Imperial Valley College

2017 Summer Schedule
June 19 - July 27, 2017
MISSION STATEMENT

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 2017 Course Schedule

Information is now online.

For an updated searchable version of the Summer 2017 Course Schedule, please go to this link:

[http://www.imperial.edu/schedule](http://www.imperial.edu/schedule)

For Winter/Spring 2017 Distance Education Course Information, please visit:

[http://de.imperial.edu](http://de.imperial.edu)
# 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><strong>As of October 1, 2016</strong></td>
<td>New and former IVC students may file admission application for Summer/Fall 2017.</td>
</tr>
<tr>
<td>May 15</td>
<td>Priority registration for Summer 2017 begins</td>
</tr>
<tr>
<td>May 19</td>
<td>Registration begins for newly matriculated students to IVC</td>
</tr>
<tr>
<td>May 25</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 18</td>
<td>Residency determination date</td>
</tr>
<tr>
<td>June 19</td>
<td>Summer 2017 classes begin.</td>
</tr>
<tr>
<td>June 19 - 21</td>
<td>Late Registration</td>
</tr>
<tr>
<td><em><strong>June 21</strong></em></td>
<td><strong>Deadline to register for courses.</strong></td>
</tr>
<tr>
<td></td>
<td>Deadline to select P/NP grading option for courses with that option.</td>
</tr>
<tr>
<td>June 22</td>
<td>Ticketing for parking violations in student spaces on main campus begins. <strong>Note:</strong> tickets are issued for reserved (faculty/staff), disabled, metered, 15-minute, and no-parking spaces year around.</td>
</tr>
<tr>
<td>June 25</td>
<td><strong>Deadline to drop classes without owing fees and/or be eligible for refund.</strong></td>
</tr>
<tr>
<td>June 26</td>
<td>Census</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 application signed before this date.</td>
</tr>
<tr>
<td>July 10</td>
<td>Priority Registration for Fall 2017 begins.</td>
</tr>
<tr>
<td>July 12</td>
<td>Financial Aid Return to Title IV date.</td>
</tr>
<tr>
<td><em><strong>July 18</strong></em></td>
<td><strong>Last day to DROP with a “W.”</strong></td>
</tr>
<tr>
<td>July 27</td>
<td>Last day of the Summer Term</td>
</tr>
<tr>
<td>August 14</td>
<td><strong>Fall 2017 classes begin.</strong></td>
</tr>
</tbody>
</table>
**DID YOU KNOW?**

**Important IVC Student Information for the Summer 2017 Semester**

- **All first time college students** who wish to earn priority registration beginning with the Fall Semester 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 ESL). Students 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 EOPS and DSPS will continue to have first priority for registration if they meet the same criteria listed above. **Starting Summer 2017 verified Homeless Youth will be eligible for Priority Registration for Group 1.**

- Your priority registration date and time for the Summer Term 2017 will be noted in the Student Portal the later part of April.

- California Community College regulations require that concurrently enrolled high school students receive a low enrollment date so as not to displace adult students. Students must also file a Special Student 11-12 Concurrent Enrollment Application along with the Application for Admission for IVC prior to June 1. Enrollment fees are waived for K12 students and K12 students may register for up to 6 units for the Summer Term.

- **Loss of the BOG Fee Waiver** - two consecutive semesters of probation will lead to loss of the BOG Fee Waiver until the student is no longer on probation. We encourage students on probation to seek help to improve their academic standing. An appeal process is available for students. Schedule an appointment with a counselor for more information.

- **Students can now access DegreeWorks from any computer.** Students meet with a counselor first to develop an educational plan together and then students can access the plan via DegreeWorks from any computer that has an internet connection. Log in to your Student Portal and click DegreeWorks on the top menu bar.

- **Apply for Financial Aid ASAP** - assistance with fee waivers, books and other educational expenses is available, but only if you have completed the FAFSA and all related IVC requirements. Check WebSTAR to determine the status of your financial aid file. You must complete your FAFSA and submit ALL required documents 6 weeks prior to the beginning of the Summer Term to determine Fee Waiver and payment eligibility.

- **Need an official copy of your transcript? We have a NEW Transcript Vendor!** Contact Admissions & Records at (760) 355-6101 for directions on requesting official transcripts via Credentials Inc., or click on Request Your Transcript on the IVC Homepage (www.imperial.edu).

**Summer 2017 Important Dates**

- **May 15, 2017**  
  Priority registration begins for continuing and former IVC students.

- **June 19, 2017**  
  Summer Term classes begin.

- **June 21, 2017**  
  Deadline to register for Summer Term Classes.
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.

REGISTER IN EIGHT E-Z STEPS

1. All **NEW** students must complete the following: application for admission, assessment tests, the online orientation, and an educational plan. Priority enrollment will be granted for new students who complete all of these.

2. Students who were enrolled past the first 2 weeks of classes in Spring 2016, Summer 2016 or Fall 2016 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. You will also receive an email indicating what your student ID will be for our college.

**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 in Summer 2017** 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.

3. **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 1700 or call (760)355-6266 for more information. Staff will be happy to assist you.

4. **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. 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**.

5. **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.

6. **Meet with a Counselor** for help in selecting classes to reach your goals. To make an appointment call (760)355-6543. If possible, take copies of your high school and other college transcripts with you.

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

8. **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).

If you are having trouble getting into WebSTAR and registering for classes, please call **760-355-6101** and someone from Admissions and Records will be happy to assist you.

**Ayuda en Español estará a su disposición en las oficinas de Admisiones y Consejería.**
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 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. For more information, make an appointment with counseling by calling (760) 355-6543. 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.

Signing On To WebSTAR

WebSTAR is IVC’s Self-Service tool for Adding/Dropping Courses, Seeing your Course Schedule, Viewing Your Unofficial Transcripts and more!

Login Instructions:

1. Go to the IVC Homepage (www.imperial.edu), under the For Students dropdown menu WebSTAR is listed as the first link.
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.
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 website for details!

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 or (760)355-6206
   - or (760)355-6274
   - Student Services Specialist in Admissions and Records, Administration Building

   **EOPS**
   - 100 Building
   - (760)355-6407

   **CalWORKS**
   - 100 Building (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 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. **Homeless Youth**: As of January 2017 homeless youth are eligible for the first priority group. Financial Aid will be verifying this status. Contact the Financial Aid Office in Building #1700.

5. 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.

6. 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.

7. 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.
**Priority Registration Times Summer 2017**

**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 the Summer 2017 Term.**

<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>*Armed Forces, <strong>Foster Youth</strong> **<em>CalWORKS, DSP&amp;S, EOPS, and Homeless Youth</em></td>
<td>60 - 89.5</td>
<td>Monday</td>
<td>May 15</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>30 – 59.5</td>
<td>Monday</td>
<td>May 15</td>
<td>12:00 noon</td>
</tr>
<tr>
<td></td>
<td>15 – 29.5</td>
<td>Monday</td>
<td>May 15</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>.5 – 14.5</td>
<td>Tuesday</td>
<td>May 16</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>Tuesday</td>
<td>May 16</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>GROUP 2:</td>
<td>0 – 89.5</td>
<td>Tuesday</td>
<td>May 16</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>GROUP 3:</td>
<td>0 – 89.5</td>
<td>Wednesday</td>
<td>May 17</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>ASPIRE or IVUP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROUP 4 &amp; 5:</td>
<td>60 – 89.5</td>
<td>Wednesday</td>
<td>May 17</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>Current/Former</td>
<td>45 – 59.5</td>
<td>Thursday</td>
<td>May 18</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>IVC Students</td>
<td>30 – 44.5</td>
<td>Thursday</td>
<td>May 18</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>GROUP 6: New Matriculated Students. (Completed Assessment, Orientation and Ed Plan.)</td>
<td>ALL</td>
<td>Friday</td>
<td>May 19</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>GROUP 7: 20 – 29.5</td>
<td>Friday</td>
<td>May 19</td>
<td>12:00 noon</td>
<td></td>
</tr>
<tr>
<td>Current/Former</td>
<td>10 – 19.5</td>
<td>Monday</td>
<td>May 22</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>IVC Students</td>
<td>.5 – 9.5</td>
<td>Monday</td>
<td>May 22</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>GROUP 8: New Non-matriculated Students.</td>
<td>0</td>
<td>Tuesday</td>
<td>May 23</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>GROUP 9: OPEN REGISTRATION Students on Academic/ Lack of Progress Probation or with 90+ degree applicable units.</td>
<td>ALL</td>
<td>Wednesday</td>
<td>May 24</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>GROUP 10: Concurrently enrolled high school students.</td>
<td>ALL</td>
<td>Thursday</td>
<td>May 25</td>
<td>9:00a.m.</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.

**Homeless Youth:** A student under 25 years of age, who has been verified at any time during the 24 months immediately preceding his/her application. Contact Financial Aid in Building #1700.
Register or Add Classes

Registration for full-term classes must be completed NO LATER THAN Wednesday June 21, 2017. 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.
   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.

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 before 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.

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 their 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 110 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 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: Wednesday, June 21, 2017.

INSTRUCTIONS:

1. See the earlier sections on Signing On To WebSTAR and Register or Add Classes for step-by-step instructions for using WebSTAR.

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 Schedule 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 Wednesday, June 21. 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, if you are 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.
3. 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.
   a. 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.
   b. Student Schedule: Each class will be listed one below the other.
   c. 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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<tr>
<th>Fee</th>
<th>Amount</th>
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<tr>
<td><strong>Enrollment Fee</strong> (subject to change without notice)**</td>
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<tr>
<td><strong>Nonresident &amp; Foreign Tuition</strong>**</td>
<td>$209.00 per unit</td>
</tr>
<tr>
<td><strong>Student Representation Fee</strong></td>
<td>$ 1.00 per term</td>
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<tr>
<td><strong>Health Fee</strong></td>
<td>$15.00 per term</td>
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<tr>
<td><strong>Parking</strong></td>
<td>$ 15.00 per vehicle</td>
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<tr>
<td><strong>Returned Check Fee</strong></td>
<td>$ 25.00 per check</td>
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<tr>
<td><strong>W-2 Wage and Tax Statement Copy</strong></td>
<td>$ 2.00 per copy</td>
</tr>
</tbody>
</table>

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

**Nonresident & Foreign Tuition** (Required for nonresident and foreign students in addition to enrollment fee)

**Student Representation Fee**

**Health Fee**

**Parking**

Required for all vehicles parked on the main campus.

**Returned Check Fee**

**W-2 Wage and Tax Statement Copy**

**NOTE:**

- **Enrollment fees** are set by the California State Legislature and are subject to change without notice.
- **Nonresident & Foreign Tuition** is required for nonresident and foreign students in addition to enrollment fee.
- **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.
- **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. 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.
- **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 Sunday, June 25 for the Summer 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 can select to have funds posted on the IVC MyCashCard or ACH transferred to their bank account by logging on to www.enroll.moneynetworkedu.com and choosing their disbursement method. Students due a refund who do not select the IVC MyCashCard or ACH transfer will receive a check mailed to their current mailing address as listed in WebSTAR. Students should make sure that their mailing address is correct in WebSTAR. Please note that receipt of a card does not guarantee that you will be eligible for a refund.

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 Building 1700.

Grades and Transcripts

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

For information on IVC’s Grading System please refer to page 37 of the 2016-2017 IVC Catalog.

Official transcripts must be requested through Credentials Inc. Contact the Admissions & Records office for directions to order official transcripts via Credentials Inc., or click on Request your Transcript on the IVC homepage (www.imperial.edu).

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 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 repeat a class two times 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, 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. Click on the For Students tab and select Admission & Records. Click on the + next to Forms and then select the appropriate Repeat Petition. 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 documentation. Contact the Admissions and Records Office for additional information.
SUMMER CLASS SCHEDULE 2017

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 Thursday, June 22 for the Summer 2017 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.

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.

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
Transfer Credit

Imperial Valley College (IVC) grants credit for lower-division units earned at institutions of higher education regionally accredited by the Western Association of Schools and Colleges (WASC).

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.

For complete information regarding Transfer Credit, please review Policy For Earning College Credit section on page 38 of the 2016-2017 IVC college catalog.

Academic Freedom

The common good of society depends upon the search for knowledge and its free exposition. Academic freedom is essential to both these purposes and is the right of reasonable exercise of civil liberties and responsibilities in an academic setting. As such it protects each person's freedom to express opinions both inside and outside the classroom, to practice one's profession as teacher and scholar, librarian, or counselor, to carry out such scholarly and teaching activities as one believes will contribute to and disseminate knowledge, to express and disseminate the results of scholarly activities in a reasonable manner, and to select, acquire, disseminate and use documents in the exercise of one's professional responsibilities, all without interference and all with due and proper regard for the academic freedom of others. Academic freedom does not require neutrality, but rather makes commitment possible. However, academic freedom does not confer legal immunity, nor does it diminish the obligations of practitioners to meet their duties, their responsibilities, and their scholarly obligations to base research and teaching on an honest search for knowledge.

Nondiscrimination and Sexual Harassment Policy

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

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.

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.

The coordinator for Imperial Valley College's compliance with Section 504 of the Rehabilitation Act of 1973 is the Chief Student Services Officer, 380 East Aten Road, Imperial, CA 92251, (760) 355-6106. The Deputy Title IX Coordinators for Imperial Valley College are the Chief Human Resources Officer, (760) 355-6212 and the Dean of Student Affairs & Enrollment Services (760) 355-6456.

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 as per AP 5040 and are available from the Admissions and Records Office: awards and degrees received, participation in official college activities and sports, height and high school of graduation of members of athletic teams. Students who want their information kept confidential must file a petition in the Admissions and Records Office. The entire policy can be found on page 34 of the 2016-2017 IVC college catalog.
Crime Statistics
Crime statistics are available online at www.imperial.edu. Click For Students, select Campus Security and then Crime Statistics/Clergy Act Information.

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, or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, and
- 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) and
- The student must file an affidavit with the college or university stating that he or she has file 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.
- Student who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U Visa status under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.
- Students who are nonimmigrants, other than those with T or U visa status as noted above, (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 an other 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”.
- The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.
- AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.

THE NONRESIDENT TUITION EXEMPTION FORM IS AVAILABLE IN THE ADMISSIONS OFFICE
### Administration of Justice

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<tr>
<th>CRN</th>
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### Automotive Technology

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### Agriculture

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For the most current schedule, please see www.imperial.edu/schedule
### Chemistry

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### Geography

**GEOG 100** Physical Geography (3 UNITS)
- **CRN 30132** Time: TBA, Days: TBA, Instructor: Thelen, A, Room: ONLINE

**GEOG 108** World Regional Geography (3 UNITS)
- **CRN 30191** Time: TBA, Days: TBA, Instructor: Thelen, A, Room: ONLINE

**GEOG 111** Physical Geography Laboratory (1 UNIT)
- **CRN 30173** Time: TBA, Days: TBA, Instructor: Thelen, A, Room: ONLINE

### Mathematics

**MATH 061** Basic Mathematics (3 UNITS)
- **CRN 30133** Time: 07:30AM - 09:40AM MTWR, Instructor: Cozzani, A, Room: 2700-2728

**MATH 071** Pre-Algebra (3 UNITS)
- **CRN 30111** Time: 07:30AM - 09:40AM MTWR, Instructor: Shokoufi, M, Room: 2700-2722
- **CRN 30112** Time: 05:30PM - 07:40PM MTWR, Instructor: Kitzmiller, J, Room: 2700-2723

**MATH 081** Beginning Algebra (4 UNITS)
- **CRN 30113** Time: 10:45AM - 01:50PM MTWR, Instructor: Cozzani, A, Room: 2700-2723
- **CRN 30114** Time: 05:30PM - 08:35PM MTWR, Instructor: Voldman, A, Room: 2700-2728

**MATH 091** Intermediate Algebra (5 UNITS)
- **CRN 30115** Time: 07:30AM - 11:15AM MTWR, Instructor: Voldman, A, Room: 2700-2725
- **CRN 30116** Time: 11:30AM - 03:15PM MTWR, Instructor: Hernandez, O, Room: 2700-2725
- **CRN 30117** Time: 05:30PM - 09:15PM MTWR, Instructor: Bennett, C, Room: 2700-2725

### Health Education

**HE 102** Health Education (3 UNITS)
- **CRN 30074** Time: 07:30AM - 09:40AM MTWR, Instructor: Robinson, A, Room: 2700-2734
- **CRN 30075** Time: 10:00AM - 12:10PM MTWR, Instructor: Deyo, J, Room: 400-403
- **CRN 30076** Time: 12:30PM - 02:40PM MTWR, Instructor: Mecate II, J, Room: 400-403
- **CRN 30077** Time: 03:00PM - 05:10PM MTWR, Instructor: Carboni, C, Room: 2100-2131
- **CRN 30078** Time: 05:30PM - 07:40PM MTWR, Instructor: Carboni, C, Room: 400-403

### History

**HIST 100** Early World History (3 UNITS)
- **CRN 30049** Time: 10:00AM - 12:10PM MTWR, Instructor: Reyes, G, Room: 200-212

**HIST 120** US History: Prehistoric-Structure (3 UNITS)
- **CRN 30051** Time: 07:30AM - 09:40AM MTWR, Instructor: Swearingen, M, Room: 220-204
- **CRN 30179** Time: 08:30AM - 11:15AM MTWR, Instructor: Gretz, S, Room: SHS-Q-88

**HIST 121** US History: Reconstrct-Present (3 UNITS)
- **CRN 30053** Time: 10:00AM - 12:10PM MTWR, Instructor: Herbert, R, Room: 200-208
- **CRN 30054** Time: 12:30PM - 02:40PM MTWR, Instructor: Herbert, R, Room: 200-208

### Music

**MUS 100** Intro to Music Foundations (3 UNITS)
- **CRN 30016** Time: 10:00AM - 12:10PM MTWR, Instructor: Davidson, B, Room: 300-305

**MUS 102** Intro to Music Lit & Listening (3 UNITS)
- **CRN 30017** Time: 12:30PM - 02:40PM MTWR, Instructor: Davidson, B, Room: 300-305

### Nursing: Associate Degree

**NURS 080** Introduction to Nursing (1.5 UNITS)
- **CRN 30004** Time: 08:00AM - 10:30AM MTWR, Instructor: Agundez, R, Room: 2210-2137
  - (Class Number: 30004 Meets 06/19-06/29)
- **CRN 30013** Time: 10:45AM - 02:15PM MTWR, Instructor: Agundez, R, Room: 2210-2137
  - (Class Number: 30013 Meets 06/19-06/29)

**NURS 100** Medication Mathematics (1 UNIT)
- **CRN 30005** Time: 07:45AM - 09:50AM MTWR, Instructor: Ortiz, D, Room: 2210-2139
  - (Class Number: 30005 Meets 06/19-06/29)
SUMMER CLASS SCHEDULE 2017

**Music**

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<td>800-803</td>
</tr>
</tbody>
</table>

(Class Number: 30048 Meets 06/19-06/22)
Distance Education

Online (Internet) courses are referred to as Distance Education. 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.

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.

Online classes at Imperial Valley College are taught using the Canvas Learning Management System. It has easy-to-use, menu-driven applications. Students must be enrolled in a class to access the Canvas site.

To access Canvas, go to https://imperial.instructure.com/login/canvas

Please note: The schedule lists the building number and then the room number.
For example:

Building ↔ 200-201 ↔ Room

CLASS/LOCATION LEGEND
(INDICE DE CLASES Y LOCALIDAD)

Main Campus Location Codes:

700-TRACK  Track Field
700-SOCER  Soccer Field
700-TC     Tennis Courts

700-BBF  Baseball Field
700-SBF  Softball Field
ARTG-ARTG  Art Gallery

Distance Education Codes:

ONLINE
Course content is entirely online, but may have a mandatory face-to-face orientation, midterm, and/or final requirements. See course listing for details.

El Centro Location Codes:

EC-BOWL ALLEY
Brunswick Zone, 950 N. Imperial Ave,
El Centro, CA 92243

SHS Q-88
Southwest High School
2001 Ocotillo Drive
El Centro, CA 92243
Room Q-88
IMPERIAL VALLEY COLLEGE
Community Service Classes
SUMMER 2017

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

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

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.

How do I pay for my class? You can register online and make an immediate payment using your credit/debit card or PayPal account. Alternatively, 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.

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 $15. The passes are available at the Parking Office #902. Parking permits are waived on Saturdays and Sundays.

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.

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.
BUSINESS AND CAREER

Become a California State Notary Public
Date: TBD
8:00am-3:30pm Exam: 4:00pm
Fees:
$70 Student Tuition
$45 Workbook
$40 Exam fee

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. 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.

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.

Microsoft Office Specialist (MOS) Certification
Imperial Valley College is proud to partner with Certiport to offer the Microsoft Office Specialist Certifications. Microsoft certifications (based on globally recognized standards) demonstrate your computing skills and help advance your career prospects in a competitive job market. Imperial Valley College offers the Microsoft Office Specialist (MOS) individual professional certification exams as well as the Microsoft Office Master professional certification on Microsoft Office 2013. In addition, Imperial Valley College offers academic courses that prepare students for these exams. Please visit our website for dates: http://community.imperial.edu

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 6 students. Please visit our website for dates.

Traffic School
Dates: June 3 and Aug 5
8:00am-4:30pm (8 hours)
Fee: $35
IVC Room 1603
This course is accredited by the California Department of Motor Vehicles (TVS00681). 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 number. For additional information, call at 355-6303.

Escuela de Infraciones de Tráfico
Fechas: Junio 17, Julio 22, Agosto 19
8:00am-4:30pm (8 horas)
Costo: $35
IVC Salón 1603
Esta clase esta acreditada por el Departamento de Vehiculos (TVS00681). Esta diseñada para los individuos que han recibido una multa y desean borrarla de su record y de su seguro automovilistico y estos no sean afectados. En esta clase aprenderan sobre las reglas de trafico y consejos para manejar seguro. Se puede registrar en persona, por internet, o por telefono. Para mas informacion hablar al 760-355-6303.

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

ed2go
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
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.)

Student Health Center
(IVC Main Campus)
Building 1500 Library (Rm 1536)
380 E. Aten Road, Imperial, CA 92251
(760) 355-6310
8:30 a.m. – 4:30 p.m., M-TH
Closed Fridays

El Centro Regional Medical Center
Emergency Room
1415 Ross Ave, El Centro, CA 92227
(760) 339-7100
24 Hours a day

Brawley, Clinicas de Salud del Pueblo
900 Main Street, Brawley, CA 92227
Tel: (760) 344-6471 / Appts: (760) 344-7700
Hours/Horario:
7:00 a.m. – 6:00 p.m., M-F
6:00 a.m. – 12:00 p.m., Sat

Pioneers Memorial Hospital
Emergency Room
207 W. Legion Road
Brawley, CA 92227
(760) 351-3333
24 Hours a day

El Centro Regional Medical Center
El Centro Outpatient Clinic
385 W. Main St., El Centro, CA 92243
(760) 452-9100

Calexico, Clinicas de Salud del Pueblo
223 W. Cole Blvd., Calexico, CA 92231
(760) 357-2020
Hours/Horario:
7:30 a.m. – 5:30 p.m., M-F
8:00 a.m. – 12:00 p.m., Sat

PMHD Calexico Health Center
450 E. Birch, Calexico, CA 92231
(760) 766-6262
3:00 p.m. – Midnight M-F
1:00 p.m. – Midnight Sat.-Sun.

El Centro Regional Medical Center
Calexico Outpatient Center
495 Birch St., Calexico, CA 92231
(760) 357-0508

El Centro, Clinicas de Salud del Pueblo
651 Wake Avenue, Suite A
El Centro, CA 92243
(760) 352-2257
Hours/Horario:
Normal Business Hours M-F

***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
COUNSELING SERVICES AVAILABLE TO HELP YOU

Assessment Center  400 Bldg.-Rm. 401 (760) 355-6450/(760) 355-6447

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.

CalWORKs Counseling Program  100 Bldg. (760) 355-6556/(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. Students can also apply for priority registration. Refer to website.

CARE

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.

Counseling Center  100 Bldg. (760) 355-6543

Counselors are committed to aiding each student in establishing, clarifying, and pursuing personal, and career goals. The primary responsibility of the counseling staff is to provide counseling support for students, faculty, and the campus community. Counselors can assist student with a variation of issues: Comprehensive Student Education Plan (C-SEP) development (via Degree Works); Program of Study (major) selection; graduation status update; transfer planning to 4-year colleges and universities; and scholarships and financial aid programs. Students should make an appointment well in advance of registration to meet with a counselor.

Disabled Student Programs and Services (DSP&S)  2100 Bldg. (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, readers, scribe, academic advising, 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.

Extended Opportunity Programs and Services (EOPS)

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. Foster Youth students are also assisted under the EOPS Program. Services are the same as above.

Military & Veterans Success Center

Military & Veterans Success Center  600 Bldg.-Rm. 624 (760) 355-6141

Active duty military, veterans, their spouses and children who are students of IVC may receive services through the Military & Veterans Success Center (MVSC). Students may schedule an appointment with the Veterans Counselor or any other District Counselor for academic advising, student education plan development, transfer planning to universities, scholarship and financial aid information. The MVSC provides a central place to study, meet with other veterans, as well as workstations for doing school work. Students who desire to register for classes on time and ensure classes pertain to their academic goal should schedule appointments well in advance as well as stay informed about their registration date. Students whose academic performance is hindered by off-campus stressors may also schedule an appointment with the Student Success Specialist for additional off-campus resources and referrals (ex. Health & Wellness, Finances, Marital & Family Issues, etc.)

Student Support Services

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; STEM component; SSS Club, tutoring, and workshops.

Transfer/CTE Center

Transfer/CTE Center  100 Bldg. (760) 355-6543

Transfer: The Transfer Center provides a wide range of services to include one-to-one counseling on transfer and general educational requirements to four-year California, Out of State, Private and Independent Colleges and Universities with IVC Transfer Counselors and from four-year college/university representatives. Other Transfer Center services include computer lab access for transfer in-formational research, transfer fairs in fall and spring terms and transfer workshops during fall/spring on a variety of topics to assist with the transfer process. For more information please give us a call, make an appointment, or visit our website at http://www.imperial.edu/students/transfer-center/. CTE: The Imperial Valley College Career Technical Center provides an on-campus site for students to discover and follow their career goals. Support includes career assessment, career advising, and interactive computer software programs to enhance job seeking skills. The Career/Job Search collection contains a comprehensive variety of the most current occupational and educational resources. Career Center services include assistance with resume writing, interview techniques, application preparation, internships and employer contact. Career development and job search workshops are offered throughout the academic year. All Career Technical Center resources and services are available to students and alumni of Imperial Valley College.

For department hours or to make an appointment please call the phone number listed.
For department hours or to make an appointment please call the phone number listed.
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. (AB540 students may qualify for state aid, see the California Dream Act section below)
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 may result in the loss of all federal and state aid.

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
• Full-Time Student Success Grant: A state-funded grant program for Cal Grant recipients who enroll in 12 or more units per semester.

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
Imperial Valley College Developmental Preschool & Infant-Toddler Center

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) are located in buildings 2200 and 2300. The centers are open Monday - Thursday from 7:15 a.m. to 5:30 p.m. and Friday 7:15 a.m. to 3:00 p.m. Breakfast, lunch and snack are provided through the California Child Care Food Program. For more information call 760-355-6232

Student Success & Support Program

The Student Success & Support Program (SSSP) 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 first-time college 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 and to maintain their priority registration.

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 or (760) 355-6447. 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 degree applicable 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)

**AVISO: El criterio de prioridad de registración cambio en el otoño 2014:**

Estudiantes de nuevo ingreso al colegio tienen que tomar 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.
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
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 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
   a. 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.
   a1. Motorcycles, motorbikes, and scooters shall display the permit sticker on the fender or fuel tank.
   a2. Motorcycles, motorbikes, and scooters, MUST BE PARKED in designated motorcycle areas. Motorcycles, motorbikes, and scooters parked in auto parking spaces will be cited.
   a3. 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 be 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 tag.

IMPERIAL VALLEY COLLEGE IS NOT RESPONSIBLE FOR LOSS DUE TO VANDALISM, ACCIDENT, OR THEFT.
ALWAYS LOCK YOUR VEHICLE.
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 área en desarrollo.
   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 perfiles de reglamentos de tráfico del colegio son oficiales, como especifica el Códigos 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, patinetas, 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 específicamente 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 incapáctados 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 visor del vehículo, en la parte inferior izquierda del parabrisas (lado del conductor).
   b. Los permisos de estacionamiento estudiantil deben ser otorgados anualmente para el vehículo específico y no son transferibles o asignables.
   c. Los permisos de facultad-personal se reemplazarán al regresar el permiso en la defensa o en el tanque de la gasolina.
   d. Los permisos de facultad-personal deben ser otorgados antes del primer día de clases del semestre de Otoño.

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. Los vehículos con varias violaciones pendientes serán objetivos de immobilización del vehículo.

7. AUTORIDAD Y HONORARIOS
   El permiso de 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 inscribe 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 regresar 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.