Imperial Valley College

2018 Summer Schedule
June 18 - July 26, 2018

Register Online at www.imperial.edu
Check WebSTAR for Class Updates
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 2018 Course Schedule Information is now online.

For an updated searchable version of the Summer 2018 Course Schedule, please go to this link:

http://www.imperial.edu/schedule

For Summer 2018 Distance Education Course Information, please visit:

http://de.imperial.edu
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.

As of October 1, 2017  New and former IVC students may file admission application for Summer/Fall 2018.

May 14  Priority registration for Summer 2018 begins

May 18  Registration begins for newly matriculated students to IVC

May 24  Registration begins for students concurrently enrolled in grades K-12

June 1  K-12 Application Deadline for the Summer Term

June 17  Residency determination date

June 18  Summer 2018 classes begin.

June 18 - 20  Late Registration

***June 20***  Deadline to register for courses.
Deadline to select P/NP grading option for courses with that option.

June 21  Ticketing for parking violations in student spaces on main campus begins. Note: tickets are issued for reserved (faculty/staff), disabled, metered, 15-minute, and no-parking spaces year around.

June 24  Deadline to drop classes without owing fees, or showing on transcript.

June 25  Census


July 09  Priority Registration for Fall 2018 begins.

July 12  Financial Aid Return to Title IV date.

July 15  Deadline to apply to receive degree at the end of Summer term. Completed petition must be received in Admissions & Records Office by this date. Students must meet with a counselor and have an evaluation completed and application signed before this date.

***July 17***  Last day to DROP with a “W.”

July 26  Last day of the Summer Term

August 13  Fall 2018 classes begin.
DID YOU KNOW?

Important IVC Student Information for the Summer 2018 Semesters

• All **first time new students** who wish to earn priority registration must complete math and English assessments (or provide approved alternative), complete college orientation and must have an education plan.

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

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

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

• Your priority registration date and time for the Summer 2018 will be noted in the Student Portal and WebStar 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. Enrollment fees are waived for K12 students and K12 students may also register for up to 6 units for Intersessions and 11 units for Primary Terms.

• **Having 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.** DegreeWorks will provide you with an educational plan that determines which classes you may still need to take in order to graduate and/or transfer. 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 Fall term to determine Fee Waiver and payment eligibility.

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**Summer 2018 Important Dates**

**May 14, 2018**
Priority registration begins for continuing and former IVC students.

**June 18, 2018**
Summer Intersession classes begin.

**August 13, 2018**
Fall Semester classes begin.
ADMISSION AND REGISTRATION

HELP YOURSELF - Read all these pages before registering

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

REGISTER IN EIGHT E-Z STEPS

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

2. Students who were enrolled past the first two weeks of classes in Fall 2017, Winter 2017 or Spring 2018 do not need to apply and should skip to Step #3. 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 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, 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 Fall 2018 terms 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. 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 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) 355-6246. 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. 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).

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 Monday, Tuesday, Wednesday, and Thursday
- **MW** = class meets on Monday and Wednesday
- **TR** = class meets on Tuesday and Thursday

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

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

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

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

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.
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  (760)355-6274  
   or (760)355-6206

   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

   Homeless Youth  
   100 Building  (760)355-5736

   SSS  
   100 Building  (760)355-6379

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

5. Determine how many degree-applicable units you have earned at IVC.

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

6. Find your registration day and time on the following Priority Registration Times chart or via the Student Portal. Priority will be lost after being on Academic or Lack-of-Progress Probation for two consecutive semesters or after you have earned more than 90 degree applicable units.
Priority Registration Times Summer 2018

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 priority registration date and time. Students may register for a maximum of 9 units for the Summer Term.

<table>
<thead>
<tr>
<th>DSP&amp;S, EOPS, Veterans, Foster Youth, CalWorks</th>
<th>Registration Date</th>
<th>Registration Time</th>
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<tr>
<td>60 - 89.5 units</td>
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<td>9:00 AM</td>
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<tr>
<td>30 - 59.5 units</td>
<td>Monday, May 14, 2018</td>
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<tr>
<td>15 - 29.5 units</td>
<td>Monday, May 14, 2018</td>
<td>3:00 PM</td>
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<td>.5 - 14.5 units</td>
<td>Tuesday, May 15, 2018</td>
<td>9:00 AM</td>
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<td>0 units</td>
<td>Tuesday, May 15, 2018</td>
<td>12:00 PM</td>
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<th>Student Athletes, ASG, Ambassadors</th>
<th>Registration Date</th>
<th>Registration Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 89.5 units</td>
<td>Tuesday, May 15, 2018</td>
<td>3:00 PM</td>
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<tr>
<th>IVUP Students, ASPIRE, SSS</th>
<th>Registration Date</th>
<th>Registration Time</th>
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<td>0 - 89.5 units</td>
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<td>9:00 AM</td>
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<td>60 - 89.5 units</td>
<td>Wednesday, May 16, 2018</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>45.5 - 59.5 units</td>
<td>Thursday, May 17, 2018</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>30 - 44.5 units</td>
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<td>Friday, May 18, 2018</td>
<td>12:00 PM</td>
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<tr>
<td>10 - 19.5 units</td>
<td>Monday, May 21, 2018</td>
<td>9:00 AM</td>
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<tr>
<td>.5 - 9.5 units</td>
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<th>Students on Academic/Lack of Progress Probation or 90+ Degree Applicable Units</th>
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<th>Registration Time</th>
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<td>ALL</td>
<td>Thursday, May 24, 2018</td>
<td>9:00 AM*</td>
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</table>

*VETERANS: 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.
**Register or Add Classes**

Registration for full-term classes must be completed NO LATER THAN Wednesday, June 20th for Summer Intersession. 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 because students have dropped.

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

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

Wait List Procedures

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

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

INSTRUCTIONS:

1. See the earlier sections on Signing On To WebSTAR and Register.

2. To determine if there are Wait List slots available for a class go to Look Up Classes to Add. Select the term and click Submit. Select the Subject and enter the course number (example: select English and 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 clear a Wait List and are able to register for the class. Check your emails daily as you will only have 24 hours to register for the class once you clear the Wait List.

8. To drop a Wait Listed class go to the Add/Drop Classes section. Click on the Action Box and select Drop No “W” with a refund.

9. Click on Submit Changes.

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

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

Add Authorization Codes

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

Add authorization codes are four-digit numerical codes available only from the instructor of the individual class section. Each code may be used by one student only to register for that specific class. Students should attend the first class meeting to request a code. If one is granted, the student to whom it is assigned must input it in WebSTAR to register. Use of Add Authorization code by any other student will be grounds for disciplinary action. Use the code as soon as you obtain it; do not wait until the last day to register. If you encounter a problem, you may not be able to resolve it before the deadline. ABSOLUTE DEADLINE FOR FULL-TERM CLASSES: Wednesday, June 20th for Summer Intersession.

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 must be done no later than Wednesday, June 20th. The deadline for short-term courses is the same deadline as to register for the class. Contact the Admissions and Records Office for a specific course deadline.

Change Variable Units

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

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

View and Update Mailing Address and/or Telephone Numbers

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

Change Pin

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

Review and/or Print Your Schedule

1. Return to the Student Services menu.
2. Click on View/Print class schedule and fees or.
3. Click on Registration.
4. 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.
**SUMMER CLASS SCHEDULE 2018**

**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**

- **Enrollment Fee** (subject to change without notice)* $46.00 per unit
- **Nonresident & Foreign Tuition**** $239.00 per unit
  (Required for nonresident and foreign students in addition to enrollment fee)
- **Student Representation Fee** $1.00 per term
- **Health Fee** $16.00 per term (for Summer)
- **Parking** $15.00 per vehicle (for Summer)
  Required for all vehicles parked on main campus
- **Returned Check Fee** $25.00 per check
- **W-2 Wage and Tax Statement Copy** $2.00 per copy per check

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

**To meet residency requirements for tuition and fee purposes,** students must be U.S. citizens or have an immigration status which allows them to establish residency. In addition, they must physically reside in California for at least one year and a day before the first day of classes and establish intent to make California their permanent home at the beginning of that year. **Any change in residency status must be dealt with during the first two weeks of the term.** See catalog for additional information. A waiver of nonresident tuition may be granted to eligible California high school graduates. Please contact the Admissions and Records Office for more information.

The **Student Representation Fee** was approved and implemented by student vote. It is used to support student government representatives in stating their positions and viewpoints on behalf of the IVC student body before city, county, and district government, and before offices and agencies of the state and federal government.

The **Health Fee** is not related to health insurance and is required whether or not students choose to use the services. **The Board of Governors (BOG) fee waiver will not cover this fee. Students receiving a BOG, will need to pay the fee.** Exemptions from the fee may be granted for the following:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending IVC under an approved apprenticeship training program.

The **Parking Services/Transportation Fee** is required for each vehicle parked on main campus including motorcycles and motor bikes. 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, see the next page (14) or 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 24 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.

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

Repeating Courses

Students who receive a grade of D, F, NC or NP in a course may repeat that course once 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 student seeks to transfer, extinguening 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 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.
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 21st for the Summer Intersession.

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 MAY 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 2017-2018 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 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 in the college catalog.
Crime Statistics

Crime statistics are available online at www.imperial.edu. Click For Students, select Campus Safety and Parking Control and then Crime Statistics.

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 filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

• Students who are nonimmigrants 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 another California public college or university must submit a new request (and documentation if required) to each college under consideration.

• Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents”.

• 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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<thead>
<tr>
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<th>Course Title</th>
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<tr>
<td>AJ 102</td>
<td>Concepts of Criminal Law</td>
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<tr>
<td>AJ 104</td>
<td>Legal Aspects of Evidence</td>
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<tr>
<td>AJ 106</td>
<td>Prin &amp; Proc of the Just System</td>
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### Allied Health Professions

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### American Sign Language

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### Biology

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### Zero-Textbook Cost (ZTC) classes and programs rely on Open Educational Resources (OERs) and other online resources to eliminate textbook costs for students.
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Zero-Textbook Cost (ZTC) classes and programs rely on Open Educational Resources (OERs) and other online resources to eliminate textbook costs for students.
### Environmental Science

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### Mathematics

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### Music

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### Nursing: Associate Degree

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### Other Notes

- Zero-Textbook Cost (ZTC) classes and programs rely on Open Educational Resources (OERs) and other online resources to eliminate textbook costs for students.
### SUMMER CLASS SCHEDULE 2018

**NURS 219  Psych & Mental Health Nursing (3 UNITS)**

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**PHIL 100  Introduction to Philosophy I (3 UNITS)**

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**Physical Education**

**PE 100  Lifetime Exercise Science (2 UNITS)**

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**Other Class Offering(s)**

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**PE 102  Physical Fitness**

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**PE 104  Weight Training**

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**PE 128  Volleyball**

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**Physics**

**PHYS 202  General Physics II (4 UNITS)**

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**Psychology**

**PSY 101  Introduction to Psychology (3 UNITS)**

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**Online Class Offering(s)**

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**PSY 144  Psy Interpersonal Relationships (3 UNITS)**

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**PSY 200  Biological Psychology**

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**PSY 204  Dev Psy Concept to Death (3 UNITS)**

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**PSY 206  Social Psychology**

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**PSY 214  Statistical Methods in Beh Sci**

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**Sociology**

**SOC 101  Introduction to Sociology (3 UNITS)**

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**SOC 102  Contemporary Social Problems (3 UNITS)**

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**Spanish**

**SPAN 100  Elementary Spanish I**

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**SPAN 220  Spanish for Heritage Speakers I**

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**Welding**

**WELD 230  Shielded Metal Arc Welding**

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**Work Experience**

**WE 201  Employment Readiness (1 UNIT)**

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Zero-Textbook Cost (ZTC) classes and programs rely on Open Educational Resources (OERs) and other online resources to eliminate textbook costs for students.
Distance Education

Online (Internet) courses are referred to as Distance Education (DE). 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 Blackboard and/or Canvas Learning Management Systems. They are easy-to-use, menu-driven applications. Students must be enrolled in a class to access these sites.

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

You will have access to any online course you have registered for on the first day of the semester.

Please visit the DE Website at https://www.imperial.edu/courses-and-programs/distance-education/ for more information.
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.

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

How do I pay for my class? You 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.

Please visit us online for an updated schedule
You may register online @ http://community.imperial.edu

Remember to Purchase a Parking Sticker or Day Pass
Free Parking on Saturday & Sunday
SUMMER CLASS SCHEDULE 2018

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.

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.

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 2 and Aug 4
8:00am-4:30pm (8 hours)
Fee: $35
IVC Room 1603

This course is accredited by the California Department of Motor Vehicles (TVD081). It serves as a traffic school for those individuals who have received a traffic citation and would prefer to attend an informative class that could void the citation from their record and protect their insurance rates. Students will also learn survival driving tips. Pre-registration is required. All court fees must be paid to the court before registering. You can register in person, online, or by phone. When you call, please have the following information available: Your docket or case number and your driver's license. For additional information, call at 355-6303.

Escuela de Infracortes de Tráfico
Fechas: Junio 16, Julio 14, Agosto 18
8:00am-4:30pm (8 horas)
Costo: $35
IVC Salón 1603
Esta clase está acreditada por el Departamento de Vehículos (TVS081). Esta diseñada para los individuos que han recibido una multa y desean borrarla de su record y de su seguro automovilístico y estos no sean afectados. En esta clase aprenderán sobre las reglas de tráfico y consejos para para manejar seguro. Se puede registrar en persona, por internet, o por teléfono.

Online Traffic School or Booklet Course
http://community.imperial.edu/traffic-school/booklet-course.html
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](http://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 some 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 made by the California Student Aid Commission and are subject to the approval of the final state budget. [www.csac.ca.gov](http://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
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 registracióncambio 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.
STUDENT HEALTH SERVICES

As an Imperial Valley College student your pre-paid session health fee entitles you to a variety of Student Health Services. Pioneers Memorial Healthcare District was selected as the provider for our basic health services such as first aid and care for minor illnesses. The services also include health screenings, health promotion, vaccinations and mental health counseling. Walk-in and appointment services are available and can be accessed by visiting or contacting the Student Health Center (SHC), (760)355-6310. Services are not available when IVC is not in session.

To access the on-campus or off-campus 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. Students needing additional, non-covered services can visit the following locations:

Campus Service Location

Student Health Center (SHC on campus)
380 East Aten Road, Building 1500, Room 1536
Imperial, CA 92251
(760) 355-6310
8:30 a.m. – 4:30 p.m., Monday - Thursday

Off-Campus Service Location

Each enrolled student is also entitled to one minor sick visit per semester/term at any of the following locations subject to a reduced fee of only $35.00.

- Pioneers Memorial Hospital
  Emergency Room (ER)
  207 West Legion Road
  Brawley, CA 92227
  (760) 768-6262

- Calexico Health Center
  450 East Birch St.
  Calexico, CA 92231
  (760) 351-4400

- Pioneers Health Center
  751 W. Legion Rd., Ste. 103
  Brawley, CA 92227
  (760) 351-4400

- Women's Health at Pioneers Health Center
  751 W. Legion Rd., Ste. 201
  Brawley, CA 92227
  (760) 351-3700

Please contact each clinic for hours of operation.

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 fee waiver 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.
Academic counseling is provided to orient students in CalWORKS and inform them of their rights and responsibilities and to determine if students are entitled to help 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

The CARE Program offers the following special services to those students 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

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)

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)

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.

IVC Kitchen

Any student experiencing food insecurity is eligible to be screened for food assistance programs housed in the IVC Kitchen, our new campus food pantry. The IVC Kitchen recently collaborated with the Imperial Valley Food Bank to house a USDA federal food assistance program, in addition to IVC’s services to address food insecurity on campus. If you or someone you know could benefit from these services, please encourage them to visit the IVC Kitchen.

Military & Veterans Success Center

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.)

For department hours or to make an appointment please call the phone number listed.
**Student Equity**

100 Bldg.

(760) 355-5736 or 5733

The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act.

**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**

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 informational 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 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.

**STUDENT SERVICES AVAILABLE TO HELP YOU**

**Admissions & Records Office**

Admin. Bldg.

(760) 355-6101

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

**Campus Clubs**

1000 Bldg.

(760) 355-6455

All Imperial Valley College students are members of the Associated Student Government, which supports the projects and programs of many clubs catering to students with interests ranging from Business to Community Service. You can join — or lead — any of these organizations. Clubs meet the social and intellectual interests of students at Imperial Valley College. For a list of chartered campus clubs visit: www.imperial.edu/students/student-life/campus-clubs

**Developmental Preschool & Infant-Toddler Center**

2200 & 2300 Bldg.

(760) 355-6266

The Preschool and Infant/Toddler Centers serve as demonstration labs for students wanting to work in the field of Early Childhood. The Preschool (children two to five years of age) and Infant/Toddler Center (newborn to two years) are located in buildings 2200 and 2300. Breakfast, lunch and snacks are provided through the California Child Care Food Program.

**Financial Aid Office**

1700 Bldg.

(760) 355-6266

You may be eligible for financial assistance to help meet your educational expenses. There are many federal and state aid programs available, each has different eligibility criteria. Trained staff members are available to help you through the application process.

**Student Affairs Office**

1000 Bldg.

(760) 355-6455

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

**Veterans Benefits Certification**

1700 Bldg.

(760) 355-6267

Assistance is provided for veterans and their dependents regarding VA education benefits. See the Veterans Certifying Official located in the Financial Aid Office.

For department hours or to make an appointment please call the phone number listed.
ACADEMIC SERVICES AVAILABLE TO HELP YOU

SPENCER LIBRARY & MEDIA CENTER 1500 Bldg.
Circulation Desk: (760) 355-6409/ (760) 355-6445
The Imperial Valley College Spencer Library provides students, faculty, and staff a wealth of information resources including books, e-books, and Web based research databases, including many full-text journals, as well as print newspapers and journals. Printers and copiers are available for student use for a reasonable fee. Students and faculty must present a valid IVC ID card to borrow materials. Librarians and staff members are available to provide students with reference assistance and other library services.

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

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

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

Learning and Tutoring Services
Learning Services includes the Study Skills Center and the Reading/Writing/Language Lab. These are open to Imperial Valley College students and faculty.

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

Study Skills Center Tutorial Services
Room 1511
(760) 355-6390
Free tutoring is available to all students on a walk-in basis in the Library. There is also one-on-one tutoring available by appointment to EOPS and DSP&S students. Students should go early in the semester to fully benefit from tutoring services. Workshops are also offered in study skills such as test taking, note taking, and using the library effectively.

PAULINE BENoit RICE IVC LANGUAGE LAB 2600 Building
(760) 355-6292
All students enrolled in foreign languages, English as a Second Language, or speech classes can use multimedia learning experiences as a supplement to formal class instruction. Lab classes provide students with an intensive language exposure. Instructors bring classes into the Lab as a whole, but students may also use the Lab individually.

JEAN RAULSTON READING/WRITING LAB 2600 Building
(760) 355-6391
Reading instructors schedule time in the Lab during which the whole class works on a lab assignment under the teacher’s supervision. Tutors are available to assist if needed. Individual reading students may also use the Lab on their own. Writing students may also come to the Lab with a class or individually to work on specific assignments. Students from any discipline may also make an appointment to receive tutoring for specific writing assignments.

Math Lab
Room 2500
(760) 355-6190
The primary purpose of the Math Lab is to help students in basic math, beginning algebra and intermediate algebra. The lab has 48 workstations equipped with multi-media learning resources: computers and DVD players. In addition, study rooms and reference books are available. Tutors are available to assist students during the time the Math Lab is open.

Business Division Computer Lab
Room 2610
(760) 355-6451
The Business Division maintains a multimedia computer lab for students. It is an open lab and has 33 computer workstations. The Lab has current software applications and internet access.

Science, Technology, Engineering, & Math (STEM) Center
3700 Building
(760) 355-6402/(760) 355-6390
Appointment and walk-in tutoring options are available for sciences, technology, and engineering. It is equipped with multimedia learning resources, including computers.

For department hours or to make an appointment please call the phone number listed.
IMPERIAL VALLEY COLLEGE
STUDENTS’ COMPLAINT POLICY

Adopted by the Board of Trustees 11/15/95; 3/21/12; 7/20/2004
Last Revised: 02/02/2016

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedure shall include, but not be limited to, grievances regarding:

- Access to classes;
- Deviation from course content;
- Refusal of instructor to confer with a student;
- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972;
- Financial aid [unless the District’s financial aid policy contains an appeal procedure];
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: “When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.” “Mistake” may include, but is not limited to errors made by an instructor in calculating a student’s grade and clerical errors;
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This policy does not apply to:

- Student Code of Conduct issues.
- Allegations of discrimination based on race, color, national origin, 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), 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.
- Student disciplinary actions, which are covered under separate Board policies and Administrative Procedures.
- Police citations (i.e. “tickets”); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

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

INFORMAL RESOLUTION

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem
with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

A grievance 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 grievance 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.

**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 student grievance to the immediate supervisor.

<table>
<thead>
<tr>
<th>If Grievance is About:</th>
<th>Contact:</th>
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</thead>
<tbody>
<tr>
<td>• Classified Staff/ Managers/ Confidentials</td>
<td>• Immediate Supervisor/ Chief Human Resource Office</td>
</tr>
<tr>
<td>• Teaching &amp; Non-Teaching Faculty</td>
<td>• Appropriate Dean</td>
</tr>
<tr>
<td>• Department Chair</td>
<td>• Appropriate Dean</td>
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<td>• Dean</td>
<td>• Administrator</td>
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<tr>
<td>• Administrator</td>
<td>• Appropriate Vice President or President</td>
</tr>
<tr>
<td>• Another Student</td>
<td>• Dean of Student Affairs and Enrollment Services</td>
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Within two days following receipt of a grievance, the immediate supervisor shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the preparation of the Grievance form. The supervisor must respond via verbal communication or email within ten (10) instructional days of the initiation of the grievance.

**Step 3  FORMAL RESOLUTION**

If, within ten (10) days, the grievance is not resolved informally, or the student is not satisfied with the resolution recommended by the supervisor, or if the supervisor does not respond timely a student may submit a student grievance form to the Vice President for Academic Services regarding academic matters or 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 grievance within ten (10) instructional days of receipt of the grievance form.

Students’ Grievance forms are available from:

<table>
<thead>
<tr>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Student Affairs</td>
<td>Student Affairs</td>
<td>(760) 355-6456</td>
</tr>
<tr>
<td>Director of Disabled Student Programs &amp; Services</td>
<td>DSP&amp;S Office</td>
<td>(760) 355-6312</td>
</tr>
<tr>
<td>Title IX Officer</td>
<td>Student Affairs</td>
<td>(760) 355-6456</td>
</tr>
<tr>
<td>Chief Student Services Officer</td>
<td>Student Services</td>
<td>(760) 355-6106</td>
</tr>
<tr>
<td>Chief Human Resource Officer (staff)</td>
<td>Human Resource Office</td>
<td>(760) 355-6212</td>
</tr>
</tbody>
</table>

Or at: [http://www.imperial.edu/students/admissions-and-records/](http://www.imperial.edu/students/admissions-and-records/)

**Step 4 REQUEST FOR HEARING**

If a student is not satisfied with the decision made by the Vice President for Academic Services, Vice President of Student Services, or the Dean of Student Affairs & Enrollment Services, a student may request a hearing within five (5) instructional days of that decision (forms are available in the Student Affairs Office and on the back of the Handbook for Student Lead.

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

A request for a hearing shall be filed no later than thirty (30) instructional days following the initiation of the grievance (step 2). If a grievance is filed within the last thirty (30) instructional days of the semester the president of the college may delay any further action on the grievance until the next semester.

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

The appropriate Committee shall meet in private and without the parties present to determine on the basis of the Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
• The grievant is a student as defined in these procedures, which include applicants and former students;
• The grievant is personally and directly affected by the alleged grievance;
• The grievance was filed in a timely manner;
• The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within ten (10) days of the date the decision is made by the Hearing Committee.

If the Request for Hearing satisfies each of the requirements, the Committee Chair shall schedule a grievance hearing. The hearing will begin within twenty (20) days following the decision to grant a Hearing. All parties to the grievance shall be given not less than five (5) days’ notice of the date, time and place of the hearing.

**Step 5 Hearing Procedures**

The decision of the Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)’ evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the CEO. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The hearing shall be recorded by the Hearing Committee by electronic recording device, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by an electronic recording device, the Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The electronic recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

Following the close of the hearing, the Hearing Committee shall prepare and send to the CEO a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

**CEO’s Decision:** Within five (5) days following receipt of the Hearing Committee’s decision and recommendation(s), the CEO shall send to all parties his/her written decision, together with the Hearing Committee’s decision and recommendations. The CEO may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the CEO does not accept the decision or a finding or recommendation of the Hearing Committee, the CEO shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the CEO shall be final, subject only to appeal as provided below.

**Step 6 Appeals**

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

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

Any appeal relating to a Hearing Committee decision that Grievance form does not present a grievance as defined in these procedures shall be made in writing to the CEO within [five] days of that decision. The CEO shall review the Grievance and Request for Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other
matters. The CEO’s decision whether or not to grant a hearing shall be final and not subject to further appeal.

Definitions:

Party – The student or any persons claimed to have been responsible for the student’s alleged grievance, together with their representatives. “Party” shall not include the Grievance Hearing Committee.

CEO – The CEO or a designated representative of the CEO.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

If your complaint cannot be resolved at the campus level, you may present your issues to Accrediting Commission for Community and Junior Colleges or to the California Community College Chancellor’s Office at: http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx
IMPERIAL COMMUNITY COLLEGE DISTRICT
Campus Parking and Traffic Regulations

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

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

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

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

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

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

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

7. AUTHORITY AND FEES
   Parking is controlled by the College Governing Board in accordance with Section 2545.1, California Education Code.
   a. Falsification of information or misuse of privileges may result in disciplinary action or revocation of parking privileges, or both.
   b. Student parking permits may be obtained at the time of registration upon payment of the parking services/transportation fee. Student parking permits are $25.00 per vehicle during the Fall and Spring semesters and $15.00 per vehicle during the Summer and Winter Sessions. A student may register additional vehicles at a fee of $10.00 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.
Reglamentos de Estacionamiento y Tráfico del Colegio

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

2. ÁREAS 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 de 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.
   d. Los vehículos estacionados ilegalmente en las áreas de estacionamiento de incapacitados pueden ser llevados a remolque y/o encerrados a costo del dueño o arrendatario del vehículo.
   e. No es requerido que los estudiantes que poseen el Cartel de Estacionamiento o Placas para discapacitados paguen por el permiso de estacionamiento del colegio.

5. PERMISOS DE ESTACIONAMIENTO
   a. Todos los vehículos que utilizan el estacionamiento del Colegio del Valle Imperial (IVC), deben mostrar un permiso de estacionamiento vigente. El permiso debe ser adherido por la parte de adentro del vidrio del vehículo, en la parte inferior izquierda del parabrisas (lado del conductor).
   b. Los permisos de facultad-personal se reemplazarán al regresar el Colegio del Valle Imperial.
   c. Si vende un vehículo registrado, se reemplazará el permiso de estacionamiento estudiantil al pagar $1.00 por el trámite, y regresar el adhesivo proporcionado por la calcomanía misma.
   d. Los permisos deben ser pegados al vehículo usando única mente el adhesivo proporcionado por la calcomanía misma.

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.

7. AUTORIDAD Y HONORARIOS
   El estacionamiento es controlado por la 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 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 renovó del vehículo vendido.
   d. Los permisos de facultad-personal se reemplazarán al regresar el resto del permiso anterior.
## SUMMER CLASS SCHEDULE 2018

**CLASS/LOCATION LEGEND**

(INDICE DE CLASES Y LOCALIDAD)

### Main Campus Location Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>700-TRACK</td>
<td>Track Field</td>
</tr>
<tr>
<td>700-BBF</td>
<td>Baseball Field</td>
</tr>
<tr>
<td>700-TC</td>
<td>Tennis Court</td>
</tr>
<tr>
<td>700-SBF</td>
<td>Softball Field</td>
</tr>
<tr>
<td>700-ARTG</td>
<td>Art Gallery</td>
</tr>
<tr>
<td>700-ARTG</td>
<td>Soccer Field</td>
</tr>
<tr>
<td>2200-PRE</td>
<td>Preschool Building</td>
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</table>

### Distance Education Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>HYBRID</td>
<td>Course content is both online and in a classroom.</td>
</tr>
<tr>
<td>ONLINE</td>
<td>Course content is entirely online</td>
</tr>
</tbody>
</table>

### Brawley Location Code:

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

### Calipatria Location Codes:

**CALP**
Calipatria High School, Closed to the Public

**CALIP-YARD**
Calipatria State Prison, Closed to the Public

### El Centro Location Codes:

**CUHS**
Central Union High School  
1001 Brighton Avenue  
El Centro, CA 92243

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

**EC-SEMC**
Sister Evelyn Mourey Center,  
1400 N. Imperial Ave #141,  
El Centro, 92243

**EC-SHS**
Southwest High School, Closed to the Public

### Imperial Location Codes:

**CENTI-YARD**
Centinela State Prison, Closed to the Public

**IMPHS**
Imperial High School, Closed to the Public

### Heber Location Code:

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

### Imperial Irrigation District (IID) Location Codes:

*See Catalog for a detailed listing of all IID locations*

**IID-ECBB**
Bell Building  
2151 W Adams Ave.  
El Centro, CA 92243

**IID-ECGS / SP**
Gen. Station / Steam Plant  
485 W. Villa Rd.,  
El Centro, CA 92243

**IID-ECTR**
El Centro Training Center  
1284 Main St.  
El Centro, CA 92243

**IID-HYDROS**
Hydros  
3675 E. Hwy 98  
Holtville, CA 92250

**IID-LQ**
81600 Avenue 58  
La Quinta, CA 92253

**IID-ETC / ELSH / MS / MTR / PD / WC**
Employee Training Center /  
Electric Shop / Meter Shop / Mechanical Training Room / Power Dock / Water Control  
333 E. Barioni Blvd.  
Imperial, CA 92251