great ideas for a new class?
We’re always looking for new and interesting classes to offer to our community. If you have a special knowledge or skill that you would like to share with others, please email us at communityservices@imperial.edu

Thank you for your interest. We look forward to hearing from you.

It’s never been a more exciting time to learn and expand your talents. If you are interested in taking just one class, a worker looking to enhance your skills and earn more money, or a business owner wanting to increase your bottom-line or hone the skills of your staff, Community Education is your source for education and training options.

We are always seeking new and innovative ways to provide high quality training and consulting services to our community. If you have an expertise, skill, talent, or knowledge that you would like to share, find out more about becoming a part of the team.

You may register online @
http://community.imperial.edu

Registration continues throughout the semester in a first-come, first-serve basis. Many classes fill quickly, so register early to avoid disappointment. If you wait until the first day of class, you run the risk of the class either being full or being cancelled and not knowing about the cancellation.

How do I pay for my class? You may mail your check to 380 E. Aten Road, Imperial, CA 92251 or stop by our office #3105 to drop off your payment. Make check payable to IVC. Alternatively, if you use our online registration system you’ll be able to make an immediate payment using your credit card or PayPal account.

Do I have to pay for a parking pass? If your class meets at the IVC main campus, you will need to purchase a parking sticker. Day passes are only $2 per day. Full term stickers are $25. The passes are available at the Parking Office. Parking permits are waived on Saturdays and Sundays.

Remember to Purchase a Parking Sticker or Day Pass
Free Parking on Saturday & Sunday
BUSINESS AND CAREER

Become a California State Notary Public
Thursday, July 16th
8:00am-3:30pm Exam: 4:00pm
Fees:
$70 Student Tuition
$45 Workbook
$40 Exam fee

California needs additional professional Notaries! This class will provide the new or previously commissioned Notaries with the education and skills to pass the state proctored examination, detect fraud, and become successful in a new career. Commissioned Notaries may take this course six months prior to their Commission expiration date. There is a growing need for notaries in the expanding financial, real estate, business and law professions. Become a valuable employee or own your own business. This class exceeds the State qualifications for new applicants and notaries that are renewing their commissions. The student will receive a State approved Certificate of Completion for the class in order to take the State proctored notary examination. The State of California will offer a same day exam after the class. Make check payable to the Secretary of State for $40 Workbook and exam fees will be collected in class.

Automotive Service Excellence (ASE) Testing

Imperial Valley College has a certification as an Automotive Service Excellence (ASE) Test Center. The non-profit National Institute for Automotive Service Excellence (ASE) works to improve the quality of vehicle repair and service by testing and certifying automotive professionals. The test center is open to the entire community. Interested parties can register for the exam through the National Institute for Automotive Service Excellence website www.myase.com. Once a tester has registered and paid for ASE test(s), must schedule a test by calling us @ 760-355-6303 or email us @ communityservices@imperial.edu. Imperial Valley College tests twice a month so spaces are limited.

DRIVER EDUCATION

Motorcycle Safety Training
Friday 6:00-9:00pm
Saturday 7:00am-4:00pm
Sunday 7:00am-12:00pm
Fee: $258 over 21 yrs old
$180 under 21 yrs old

This course provides instruction and skills in the safe operation of motorcycles. Open to those 16 of age. Course cost is non-refundable. Every class is mandatory, and you must be on time. Class size is a maximum of 8 students.

Please visit our website for dates: http://community.imperial.edu

Traffic School
Dates: June 6, July 11, Aug 8
8:00am-4:30pm (8 hours)
Fee: $35
IVC Room 1603

This course is accredited by the California Department of Motor Vehicles (TVS000681). It serves as a traffic school for those individuals who have received a traffic citation and would prefer to attend an informative class that could void the citation from their record and protect their insurance rates. Students will also learn survival driving tips. Pre-registration is required. All court fees must be paid to the court before registering. You can register in person, online, or by phone.

When you call, please have the following information available: Your docket or case number and your driver’s license. For additional information, call at 355-6303.

Escuela de Infractores de Trááfico
Fechas: Junio 20, Julio 25, Agosto 22
8:00am-4:30pm (8 horas)
Costo: $35
IVC Salón 1603

Esta clase esta acreditada por el Departamento de Vehículos (TVS000681). Esta diseñada para los individuos que han recibido una mula y desean borrarla de su record y de su seguro automovilístico y estos no sean afectados. En esta clase aprenderán sobre las reglas de tráfico y consejos para manejar seguro. Se puede registrar en persona, por internet, o por teléfono. Para más información hablar al 760-355-6303.

Online Traffic School or Booklet Course @ http://community.imperial.edu/traffic-school/online-traffic-school.html

ed2go online
Are you ready to learn a new hobby or a new skill that will enrich your personal or professional life?

IVC Community Service online classes may be the answer for you. New and interesting classes are at your fingertips in the comfort and convenience of your own home, office or while traveling. IVC has partnered with ed2go to offer a wide range of new courses in community services! Community service online classes are open and available in areas of community interest including cooking, travel, web design and many more.

For a complete list of our courses, visit our online catalog at www.ed2go.com/ivc
COUNSELING SERVICES AVAILABLE TO HELP YOU

ASSESSMENT CENTER
400 Bldg.-Rm. 401
(760) 355-6447/(760) 355-6465

It is the policy of IVC that all new students seeking to enroll in reading, writing and math classes be assessed. If you need basic skills testing as part of your assessment process, please contact the Assessment Center for further information. The current testing schedule is available at the Assessment Center and on the IVC web page. Students must bring a picture ID.

HOURS: Monday-Thursday 8:00 a.m. - 5:00 p.m.

CalWORKs Counseling Program
100 Bldg.
(760) 355-6129

IVC CalWORKs Counseling Program works in collaboration with Imperial County Department of Social Services CalWORKs to serve our students. Academic counseling is provided to orient students in CalWORKs and inform them of their rights and responsibilities and to determine if students are eligible to get help to pay for books, transportation and child care while attending IVC. Referrals may also be made to CalWORKs Work Study. Furthermore, the hours spent in school can be used as the required participation hours for CalWORKs when the Educational Plan is approved.

HOURS: Monday-Thursday 8:00 a.m. - 4:00 p.m.

CARE
100 Bldg.
(760) 355-6448

The CARE Program offers the following special services to those students in the CalWORKs program who are single heads-of-household: Assistance with childcare costs, financial aid, work study jobs, tutoring, study skills workshops, job search assistance, and academic, vocational, and personal counseling.

HOURS: Monday-Thursday 8:00 a.m. - 4:00 p.m.

COUNSELING CENTER
100 Bldg.
(760) 355-6543

Counselors are available to provide academic advisement to students seeking assistance with scheduling or clarification of requirements for certificates, graduation or transfer. Inasmuch as careful course selection is a key to a successful college experience and is subject to change, it is wise for students to consult with a counselor each semester. Counselors are also available to help you with any personal issues.

HOURS: Monday -Thursday 8:00 a.m. - 7:00 p.m.

DISABLED STUDENT PROGRAMS
2100 Bldg.
AND SERVICES (DSP&S) (760) 355-6313/(760) 355-6434
TDD 355-4174

The DSP&S Program is designed to provide support services to students with a documented disability. The program provides disability related educational accommodations such as sign language interpretation, notetaking, test proctoring, counseling, priority registration, and mobility assistance. A High Tech Center in the DSP&S program provides instruction and training in the use of adapted computers and software for students who have learning differences, acquired brain injuries, orthopedic impairments, low vision, hearing impairments, and blindness. Before receiving services, students MUST see a DSP&S counselor. DSP&S is located in the Mel Wendrick Access Center in the 2100 Building.

HOURS: Monday-Friday 8:00 a.m. - 5:00 p.m.

EXTENDED OPPORTUNITY
PROGRAMS AND SERVICES (EOPS)
100 Bldg.
(760) 355-6407

This statewide program was created to provide the opportunities and services necessary for students with low incomes to achieve academic and personal goals. At Imperial Valley College EOPS offers academic support services, priority registration and additional financial assistance to qualified students. Book grants are available to students meeting specific eligibility requirements.

HOURS: Monday-Thursday 8:00 a.m. - 5:00 p.m.

STUDENT SUPPORT SERVICES
100 Bldg.
(760) 355-6379

Student Support Services is a federally funded program designed for students who possess the potential and motivation to succeed in college. The primary goal of the program is to provide support and to ensure students the opportunity for the best possible education. Services include, but are not limited to, academic, career and personal counseling; cultural and educational field trips; and workshops.

HOURS: Monday-Thursday 8:00 a.m. - 5:00 p.m.

TRANSFER CENTER
100 Bldg.
(760) 355-6274

The Transfer Center provides information and services and sponsors special events for students who are preparing to transfer to four-year colleges and universities. The Center provides information about transfer programs, general education requirements, and arranges appointments with representatives from four-year colleges and universities. The Transfer Center sponsors College and University Day during the fall semester with representatives from colleges and universities from throughout California and Out-of-State. Workshops on a variety of topics are offered to assist with the transfer process and online assistance is also available for students desiring to transfer to any of the California State University (CSU), University of California (UC), California Private/Independent, and Out-of-State institutions. For more information please give us a call, make an appointment, or visit our website at http://www.imperial.edu/students/transfer-center/

HOURS: Monday-Thursday 8:00 a.m. - 5:00 p.m.

STUDENT SERVICES AVAILABLE TO HELP YOU

ADMISSIONS OFFICE
Admin. Bldg.
(760) 352-6101

Admissions maintains student records and all forms pertaining to enrollment. These forms include: class changes, enrollment verifications, class repetitions, name/address changes, and a variety of petitions.

HOURS: Monday -Thursday 8:00 a.m. - 7:00 p.m.

DEVELOPMENTAL PRESCHOOL & INFANT-TODDLER CENTER
2200&2300 Bldg.
(760) 355-6266

The Preschool and Infant/Toddler Centers serve as demonstration labs for students wanting to work in the field of Early Childhood. The Preschool (children two to five years of age) and Infant/Toddler Center (newborn to two years). Breakfast, lunch and snack are provided through the California Child Care Food Program.

HOURS: Monday-Thursday 7:15 a.m. - 5:30 p.m.

FINANCIAL AID OFFICE
100 Bldg.
(760) 355-6266

You may be eligible for financial assistance to help meet your educational expenses. There are many federal and state aid programs available. Each has different qualifications and each is designed to meet special needs. Trained staff members are available to help you through the application process.

HOURS: Monday -Thursday 8:00 a.m. - 5:00 p.m.
STUDENT AFFAIRS OFFICE
1000 Bldg.  
(760) 355-6455

The Student Affairs Office coordinates the student activities program on campus. This office can provide you with information about participation in student government, campus organizations, intramural sports and social and recreational activities. The office also sponsors many cultural and educational special event programs during each semester.

HOURS: Monday - Thursday 8:00 a.m. - 5:00 p.m.

VETERANS BENEFITS CERTIFICATION
100 Bldg.  
(760) 355-6416

Assistance is provided for veterans and their dependents regarding VA education benefits. See the Veterans Assistant located in the Counseling Center.

HOURS: Monday - Thursday 8:00 a.m. - 5:00 p.m.

ACADEMIC SERVICES AVAILABLE TO HELP YOU

SPENCER LIBRARY & MEDIA CENTER
1500 Bldg.  
Circulation Desk: (760) 355-6409  
Circulation Desk: (760) 355-6445

HOURS: Monday-Thursday 8:00 a.m. - 5:00 p.m.  
Friday 8:00 a.m. - 3:00 p.m.

The Imperial Valley College Spencer Library provides students, faculty, and staff a wealth of information resources including books, e-books, and Web-based research databases, including many full-text journals, as well as print newspapers and journals. Printers and copy machines are available for student use for a reasonable fee. Students and faculty must present a valid IVC ID card to borrow materials. Librarians and staff members are available to provide students with reference assistance and other library services.

Library Computers

Forty-eight computer workstations in the library provide currently enrolled students access to the Spencer Library’s online catalog, e-books, research databases, the Internet, student e-mail, and Microsoft software. The computer facilities in the library are for education and research purposes only. Campus-wide Wi-Fi provides students with access to the Internet and library resources on their own devices. Students and faculty can also access the library’s electronic resources from off campus.

Library Classroom

The Spencer Library maintains a classroom (room 1502) equipped with twenty-five computer workstations. Reference librarians conduct regular Information Literacy training classes for groups and classes to help students improve their research skills.

Library Policies

Spencer Library policies, services, and hours are described in detail on the library Web-site at: http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/.

Learning and Tutoring Services

Learning Services includes the Study Skills Center and the Reading/Writing/Language Lab. These are open to Imperial Valley College students and faculty. The Study Skills Center provides comprehensive learning assistance programs through tutorial programs, workshops, and test proctoring. Services are available during daytime hours. The tutorial program provides free tutoring for a large variety of courses to all students currently enrolled at IVC. The primary goal of the program is to encourage and assist students in the development of their potential as independent learners. The tutorial program provides individual and group tutoring, ESL conversation classes, individual and group study rooms, study skills workshops, and monitors equipped with VCR and DVD. Tutoring is provided by appointment and on a walk-in basis. The tutors are students who have previously excelled in their own coursework and have the recommendation of their instructor. Some IVC faculty members also serve as tutors.

STUDY SKILLS CENTER
Room 1511  
(760) 355-6384/6390

The Study Skills Center provides comprehensive learning assistance programs through tutorial programs, workshops, and test proctoring. Services are available during daytime hours. The tutorial program provides free tutoring for a large variety of courses to all students currently enrolled at IVC. The primary goal of the program is to encourage and assist students in the development of their potential as independent learners. The tutorial program provides individual and group tutoring; ESL conversation classes; individual and group study rooms; workshops on study skills such as test taking, note taking, and using the library effectively; and monitors equipped with VCR and DVD. Tutoring is provided by appointment to EOPS and DSP&S students and on a walk-in basis to all students. The tutors are students who have previously excelled in their own coursework and have the recommendation of their instructor. Some IVC faculty members also serve as tutors. Students should go early in the semester to benefit fully from tutoring services.

HOURS: Monday - Thursday 8:00 a.m. - 5:00 p.m.

PAULINE BENOIT RICE IVC LANGUAGE LAB
2600 Building  
(760) 355-6292

All students enrolled in foreign languages, English as a Second Language, or speech classes can use multimedia learning experiences as a supplement to formal class instruction. Lab classes provide students with an intensive language exposure. Instructors bring classes into the Lab as a whole, but students may also use the Lab individually.

HOURS: Monday - Thursday 8:30 a.m. - 5:45 p.m.

JEAN RAULSTON READING/Writing LAB
2600 Building  
(760) 355-6391

Reading instructors schedule time in the Lab during which the whole class works on a lab assignment under the teacher’s supervision. Tutors are available to assist if needed. Individual reading students may also use the Lab on their own. Writing students may also come to the Lab with a class or individually to work on specific assignments. Students from any discipline may also make an appointment to receive tutoring for specific writing assignments. The aim is to help students improve their overall writing skills so that they can succeed in all of their classes and achieve their educational goals.

HOURS: Monday - Thursday 8:30 a.m. - 5:45 p.m.

MATH LAB
Room 2500  
(760) 355-6190

The primary purpose of the Math Lab is to help students in basic math, beginning algebra and intermediate algebra. The lab has 48 workstations equipped with multi-media learning resources: computers and DVD players. In addition, study rooms and reference books are available. Tutors are available to assist students during the time the Math Lab is open. (On a question/answer basis only — no individual appointments available).

HOURS: Monday - Thursday 8:00 a.m. - 7:00 p.m.

BUSINESS DIVISION COMPUTER LAB
Room 2610  
(760) 355-6451

The Business Division maintains a multimedia computer lab for students. Room 2610 is an open lab and has 33 computer workstations. Accounting, computer information systems, programming, office administration, economics, management, and marketing courses are supported, as well as other courses across campus. The lab has current software applications and internet access.

HOURS: Monday - Thursday 8:00 a.m. - 5:45 p.m.
FINANCIAL AID

Financial aid programs are intended to help eligible students pay for college expenses including books, fees, transportation, and other necessities. Often students assume that they will not qualify for financial aid. The IVC Financial Aid Office encourages students to become informed about the variety of aid programs available to community college students.

Financial aid funds are administered in accordance with federal and state regulations governing financial assistance for education. The basis of the policy is that students and their parents have the primary responsibility for meeting educational costs. The amount of the expected contribution from students and their family is determined by careful analysis of family financial strength, taking into consideration information reported on the Free Application for Federal Student Aid (FAFSA).

Who Qualifies for Financial Aid?
To receive aid, you must:
1. Prove financial need based on federal and state guidelines.
2. Have a high school diploma or GED.
3. Be enrolled as a regular student working toward an eligible degree or certificate.
4. Be a U.S. citizen or eligible non-citizen.
5. Be making satisfactory academic progress.
6. Not be in default on any educational loan or owe a refund on an educational grant.
7. Register with the Selective Service System (applies to male students only).

Free Application for Federal Student Aid (FAFSA)
To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The FAFSA is used to determine eligibility for all state and federal financial aid.

Satisfactory Academic Progress
Continued eligibility for financial aid at Imperial Valley College is dependent upon academic success. Students must maintain a 2.0 GPA or better and complete at least 67% of all coursework attempted, and complete their program within maximum timeframe standards. Failure to meet these standards will result in the loss of all federal and state aid. The BOG Fee Waiver is currently not subject to this academic progress standard.

Return of Title IV Funds
Federal law requires that all students who receive federal Title IV aid and leave school before completing 60% of the term may be required to pay back some or all of the aid received. Detailed information regarding the return of federal aid is available in the IVC Financial Aid Office or on the college website.

California Dream Act
Students who meet AB 540 criteria may apply for State aid by completing the California Dream Act Application. Please contact the Financial Aid Office for more information.

FINANCIAL AID PROGRAMS AT IVC

STATE PROGRAMS
• Board of Governors Fee Waiver: A program for California residents attending a community college. The fee waiver pays for enrollment fees for eligible students. It does not cover parking, lab, material, health fees, or the student representation fee.
• Cal Grant: A state-funded grant program for California residents. All Cal Grant award offers are subject to the approval of the final state budget. www.csac.ca.gov

FEDERAL PROGRAMS
• Federal Pell Grant: A grant program for students who have not earned a bachelor’s or professional degree. Students must file a FAFSA and demonstrate financial need.
• Federal Supplemental Educational Opportunity Grant (FSEOG): A program that funds grants based on demonstrated exceptional financial need. Priority is given to Pell Grant recipients. Funding at IVC is limited.
• Federal Work Study (FWS): A program that funds part-time job opportunities to students with financial need. Students must be enrolled in at least 6 units. Funding is very limited and awarded on a first-come, first-served basis.

Imperial Valley College does not currently participate in any of the federal student loan programs; however, general information regarding private education loans is available upon request.
SCHOLARSHIPS

Imperial Valley College offers scholarships through the college’s foundation and generous donors. Students may be awarded scholarships on the basis of academic achievement, financial need, and campus or community service. Each scholarship has different requirements and recipients are generally determined by Scholarship Selection Committee. Visit the IVC Foundation website at www.imperial.edu/scholarships for a listing of scholarships and application deadline information.

Scholarships are also available from sources beyond Imperial Valley College. The following sites may be helpful:

- www.FastWeb.com
- www.College-Scholarships.com
- www.FindTuition.com
- www.LatinoCollegeDollars.org
- www.ScholarshipExperts.com
- www.Scholarships.com

NEED HELP TO PAY FOR COLLEGE?

The Imperial Valley College Foundation offers numerous scholarships to students throughout the school year.

Please contact the Financial Aid or Foundation Offices for a current list of all the scholarships that are available or visit www.imperial.edu/scholarships
STUDENT HEALTH SERVICES

As an Imperial Valley College student your pre-paid semester health fee entitles you to Student Health Services. El Centro Regional Medical Center and Pioneers Memorial Healthcare District were selected as the providers for Student Health Services. The SHS offers basic health services with an emphasis on health prevention and education programs.

To access the services offered, every student must 1) bring a current IVC Identification Card, 2) bring a current copy of WebSTAR classes, and 3) inform the healthcare staff you are a student at IVC. All students are strongly encouraged to carry outside insurance coverage for situations or issues not covered by Student Health Services. Student can receive services at the following locations:

Services only provided at the following locations (Note: May be referred to these places for additional treatment/evaluation that is not covered by student fees.)

<table>
<thead>
<tr>
<th>Service Location</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Hours/Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Health Center</td>
<td>Building 1500 Library (Rm 1536)</td>
<td>(760) 355-6310</td>
<td>8:30 a.m. – 4:30 p.m., M-TH, 8:30 a.m. – 12:30 p.m., FR</td>
</tr>
<tr>
<td>El Centro Regional Medical Center</td>
<td>1415 Ross Ave, El Centro, CA 92227</td>
<td>(760) 339-7100</td>
<td>24 Hours a day</td>
</tr>
<tr>
<td>Brawley, Clinicas de Salud del Pueblo</td>
<td>900 Main Street, Brawley, CA 92227</td>
<td>(760) 344-6471 / Appts: (760) 344-7700</td>
<td>7:00 a.m. – 6:00 p.m., M-F, 8:00 a.m. – 12:00 p.m., Sat</td>
</tr>
<tr>
<td>Pioneers Memorial Hospital</td>
<td>207 W. Legion Road</td>
<td>(760) 351-3333</td>
<td>24 Hours a day</td>
</tr>
<tr>
<td>El Centro Outpatient Clinic</td>
<td>385 W. Main St., El Centro, CA 92243</td>
<td>(760) 482-9100</td>
<td></td>
</tr>
<tr>
<td>Calexico, Clinicas de Salud del Pueblo</td>
<td>223 W. Cole Blvd., Calexico, CA 92231</td>
<td>(760) 357-2020</td>
<td>7:30 a.m. – 5:30 p.m., M-F, 8:00 a.m. – 12:00 p.m., Sat</td>
</tr>
<tr>
<td>PMHD Calexico Health Center</td>
<td>450 E. Birch, Calexico, CA 92231</td>
<td>(760) 768-6262</td>
<td>3:00 p.m. – Midnight M-F, 1:00 p.m. – Midnight Sat.-Sun.</td>
</tr>
<tr>
<td>El Centro Regional Medical Center</td>
<td>Calexico Outpatient Center</td>
<td>(760) 357-0508</td>
<td></td>
</tr>
<tr>
<td>El Centro, Clinicas de Salud del Pueblo</td>
<td>651 Wake Avenue, Suite A</td>
<td>(760) 352-2257</td>
<td>Normal Business Hours M-F</td>
</tr>
</tbody>
</table>

***Times of operation are subject to change***

IN CASE OF EMERGENCY

If you have a life-threatening illness or injury that requires an ambulance, call 911 immediately. Emergency costs are not covered by Student Health Services.

The Student Health Fee allows students to receive health services on campus and at various health centers in the community. The fee is not related to health insurance and is required whether or not students choose to use the Center. 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.
**Student Success & Support Program (formerly Matriculation)**

The Student Success & Support Program (SSSP) (formerly Matriculation) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of the Student Success & Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives. In order to receive priority registration at Imperial Valley College, new students are required to complete the following:

- Orientation
- Assessment
- Academic Advisement

Continuing students are strongly encouraged to complete these steps to ensure continued success at Imperial Valley College.

**Orientation**
Orientation is mandatory for first-time college students. It introduces the students to critical information for student success. It provides valuable information about financial aid, students’ rights and responsibilities, types of degrees, certificates, college policies & procedures, and student support services. Students can access the orientation online or through another designated orientation service on campus.

**Assessment**
English and Math are skills that students use in nearly all of their college classes. Assessment helps to determine students’ skill levels in these areas. Students can go to the Assessment Center on a walk-in basis to take their tests. Students can visit the website at www.imperial.edu/assessment for available test times or call the Assessment Center at (760) 355-6450. Other tests are also used to comprise multiple measures, i.e. Early Assessment Program test scores.

**Counseling**
After taking the placement tests students need to develop, at a minimum, an abbreviated Student Educational Plan. After completion of 15 units, students need to have a comprehensive SEP developed. Course advising is specific to each individual student and is based on recommended classes identified through the student’s assessment results, educational goal, and personal interests.

**If new students do not complete the matriculation requirements it will affect their registration priority or course registration in a subsequent-term.**

**Students Rights and Responsibilities**
- Identify an education and career goal
- Diligently engage in course activities and complete assigned coursework
- Complete courses and maintain progress toward an education goal and completing a course of study

**Institutional Responsibilities**
- The College shall take steps to ensure that information regarding its matriculation policies are accessible and available to all students
- Once the student has identified a course of study and completed 15 semester units of degree applicable course work the college must provide the student with an opportunity to develop a comprehensive student education plan

**Exemptions**
Students may be exempt from completing orientation, assessment, and having an SEP if the student:
- already has a degree
- is enrolling at the college for avocational purposes and completed the services at another college
- is enrolling to complete an academy or certification program (e.g. police or fire) or
- is a Special Admit (concurrent enrollment high school student)

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**AVISOS:** El criterio de prioridad de registración cambiará empezando en otoño 2014:

Estudiantes de nuevo ingreso al colegio tienen que haber tomado sus exámenes de ubicación, además de completar la orientación al colegio y asesoría académica, para ser elegibles para prioridad. Estudiantes que están continuando con sus estudios tienen que mantener un promedio académico de 2.00 y no exceder 100 unidades para ser elegibles para prioridad.
California Nonresident Tuition Exemption

For Eligible California High School Graduates

(The law passed by the legislature in 2001 as “AB 540”)

GENERAL INFORMATION

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

• Requirements:
  • The student must have attended a high school (public or private) in California for three or more years.
  • The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
  • An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
  • Students who are nonimmigrants [for example, those who hold F (student) visas, B (visitor) Visas, etc.] are not eligible for this exemption.
  • The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
  • Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
  • Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents”.
  • AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

THE NONRESIDENT TUITION EXEMPTION FORM IS AVAILABLE IN THE ADMISSIONS OFFICE
SUMMER CLASS SCHEDULE 2015

IMPERIAL VALLEY COLLEGE
STUDENTS’ COMPLAINT POLICY

Adopted by the Board of Trustees 11/15/95

The purpose of these procedures is to provide a prompt and equitable means for resolving student complaints. A complaint is defined as an actual or supposed circumstance that adversely affects the grades, status, or rights of a student. Complaints concerning course grades are permitted to the extent that such complaints allege mistake, fraud, bad faith or incompetence as set out in Education Code Section 76224(a).

A student who contends that he/she has been treated unfairly has the right without fear of reprisal to right an alleged wrong. This complaint policy applies to unfairness as it relates to areas such as but not limited to:

Assignment of grades
Deviation from course content
Access to classes
Refusal of instructor to confer with a student

This policy does not apply to:

1. Student Code of Conduct issues.

2. Allegations of discrimination based on race, color, national origin, sex (including sexual harassment), disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color or national origin), Title IX of the education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (pertaining to disability) and the Age Discrimination Act of 1975 (pertaining to age). For complaints of this nature, please refer to the Discrimination Complaint Form.

For a clarification regarding student conduct issues of discrimination issues, the student may contact the Dean of Student Affairs & Enrollment Services, Director of Disabled Student Programs and Services or Title IX Officer.

INFORMAL RESOLUTION

A complaint must be initiated within twenty (20) instructional days of the alleged act or decision. If the alleged circumstance or act occurs during the last twenty (20) instructional days of the Spring semester, the complaint must be made prior to the end of the third Friday of the Fall semester.

Step 1  The student may discuss the problem with the individual or the individual’s supervisor or with a counselor.

Step 2  If a mutually satisfactory understanding has not been reached with the other person, the student may, within five (5) instructional days, present the complaint to the immediate supervisor.

If Complaint is About:  Contact:
Teaching & Non-Teaching Faculty  Deans
The supervisor will provide a written response, to all parties within ten (10) instructional days of the complaint.

FORMAL RESOLUTION

Step 3

If an informal resolution does not occur within ten (10) instructional days of the supervisor’s response, a student may submit a complaint form (form may be found at the back of the handbook) to the Vice President for Academic Services regarding academic matters or the Dean of Student Affairs & Enrollment Services regarding non-academic matters.

The Vice President for Academic Services or the Dean of Student Affairs & Enrollment Services will respond in writing to the complaint within ten (10) instructional days of receipt of complaint.

Students’ Complaint forms are available from:

Dean of Student Affairs & Enrollment Services

Student Affairs

Ext. 6456

Director of Disabled Student Programs & Services

DSP&S Office

Ext. 6313

Title IX Officer

Counseling

Ext. 6264

Or at: http://www.imperial.edu/students/admissions-and-records/

Step 4

If a student is not satisfied with the decision made by the Vice President for Academic Services or the Dean of Student Affairs & Enrollment Services, a student may request a hearing within five (5) instructional days of that decision (form may be found at the back of the Handbook for Faculty Advisors and Student Leaders).

Academic matters will be heard by the Admissions, Petitions and Registration Committee. Non-Academic Matters will be heard by the Student Affairs Committee.


Any committee member who has a direct involvement with the complaint shall be excluded from reviewing that complaint or participating in any manner in the determination of the ultimate outcome of that complaint.

Step 5

Hearing Procedures
a. The appropriate committee will meet within ten (10) instruction days of the request for a hearing.

b. The student shall bear the burden of proving the allegations of his/her complaint.

c. Hearings and the investigation and gathering of evidence conducted pursuant thereto shall be considered confidential unless all parties and the committee agree to a public hearing. The proceeding shall be recorded either by use of an electronic recording device.

d. This is not a legal court proceeding; however, all parties may have counsel or other representative(s) present.

e. At the conclusion of the hearing, the Committee shall meet privately to reach its decision by majority vote and prepare a written statement containing findings of fact, conclusions and its recommendation to the President/Superintendent for his/her approval, rejection or modification. The student will be instructed to contact the Dean of Student Affairs & Enrollment Services the day following the hearing to be informed verbally of the Committee’s recommendation. The Committee’s recommendation will also be sent to the student by certified mail within two (2) instructional days after the hearing.

f. No reprisal of any kind will be taken by the President/Superintendent, any member of the Committee, faculty, staff of the administration, or the Board of Trustees against any aggrieved person, or any witness in the complaint procedure by reason of the required participation.

Step 6 Appeals

If the student desires to appeal the Hearing Committee’s recommendation, this appeal must be made in writing directly to the President/Superintendent within five (5) instructional days of the hearing.

The President/Superintendent may approve, reject or modify the Hearing Committee’s recommendation within five (5) instructional days after the appeal is received.

If the student is not satisfied with the decision of the President/Superintendent, he/she may make a final appeal to the Board of Trustees.

In order for this appeal to be placed on the Board agenda, a request must be submitted at least ten (10) instructional days prior to the next Board meeting. The Board shall then notify the student(s) of its decision within five (5) instructional days of the meeting.

Definitions

A “Student” is a person enrolled at Imperial Valley College within 30 days of the alleged act or decision.

“Instructional days” are those days when the college is in session and classes are being held, excluding Saturdays and Sundays.
IMPERIAL COMMUNITY COLLEGE DISTRICT

Campus Parking and Traffic Regulations

Imperial Valley College Parking and Traffic Regulations are in accordance with Section 21113A, California State Vehicle Code.

1. GENERAL SAFETY REGULATIONS
   a. No vehicle shall be driven in excess of 10 miles per hour on any roadway or parking area of Imperial Valley College.
   b. All driving of motor vehicles on campus shall be conducted in a manner which ensures the safety of drivers, passengers, pedestrians, and others, and which prevents damage to College property.
   c. Any vehicle leaving a designated parking lot shall stop as required, and shall yield the right-of-way to other vehicles which are approaching the parking lot exit, until such time as the driver can proceed with reasonable safety.
   d. Campus traffic regulation signs are official, as specified by the California Vehicle Code, and must be complied with as on any other public property.
   e. Pedestrians shall have the right-of-way over vehicular traffic, but shall give due consideration to traffic flow.
   f. Riding of bicycles, skateboards, and roller skates is prohibited on campus sidewalks.

2. PARKING AREAS
   a. No vehicle shall be parked in any location other than a designated parking area.
   b. No vehicle shall be parked on any interior roadway, driveway, sidewalk, lawn, playing field or undeveloped area.
   c. Vehicles not parked in designated areas may be towed away and/or impounded at the expense of the registered owner or lessee of the vehicle.

3. PARKING SPACES
   a. A vehicle shall be parked only in a designated parking space and shall not be parked in such a manner as to occupy more than one space.
   b. Faculty-staff reserved parking spaces are designated.
   c. Head-in parking only shall be permitted in campus parking spaces.
   d. Motorcycles, motorbikes and scooters shall park only in specifically designated areas.

4. DISABLED PARKING
   a. Only vehicles displaying official disabled parking authorization may park in disabled parking spaces.
   b. People with disabilities should contact the Parking Control Office for information regarding disabled parking.
   c. All vehicles utilizing disabled parking must have a state issued identification placard, i.e., Department of Motor Vehicles issued placard or DV plates. Rules regarding parking in Disabled Zones are governed by the California Vehicle Code beginning in Section 22507.8 and 21458.
   d. Vehicles illegally parked in disabled parking areas may be towed and/or impounded at the expense of the registered owner or lessee of the vehicle.
   e. Students who have a current California disabled placard are not required to pay for a semester parking permit.

5. PARKING PERMITS
   Vehicles parked in Imperial Valley College parking areas shall display a valid Imperial Valley College parking permit sticker to the inside lower left corner (driver’s side) of the front windshield of the vehicle.
   a.1. Motorcycles, motorbikes, and scooters shall display the permit sticker on the fender or fuel tank.
   a.2. Motorcycles, motorbikes, and scooters, MUST BE PARKED in designated motorcycle areas. Motorcycles, motorbikes, and scooters parked in auto parking spaces will be cited.
   a.3. Permit stickers must be affixed to the vehicle using only the adhesive provided by the sticker itself.
   b. Only those vehicles displaying a valid Imperial Valley College faculty-staff hang tag may be parked in spaces designated as reserved for faculty-staff.
   c. Student parking permits shall be issued each semester upon payment of the required fee. Permits are issued for a specific vehicle and are not transferable or assignable.
   d. Faculty-staff hang tags shall be issued annually prior to the first day of classes in the Fall semester.
   e. Parking permits are required beginning with the first day of each semester or term.
   f. Possession of a valid permit does not guarantee a parking space.
   g. Day pass machines are located in the north and south parking lots.

6. VEHICLE CODE ENFORCEMENT
   a. Campus student security personnel will patrol the campus and issue citations to violators. The County Sheriff’s Department has jurisdiction on the Imperial Valley College campus.
   b. Fines shall by payable to the College by means of a mail-in system. Any fine remaining unpaid after 21 days may be reported to the California Department of Motor Vehicles. A “hold” will be placed upon the academic records of students who have outstanding traffic fines.
   c. Vehicles with numerous outstanding violations may be subject to vehicle being immobilized.

7. AUTHORITY AND FEES
   Parking is controlled by the College Governing Board in accordance with Section 2545.1, California Education Code.
   a. Falsification of information or misuse of privileges may result in disciplinary action or revocation of parking privileges, or both.
   b. Student parking permits may be obtained at the time of registration upon payment of the parking services/transportation fee. Student parking permits are $25.00 per vehicle during the Fall and Spring semesters and $15.00 per vehicle during the Summer and Winter Sessions. A student may register additional vehicles at a fee of $20.00 for each permit purchased during the Fall and Spring Semester, and $10.00 during the Summer and Winter sessions.
   c. If a registered vehicle is sold, a replacement student parking permit sticker will be issued upon payment of a $1.00 processing fee and return of the fragments of the sticker removed from the vehicle which was sold.
   d. Faculty-Staff hang tags will be replaced upon return of the fragments from the previously assigned hang tag.

IMPERIAL VALLEY COLLEGE IS NOT RESPONSIBLE FOR LOSS DUE TO VANDALISM, ACCIDENT, OR THEFT. ALWAYS LOCK YOUR VEHICLE.
SUMMER CLASS SCHEDULE 2015

DISTRITO DEL COLEGIO COMUNITARIO DE IMPERIAL

Reglamentos de Estacionamiento y Tráfico del Colegio

Los Reglamentos de Estacionamiento y Tráfico del Colegio del Valle Imperial son de acuerdo a la Sección 21113A, Código Vehicular del estado de California.

1. REGLAMENTOS GENERALES DE SEGURIDAD
   a. Ningún vehículo debe ser manejado en exceso de 10 millas por hora en ningún camino o afluencia de estacionamiento del Colegio del Valle Imperial.
   b. El conductor cualquier vehículo en el colegio debe llevarse a cabo de tal manera que asegure la seguridad de los conductores pasajeros, peatones y otros, y que prevenga daño a la propiedad del Colegio.
   c. Cualquier vehículo que salga de un estacionamiento debe hacer alto como se le requiere y debe ceder el paso a otros vehículos próximos a salir, hasta que el conductor pueda proceder con seguridad razonable.
   d. Los letreros de reglamentos de tráfico del colegio son oficiales, como especifican el Código Vehicular de California, y deben ser obedecidos como cualquier otra propiedad pública.
   e. Los peatones deben tener el derecho de paso sobre el tráfico vehicular, pero deben dar consideración al tráfico.
   f. El andar en bicicleta, patineta, y patines es prohibido en las banquetas del colegio.

2. AREAS DE ESTACIONAMIENTO
   a. Ningún vehículo debe ser estacionado en ningún lugar aparte del área señalada para estacionarse.
   b. Ningún vehículo debe ser estacionado en ningún camino, via de acceso, banqueta, césped, campo de juego o área en desarrollo.
   c. Los vehículos estacionados en áreas no señaladas pueden ser llevados a remolque y/o encerrados a costo del dueño o arrendatario del vehículo.

3. ESPACIOS DE ESTACIONAMIENTO
   a. Un vehículo debe ser estacionado únicamente en un espacio señalado para estacionarse y no debe ser estacionado de tal manera que ocupe más de un espacio.
   b. Los espacios de estacionamiento reservados para la Facultad-Personal están señalados.
   c. Estacionarse únicamente de frente será permitido en los espacios de estacionamiento del colegio.
   d. Todo tipo de motocicletas deben ser estacionadas únicamente en los espacios especificamente señalados.

4. ESTACIONAMIENTO PARA INCAPACITADOS
   a. Únicamente los vehículos que muestren autorización oficial de estacionamiento para incapacitados.
   b. Personas con incapacidades deben contactar la Oficina del Control de Estacionamiento para recibir información con respecto a estacionamiento del colegio.
   c. Todos los vehículos que utilizan un estacionamiento para discapacitados deben poseer un Cartel de Estacionamiento o Placas para personas discapacitadas con el número de identificación del Departamento de Vehículos Motorizados del estado de residencia. El reglamento con respecto al estacionamiento en Zonas de Discapacitados es gobernado por el Código Vehicular de California que son señaladas en las Secciones 22507.8 y 21458.
   d. Los vehículos estacionados ilegalmente en las áreas de estacionamiento de incapacitados pueden ser llevados a remolque y/o encerrados a costo del dueño o arrendatario del vehículo.
   e. No es requerido que los estudiantes que poseen el Cartel de Estacionamiento o Placas para discapacitados paguen por el permiso de estacionamiento del colegio.

5. PERMISOS DE ESTACIONAMIENTO
   a. Todos los vehículos que utilicen el estacionamiento del Colegio del Valle Imperial (IVC), deben mostrar un permiso de estacionamiento vigente. El permiso debe ser adherido por la parte de adentro del vidrio del vehículo, en la parte inferior izquierda del parabrisas (lado del conductor).
      a.1. Las motocicletas, patinetas, y ciclomotores deben mostrar el permiso en la defensa o en el tanque de la gasolina.
      a.2. Las motocicletas, patinetas, y ciclomotores DEBEN ESTACIONARSE en áreas designadas para motocicletas. Las motocicletas que están estacionadas en estacionamientos para automóviles serán multadas.
      a.3. Los permisos deben ser pegados al vehículo usando una cinta adhesiva proporcionada por la calcomanía misma.
   b. Únicamente los vehículos que muestren un permiso válido de facultad-personal del Colegio del Valle Imperial pueden ser estacionados en los espacios reservados para facultad-personal.
   c. Los permisos de estacionamiento estudiantil deben ser otorgados cada semestre al hacer el pago requerido. Los permisos son otorgados para un vehículo específico y no son transferibles o asignables.
   d. Los permisos de facultad-personal deben ser otorgados anualmente antes del primer día de clases del semestre de Otoño.
   e. Los permisos de estacionamiento se requerirán empezando el primer día de cada semestre o término.
   f. La posesión de un permiso válido no garantiza un espacio de estacionamiento.
   g. Las maquinetas de pases diarios están localizadas en los estacionamientos norte y sur.

6. APLICAR EL CÓDIGO VEHICULAR
   a. El personal de seguridad estudiantil del colegio patrullará el colegio y dará multas a los violadores. El Departamento de Sheriff del condado tiene jurisdicción sobre el Colegio del Valle Imperial.
   b. Las multas deben ser pagadas al colegio por medio del correo. Cualquier multa que permanezca sin pagar después de 21 días puede ser reportada al Departamento de Vehículos de California. Se detendrán los registros académicos de estudiantes que tengan multas de tráfico pendientes.
   c. Vehículos con varias violaciones pendientes serán objeto de inmovilización del vehículo.

7. AUTORIDAD Y HONORARIOS
   El estacionamiento es controlado por las Mesa Gubernativa del Colegio de acuerdo con la Sección 2545.1, Código de Educación de California.
   a. La falsificación de información o el mal uso de privilegios puede resultar en acción disciplinaria o revocación de los privilegios de estacionamiento o ambos.
   b. Los permisos de estacionamiento estudiantil pueden obtenerse al mismo tiempo que se inscriba al pagar los servicios de estacionamiento/transporte. Los permisos de estacionamiento son de $25.00 por vehículo durante los semestres de Otoño y Primavera, y $15.00 por vehículo durante el semestre de Verano e Invierno. Un estudiante puede registrar vehículos adicionales con un costo de $20.00 por cada permiso durante el semestre de Otoño y Primavera, y $10.00 para el semestre de Verano e Invierno.
   c. Si vende un vehículo registrado, se reemplazará el permiso de estacionamiento estudiantil al pagar $1.00 por el trámite, y regresará el resto de la calcomanía que se removió del vehículo vendido.
   d. Los permisos de facultad-personal se reemplazarán al regresar el resto del permiso anterior.