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

• Communication Skills
• Critical Thinking Skills
• Personal Responsibility
• Information Literacy
• Global Awareness

380 East Aten Road, Imperial, CA 92251
(760) 352-8320
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 2012 Course Schedule Information is now online.

For an updated searchable version of the Summer 2012 Course Schedule, please go to this link:

http://www.imperial.edu/schedule

For Summer 2012 Distance Education Course Information, please visit:

http://de.imperial.edu
## IMPORTANT DATES AND DEADLINES

**NOTE:** The deadlines below are for full-term classes that begin May 21 and end June 21. Deadlines for short-term classes vary with the length of the class. Most deadlines are mandated in the CA Code of Regulations and are a percentage of the length of the class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning March 15</td>
<td>New and former IVC students may file admission application for Summer and Fall 2012.</td>
</tr>
<tr>
<td>April 23 – May 02</td>
<td>Priority registration for Summer 2012.</td>
</tr>
<tr>
<td>May 03</td>
<td>Registration begins for students new to IVC</td>
</tr>
<tr>
<td>May 08</td>
<td>Registration begins for students concurrently enrolled in grades K-12</td>
</tr>
<tr>
<td>May 20</td>
<td>Residency determination date</td>
</tr>
<tr>
<td>May 21</td>
<td><strong>Classes begin.</strong> Starting this day, add authorization code from instructor required to register for ALL classes, filled or open.</td>
</tr>
<tr>
<td>May 21 - 23</td>
<td><strong>Late Registration.</strong> Beginning on first day each class meets, add authorization code from instructor required to register for that class, filled or open.</td>
</tr>
<tr>
<td>May 23</td>
<td><strong>Deadline to register for full-term courses – last day to sign up for classes.</strong></td>
</tr>
<tr>
<td>May 23</td>
<td><strong>Deadline to drop full-term classes without owing fees and/or be eligible for refund.</strong></td>
</tr>
<tr>
<td>May 23</td>
<td><strong>Deadline to select P/NP grading option for courses with that option</strong> (see section on Change Grading Options). Does not pertain to Non-credit Program courses.</td>
</tr>
<tr>
<td>May 24</td>
<td>Ticketing for parking violations in student spaces on main campus begins. <strong>Note:</strong> tickets are issued for reserved (faculty/staff), disabled, metered, 15-minute, and no-parking spaces year around.</td>
</tr>
<tr>
<td>May 28</td>
<td>Deadline to drop course without appearing on transcript (without receiving W). <strong>Note:</strong> fees will be charged and no refunds given for courses dropped after May 23 (see above).</td>
</tr>
<tr>
<td>May 28</td>
<td>Holiday – Memorial Day. College closed. No classes.</td>
</tr>
<tr>
<td>May 29</td>
<td>Census</td>
</tr>
<tr>
<td>June 4</td>
<td><strong>Deadline to apply to receive degree at the end of Summer term.</strong> Completed petition must be received in Admissions &amp; Records Office by this date. Students must meet with a counselor and have an evaluation completed and petition signed before this date.</td>
</tr>
<tr>
<td>June 9</td>
<td>Financial Aid Return to Title IV drop deadline.</td>
</tr>
<tr>
<td>June 13</td>
<td><strong>Deadline to drop courses</strong></td>
</tr>
<tr>
<td>June 21</td>
<td>Final exams</td>
</tr>
<tr>
<td>June 21</td>
<td>Last day of Summer term</td>
</tr>
<tr>
<td>August 20 – December 07</td>
<td>Fall Semester 2012</td>
</tr>
</tbody>
</table>
Help Yourself - Read All These Pages Before Registering

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

Follow These 7 E-Z Steps

1. Students who were enrolled past the first 2 weeks of classes in either Fall 2011 or Spring 2012 do not need to apply and should skip to Step # 2. Students who have not attended IVC before or who did not attend one or more of these terms, must first apply for admission. Go to the IVC homepage at http://www.imperial.edu and click on Apply Now.

   After your online application is received and processed (usually takes at least two working days), an email will be sent to your IVC email address informing you of your admission status or requesting additional information, if needed.

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

   Students who will still be in high school in Summer 2012 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 are included in the application packet.

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

3. If you have attended another college or university, have your official transcript(s) sent to IVC: Office of Admissions and Records, IVC, PO Box 158, Imperial, CA 92251-0158. To be official, transcripts must be in unopened sealed envelopes from the reporting institution. If you have taken courses at other institutions which might meet prerequisite requirements, it is crucial you have your transcripts sent immediately. For complete information on transfer of credit to IVC from other colleges or universities please refer to the later section entitled Transfer Credit.

4. Take the IVC assessment tests. If you plan to take English or math courses, and have not completed course work in those subjects at IVC or another college, before registering you should take the assessment tests in reading, writing, and math. Contact the Assessment Center at 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.

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

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

7. Pay Fees – Tuition and fees are due when you register. Students who enroll in classes for Summer 2012 and do not pay will be automatically dropped from those classes within 5 days. See section on Student Fees and Fee Payment and Drop Procedure for Nonpayment.

WebSTAR - Student*Teacher*Automated*Resources

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

Computers are available for student use on main campus in the Enrollment Services Lab room 1601 or the Library Media Center. Employees are available to help students in the Enrollment Services Lab. When possible, computers in labs will also be available.
REGISTRATION (Signing Up for Classes)

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

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

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

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

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

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

PLAN YOUR SCHEDULE of CLASSES

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

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

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

Many classes are offered off campus. The six-digit building and room number follow the name of the instructor in the printed Class Schedule. The first three digits are the building and the last three 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 this Class Schedule, start and end dates are indicated below class sections that meet for less than the full term. 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 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 Fall and Spring, and 9 in Summer. Exceptions might be made for students who have a cumulative GPA of 2.50 or higher and special circumstances. See the Counseling Center. A normal class load in the Fall and Spring Semesters is considered to be 12-18 units plus a PE activity class. Students working full time are encouraged to carry a reduced load.

Once students have completed a proficiency in a subject area with a C or higher grade, they may not take a lower proficiency level in that subject area. For example: A student may not enroll in English 099 after having successfully completed English 101. (This does not apply to vocational refresher courses.)

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

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

PRIORITY REGISTRATION ASSIGNMENTS

Priority registration is available to continuing or former IVC students; assignments are based on the number of total units you have earned at IVC and at any other colleges from which we have received official transcripts and calculated total lower division transfer units (individual course evaluations may not be done yet). Re-enrolling students have the same assignment they would have had if they had not interrupted their enrollment. Students who have not attended IVC previously after leaving high school are considered “new” students and are not eligible for priority registration their first semester. For the date new students may begin registering, please refer to the bottom of the following page entitled Priority Registration Times.

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, or Extended Opportunity Programs and Services (EOPS). If you are uncertain, contact:
   - DSP&S     2100 Building    355-6312 TDD 355-4174
   - ASG, Student Affairs Office  1000 Building    355-6455
   - Athletic Office    Gym     355-6235
   - ASPIRE     Transfer Center, 100 Building  355-6274 or
               Student Services Specialist in Admissions and Records, Administration Building 355-6206
   - EOPS     100 Building    355-6407

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

3. Foster Youth: Current or former Foster Youth are eligible for the second priority 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 on campus 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 total units you have earned at IVC and other colleges/universities from which official transcripts have been received and evaluated. Transfer units will include lower division course work only that transfers to IVC. Upper division credit units earned at four-year colleges/universities will not transfer to IVC unless an equivalent course is offered 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 overall total.

6. Find your registration day and time on the following Priority Registration Times chart.
## PRIORITY REGISTRATION TIMES – Summer 2012

### DO NOT DELAY
You may begin the registration process at the time of your priority assignment or later. Register as early as possible to have the best chance of getting the classes you want.

<table>
<thead>
<tr>
<th>Student Type</th>
<th># Units Earned</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSP&amp;S</td>
<td>61 or more</td>
<td>Monday</td>
<td>April 23</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>46 – 60.5</td>
<td>Monday</td>
<td>April 23</td>
<td>9:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>31 – 45.5</td>
<td>Monday</td>
<td>April 23</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>16 – 30.5</td>
<td>Monday</td>
<td>April 23</td>
<td>10:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>0.5 – 15.5</td>
<td>Monday</td>
<td>April 23</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>Monday</td>
<td>April 23</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td>ANY OF THE</td>
<td>61 or more</td>
<td>Monday</td>
<td>April 23</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>FOLLOWING:</td>
<td>46 – 60.5</td>
<td>Monday</td>
<td>April 23</td>
<td>12:30 p.m.</td>
</tr>
<tr>
<td>ASG, Athletics,</td>
<td>31 – 45.5</td>
<td>Monday</td>
<td>April 23</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>ASPIRE,</td>
<td>16 – 30.5</td>
<td>Monday</td>
<td>April 23</td>
<td>1:30 p.m.</td>
</tr>
<tr>
<td>Foster Youth*</td>
<td>0.5 – 15.5</td>
<td>Monday</td>
<td>April 23</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>Armed Forces* (see below)</td>
<td>0</td>
<td>Monday</td>
<td>April 23</td>
<td>2:30 p.m.</td>
</tr>
<tr>
<td>EOPS</td>
<td>61 or more</td>
<td>Monday</td>
<td>April 23</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>46 – 60.5</td>
<td>Wednesday</td>
<td>April 25</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>31 – 45.5</td>
<td>Wednesday</td>
<td>April 25</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>16 – 30.5</td>
<td>Wednesday</td>
<td>April 25</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>0 – 15.5</td>
<td>Wednesday</td>
<td>April 25</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>CURRENT &amp;</td>
<td>100 or more</td>
<td>Tuesday</td>
<td>April 24</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>FORMER IVC</td>
<td>90 – 99.5</td>
<td>Tuesday</td>
<td>April 24</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>STUDENTS</td>
<td>80 – 89.5</td>
<td>Tuesday</td>
<td>April 24</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>70 – 79.5</td>
<td>Tuesday</td>
<td>April 24</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>61 – 69.5</td>
<td>Tuesday</td>
<td>April 24</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>56 – 60.5</td>
<td>Thursday</td>
<td>April 26</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>51 – 55.5</td>
<td>Thursday</td>
<td>April 26</td>
<td>12:00 noon</td>
</tr>
<tr>
<td></td>
<td>46 – 50.5</td>
<td>Thursday</td>
<td>April 26</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>41 – 45.5</td>
<td>Friday</td>
<td>April 27</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>36 – 40.5</td>
<td>Friday</td>
<td>April 27</td>
<td>12:00 noon</td>
</tr>
<tr>
<td></td>
<td>31 – 35.5</td>
<td>Friday</td>
<td>April 27</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>26 – 30.5</td>
<td>Monday</td>
<td>April 30</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>21 – 25.5</td>
<td>Monday</td>
<td>April 30</td>
<td>12:00 noon</td>
</tr>
<tr>
<td></td>
<td>16 – 20.5</td>
<td>Monday</td>
<td>April 30</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>11 – 15.5</td>
<td>Tuesday</td>
<td>May 01</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>6 – 10.5</td>
<td>Tuesday</td>
<td>May 01</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>0.5 – 5.5</td>
<td>Wednesday</td>
<td>May 02</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>Thursday</td>
<td>May 03</td>
<td>9:00 a.m.</td>
</tr>
</tbody>
</table>

### CONCURRENTLY ENROLLED IN GRADES KINDERGARTEN – 12

Online registration is not available to K-12 students because admission is granted for specific courses. The Special Student Application for K-12 Concurrent Enrollment must be submitted and approved each semester. The deadline for submission to guarantee consideration for Summer 2012 is May 1. Registration must be completed in person after admission is granted.

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

**FOSTER YOUTH**: Current or former Foster Youth are eligible for the second priority 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 on campus in the Administration Building #10.
SIGNING ON TO WebSTAR

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

REGISTER OR ADD CLASSES

Registration for full-term classes must be completed NO LATER THAN Wednesday, May 23rd. 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 on main campus or the extended campus office in Calexico, 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 Application for Admission. 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. The process may take several days so do not wait to apply. Contact the Admissions and Records Office if you have questions.
6. Scroll to the bottom of the screen.
7. Add Classes Worksheet: This is a handy form to use so you may register for more than one course at a time. If you have already reviewed the printed Class Schedule and know the Course Reference Number (CRN) of the course(s) for which you want to register, input each of them on the worksheet. Then click on Submit Changes.
8. If you do not know the CRNs, click on Class Search. (Instructions continued on next page.)
**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 Summer term.

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

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

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

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**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.
   - **WL Cap** – the total capacity of slots on the Wait List
   - **Act** – number of students actively registered at this time
   - **WL Act** – number of students actively on the Wait List
   - **Rem** – number of seats remaining
   - **WL Rem** – number of Wait List slots remaining

   Select a class section with seats remaining.

2. If the class is full you now have the option to have your name placed on the Wait List. Students on the Wait List get priority in registering for the class if a student drops. See later section in the Class Schedule on **Wait List Procedures**.

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 automatically added to the class in which they are wait-listed.

**INSTRUCTIONS:**

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

2. To determine if there are Wait List slots available for a class go to Look Up Classes to Add. Select the term and click Submit, Select the Subject and enter the course number (example: select English and 101 for course number). Look at the Wait List numbers under the WL columns. Scroll down and click register.

3. Input the CRN of the class you wish to Wait List.

4. Click on Submit Changes.

5. Click on the Action Box and select Wait Listed. (Note under Status it will list how many students are on the Wait List.)

6. Click on Submit Changes.

7. You will receive an email through your IVC email address if you clear a Wait List and are able to register for the class. Check your emails *daily* as you will only have **24 hours only 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 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, open or if you are on the Wait List. 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, May 23.**

**INSTRUCTIONS IF YOU ARE NOT ON THE WAIT LIST FOR THIS CLASS:**

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. *(Continued on next page.)*
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.

INSTRUCTIONS IF YOU ARE ON THE WAIT LIST:

1. See the earlier sections on Signing On To WebSTAR and Register or Add Classes for step-by-step instructions for using WebSTAR.
2. Click on the drop down menu next to the class you have an Add Authorization code for and select “Register 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. The following deadlines are for full-term classes. Short-term classes have unique deadlines – contact the Admissions and Records Office.

- Deadline to drop without owing fees and/or be eligible for a refund: Wednesday, May 23
- Deadline to drop course without it appearing on your transcript (without W): Monday, May 28
- Deadline to drop full-term course: Wednesday, June 13

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

All changes in grading options for full-term courses must be done no later than Wednesday, May 23. 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 have registered for a variable unit course, on your current schedule on the Add/Drop Classes screen the number of units under the Cred column will be underlined. If you wish to change the number of units, click on the underlined units. You will be taken to the Change Class Options screen. A box will appear around the units under the course. Input the number of units you wish to change to in the box. You may also get to this screen by selecting Student Services & Financial Aid, Registration, Change Class Options.

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 ADDRESSES, TELEPHONE NUMBERS, E-MAIL ADDRESS**

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, name or correct your Social Security number you will need to come in to the Admissions & Records Office and complete the necessary form. Documentation will be requested to verify change.

**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.

**REVIEW AND/OR PRINT YOUR SCHEDULE**

1. Return to the Student Services menu.
2. Click on Registration.
3. You have two options from the Registration menu:

   **Student Schedule by Day and Time:** This selection displays your classes in the time slot they meet week by week. If you have registered for any classes that start after the first week, you will need to click on Next Week until you reach the week(s) they begin to have them displayed. (Continued on next page.)
If you have registered for classes that start later in the semester, in the box labeled *Go To*, input the first day of the month they begin and your weekly schedule will be displayed for that month, including the late-starting class.

*Student Schedule:* Each class will be listed one below the other.

4. To print your schedule. Select your preferred schedule display option above and click on the print icon on the tool bar at the top of the screen, or click on *File* in the top left corner and select *Print*.

---

### REVIEW FEES

1. From the *Student Services* menu, click on *Registration*.
2. Click on *Registration Fee Assessment*. Fees owed for the term of registration will be displayed.
3. To review all fees owed for all terms, click on *Account Summary by Term* at the bottom of the screen.

### 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.

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### STUDENT FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee (subject to change without notice)*</td>
<td>$46.00 per unit</td>
</tr>
<tr>
<td>Nonresident &amp; Foreign Tuition**</td>
<td>$219.00 per unit</td>
</tr>
<tr>
<td>(Required for nonresident and foreign students in addition to enrollment fee)</td>
<td></td>
</tr>
<tr>
<td>Student Representation Fee</td>
<td>$1.00 per term</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$11.00 per term</td>
</tr>
<tr>
<td>Parking – required for all vehicles parked on the main campus</td>
<td>$10.00 per vehicle</td>
</tr>
<tr>
<td>Malpractice Liability Insurance</td>
<td>$13.00 annually</td>
</tr>
<tr>
<td>IVC Debit Card Replacement Fee</td>
<td>$20.00 per card</td>
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<tr>
<td>Returned Check Fee</td>
<td>$25.00 per check</td>
</tr>
<tr>
<td>W-2 Wage and Tax Statement Copy</td>
<td>$2.00 per copy</td>
</tr>
</tbody>
</table>

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

**To meet residency requirements for tuition and fee purposes, students must be U.S. citizens or have an immigration status which allows them to establish residency. In addition, they must physically reside in California for at least one year 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.

(Continued on next page.)
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 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.

Malpractice liability insurance is required for enrollment in classes with a clinical component such as Nursing, EMT, Paramedic, Nursing Assistant, Medical Assistant. The cost is subject to change without notice by the insurance company.

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 AND DROP PROCEDURES FOR NONPAYMENT

**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 Class Schedule). You should pay as soon as you have registered and have your class schedule set. **STUDENTS WHO ENROLL IN SUMMER 2012 CLASSES AND DO NOT PAY WILL BE AUTOMATICALLY DROPPED FROM THOSE CLASSES WITHIN 5 DAYS.**

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 on main campus or the extended campus office in Calexico. If paying by check or money order, include your Student ID (User) number (begins with G00) on your check. DO NOT MAIL CASH.

IVC has a partnership with a company called Nelnet Business Solutions (FACTS e-Cashier) that provides monthly payment plans (handling fees apply). For more information on this option, please visit: FACTS (e-Cashier) at [http://www.imperial.edu](http://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. **Enrolling in this payment plan will not allow you to have access to your transcripts, enrollment verifications, grades, etc., but it will facilitate paying off your fees.**

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 **Wednesday, May 23** 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 for specific deadline dates.

After the late registration period is over, refunds of $20 or more owed to students will be issued. In order to receive refunds and/or financial aid payments, students must “activate” their IVC debit card and select their preferred mode of payment. Debit cards are automatically mailed to new students and those who have re-enrolled and not been issued a card previously. As soon as you receive your card from HigherOne (the issuing bank), follow the instructions to activate it and select the method of payment preferred. Refunds and/or financial aid funds will not be issued until you have completed the activation process.

**Imperial Valley College students receiving federal financial aid (Title IV funds) who do not attend any classes will be required to repay all of the funds they received.** Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester complete, and will be required to repay any unearned financial aid they received. For additional information, contact the Financial Aid Office in the Counseling Center.
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 Docufide at www.imperial.edu/docufide. 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 by clicking on the Home tab and selecting Transcripts at www.imperial.edu.

**REPEATING COURSES**

Students who receive a grade of D, F, NC or NP in a course may repeat that course one time to earn a better grade. To repeat a course a second and/or third time due to a substandard grade a student will need to petition to repeat. After the second and/or third grade is earned, the previous grades and credits will no longer be included in the calculation of the GPA. All grades will continue to be shown on the student’s transcript. Also effective as of Summer 2012 students will only be allowed to repeat a class two times for a total of three enrollments to include the following evaluative symbols: D, F, NC, NP, 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 or the course is needed for professional certification.

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 [http://www.imperial.edu](http://www.imperial.edu). Click on Admission, Registration, Student Record, Forms and then Repeat Petitions. Petitions submitted at the end of the 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.

**NAME AND SOCIAL SECURITY NUMBER CHANGES**

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

**PARKING ON MAIN CAMPUS**

Parking permits are required for each vehicle parked on the main 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, May 24.

Vehicle Registration forms are required for parking permits; the forms may be obtained from the Parking Control Office. The license plate number, make, model, year, and color are required. 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.

**PRIVACY ACT**

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

CRIME STATISTICS

Crime statistics are available online at www.imperial.edu. Click For Students, select Admissions & Records and then Crime Statistics.

CLASS ATTENDANCE

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

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

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

TRANSFER CREDIT

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

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

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

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

Credit for Upper Division Course Work

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

Credit for Correspondence and Extension Courses

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

Students who complete at least 180 days of active duty including basic training may receive credit for HE 100 (2 units) and PE 110 (2 units). Instructions for obtaining the credit will be provided by the Veterans Coordinator in the Financial Aid Office. A copy of the DD214 is required.

Up to a maximum of 12 additional units may be awarded for work completed successfully in military service schools beyond basic training as recommended by the American Council on Education in the Guide to the Evaluation of Educational Experiences in the Armed Services.

Students must provide a copy of the DD214 or military service school transcript with a petition for evaluation of military service.

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

Credit for Advanced Placement (AP) Examinations

Credit will be granted for scores of 3, 4, or 5 on exams of the Advanced Placement Program of the College Entrance Examination Board (CEEB) as listed below. Official transcripts sent directly from the CEEB to the Admissions and Records Office are required. Credit toward an IVC associate’s degree (AA or AS) will be granted according to the chart below. Credit will be granted only after students are enrolled in classes at IVC. After credit has been awarded, if students successfully complete the same course(s) for which they were granted AP credit, the AP credit will be removed from their transcript. Credit cannot be earned twice for the same course.

Credit for AP Exams differs with each college or university. Although IVC grants credit for AP Exams, there is no guarantee institutions to which students transfer will do the same. Students will need to have their official AP results re-evaluated by the institution to which they transfer.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Courses</th>
<th># Units Granted</th>
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<tbody>
<tr>
<td>Art History</td>
<td>3, 4, 5</td>
<td>No equiv. course</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio (Any exam)</td>
<td>3, 4, 5</td>
<td>See Art Dept.*</td>
<td>?</td>
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<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>BIOL 100</td>
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<td>Calculus AB</td>
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<td>Chinese Lang &amp; Cult</td>
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<td>French Language</td>
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<td>Statistics</td>
<td>3, 4, 5</td>
<td>MATH 119</td>
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*Credit for the Art major may be granted upon petition to the Art Department & portfolio review.

Credit from Foreign Institutions

Students seeking evaluation of course work completed at a foreign post-secondary institution must provide a transcript and evaluation completed by an approved evaluation and translation service. Information regarding recommended evaluation service companies is (Continued on next page.)
To be considered for possible transfer credit students must complete the following steps:

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

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

3. Discuss the request for transfer credit with the Division Chair(s). He/she will sign the petition form indicating whether he/she agrees or disagrees with the request.

4. If the Division Chair agrees with the request that credit be granted, submit the petition, transcript and evaluation from the evaluation service to the Admissions and Records Office for the final, official evaluation.

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

### SEXUAL HARASSMENT POLICY

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

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

Rules and procedures for reporting charges of sexual harassment and pursuing available remedies may be obtained from the Associate Dean of Human Resources or any employee in the Human Resources Office [380 E. Aten Road, Building 2400, Imperial, CA 92251, telephone (760) 355-6212, fax (760) 355-6211], Or Title IX Officers, Mr. Russell Lavery, (760) 355-6202, or Ms. Olga Artech, (760) 355-6264, P.O. Box 158, Imperial, CA 92251, (760) 352-8320.

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

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

Las reglas y procedimientos para reportar cargos de acoso sexual y buscar soluciones disponibles se pueden obtener contactando al Associate Dean of Human Resources o cualquier empleado del departamento de recursos humanos localizado en el [380 East Aten Road, Edificio 2400, Imperial, CA 92231. También puede comunicarse al teléfono (760) 355-6212 o mandar un fax al (760) 355-6211]. O contactando a los Title IX Officers, el Señor Russell Lavery al (760) 355-6202 o la señora Olga Artech al (760) 355-6264, o por correo al apartado postal 158, Imperial, CA 92251, (760) 352-8320.

### NON-DISCRIMINATION POLICY

Imperial Valley College does not discriminate in the admissions nor in the offering of programs and activities because of ethnic group identification, national origin, religion, age, sex, race, color, medical condition, Vietnam era status, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

The coordinator for Imperial Valley College’s compliance with Section 504 of the Rehabilitation Act of 1990 and The Americans with Disability Act (ADA) of 1990 is: The Associate Dean of Human Resources, P.O. Box 158, Imperial, CA 92251, (760) 352-8320, Ext. 212; TTY (760) 355-6795. The Title IX Officers are Mr. Russell Lavery, (760) 355-6202, or Ms. Olga Artech, (760) 355-6264, P.O. Box 158, Imperial, CA 92251, (760) 352-8320.

El Colegio del Valle Imperial no discrimina en el proceso de admisión, ni en el ofrecimiento de programas y actividades debido a la afiliación con un grupo étnico, nacionalidad, religión, edad, sexo, raza, color, condición médica, veterano de Vietnam, origen, orientación sexual, estado civil, incapacidad física o mental, o porque el individuo es percibido como poseedor de una o más de las características antes mencionadas.

La persona responsable de verificar el cumplimiento de Imperial Valley College con la sección 504 del Acta de Rehabilitación de 1990 y con el Acta de Americanos con Discapacidad de 1990 es: El (la) Associate Dean de Recursos Humanos, P.O. Box 158, Imperial, CA 92251, (760) 352-8320, Ext. 212; TTY (760) 333-6795. Los oficinas de “Title IX” son Russell Lavery, (760) 355-6202, y Olga Artech, (760) 355-6264, P.O. Box 158, Imperial, CA 92251, (760) 352-8320.
**COUNSELING SERVICES AVAILABLE TO HELP YOU**

**COUNSELING CENTER** 100 Bldg. 
(760) 355-6246

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

**HOURS:** Monday-Thursday 8:00 a.m. - 7:00 p.m. 
Friday 8:00 a.m. - 5:00 p.m.

**CARE** 100 Bldg. 
(760) 355-6448

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

**HOURS:** Monday-Friday 8:00 a.m. - 4:00 p.m.

**ASSESSMENT CENTER** 2000 Bldg. 
(760) 355-6447/(760) 355-6465

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

**HOURS:** Monday-Thursday 9:00 a.m. - 6:00 p.m. 
Friday 8:00 a.m. - 5:00 p.m.

**EXTENDED OPPORTUNITY** 100 Bldg. 
(760) 355-6407

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

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

**DISABLED STUDENT PROGRAMS AND SERVICES (DSP&S)** 2100 Bldg. 
(760) 355-6312 TDD 355-4174

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

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

**STUDENT SERVICES AVAILABLE TO HELP YOU**

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

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

**HOURS:** Monday, Thursday and Friday 8:00 a.m. - 5:00 p.m. 
Tuesday and Wednesday 8:00 a.m. - 6:30 p.m.

**STUDENT AFFAIRS OFFICE** 1000 Bldg. 
(760) 355-6455

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

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

**CAREER CENTER** 100 Bldg. 
(760) 355-6253/(760) 355-6274

The IVC Career Center, located within the Counseling Center, provides a multi-media approach to occupational exploration. Featured is “DIS-COVER”, a computer-based program from ACT that provides career and educational planning and assessment. Persons interested in a more comprehensive program of career guidance should enroll in COUN 100, Personal and Career Development.

**HOURS:** Monday-Thursday 8:00 a.m. - 7:00 p.m. 
Friday 8:00 a.m. - 4:00 p.m.

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

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

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

**TRANSFER CENTER** 100 Bldg. 
(760) 355-6274

The Transfer Center provides information and services and sponsors special events for students who are preparing to transfer to four-year colleges and universities. The Center provides information about transfer programs, general education requirements, and arranges appointments with representatives from four-year colleges and universities, and provides field trips to four-year institutions. On-line application assistance is available for students desiring to transfer to any of the California State University (CSU), University of California (UC), California Private/Independent, and Out-of-State institutions. The Transfer Center sponsors College and University Day during the fall semester with representatives from colleges and universities from throughout California and Out-of-State. Workshops on a variety of topics are offered to assist with the transfer process. Resources available for student reference are college catalogs, articulation agreements, computers, and consultation with staff. For more information please give us a call or contact us by E-mail at: transferctr@imperial.edu.

**HOURS:** Monday-Friday 8:00 a.m. - 5:00 p.m.
SUMMER STUDENT GUIDE 2012

VETERANS BENEFITS CERTIFICATION
100 Bldg.
(760) 355-6418
Assistance is provided for veterans and their dependents regarding VA education benefits. See the Veterans Assistant located in the Counseling Center.
HOURLS: Monday-Thursday 10:00 a.m.-7:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.

BUSINESS DIVISION COMPUTER LABS
Room 2610
(760) 355-6451
The Business Division maintains a multimedia computer labs for students. Room 2610 is an open lab and has 30 computer workstations. Accounting, computer information systems, programming, office administration, economics, management, and marketing courses are supported as well as other courses across campus. The lab has current software applications and Internet access.
HOURLS: Monday-Thursday 8:00 a.m. - 7:00 p.m.

STUDENT SUPPORT SERVICES
100 Bldg.
(760) 355-6379
Student Support Services is a federally funded program designed for students who possess the potential and motivation to succeed in college. The primary goal of the program is to provide support and to ensure students the opportunity for the best possible education. Services include, but are not limited to, academic, career and personal counseling; cultural and educational field trips; and workshops.
HOURLS: Monday-Friday 8:00 a.m. - 5:00 p.m.

TUTORIAL SERVICES
Room 1511
(760) 355-6384
If you need help in any of your classes, check with Tutorial Services for help. Free tutoring is available to all students on a walk-in basis in the Library. Tutors in various subjects are available throughout the day for small-group tutoring without an appointment. There is also one-on-one tutoring available to EOPS and SSS students. Come see us early in the semester, so we can help you. Workshops are also offered in study skills, test taking, note taking, and using the library effectively.
HOURLS: Monday-Thursday 9:00 a.m. - 5:00 p.m.
Friday 9:00 a.m. - 3:00 p.m.

LEARNING CENTER
Room 1511
(760) 355-6390
An individualized course of study in any discipline using classroom materials or materials available in the Spencer Library Media Center.
HOURLS: Monday-Thursday 9:00 a.m. - 6:00 p.m.
Friday 9:00 a.m. - 3:00 p.m.

PAULINE BENOIT RICE IVC LANGUAGE LAB
2600 Building
(760) 355-6292
All students enrolled in foreign languages, English as a Second Language, or speech classes can use individual multimedia learning experiences as a supplement to formal class instruction. Lab classes provide students with intensive language exposure.
HOURLS: Monday -Thursday 8:30 a.m. - 7:00 p.m.
Friday 8:30 a.m. - 3:00 p.m.

JEAN RAULSTON READING/WRITING
2600 Building
(760) 355-6391
Diagnosis of reading and writing problems by instructors and paraprofessional tutors is followed by programmed and individualized instruction and supervision in the remediation of these weaknesses. Grammar modules, computers, workbooks, and other resources are used under the supervision of trained staff members in order to improve vocabulary, comprehension and speed of reading, and to make the student a more competent reader and writer.
HOURLS: Monday -Thursday 8:30 a.m. - 7:00 p.m.
Friday 8:30 a.m. - 3:00 p.m.

MATH LAB
Room 2500
(760) 355-6190
The primary purpose of the Math Lab is to help students in basic math, beginning algebra and intermediate algebra. The lab has 48 workstations equipped with multi-media learning resources: computers, DVD players, and VCRs. In addition, study rooms and reference books are available. Tutors are available to assist students during the time the Math Lab is open.
HOURLS: Monday 8:30 a.m. - 7:45 p.m.
Tuesday -Thursday 9:30 a.m. - 6:30 p.m.
Friday 8:00 a.m. - 5:00 p.m.

ACADEMIC SERVICES AVAILABLE TO HELP YOU

SPENCER LIBRARY MEDIA CENTER
1500 Bldg.
(760) 355-6378
The Spencer Library Media Center offers resources in a variety of formats - print, web-based, microfilm, video, and CD. Over 50,000 books, 425 periodicals and newspapers, web-based subscription article databases, historical runs of periodicals on microfilm, and several hundred video tapes and musical CDs are available. Computers are available to access the Library’s online catalog, databases, the web, and eBooks. Librarians and staff members are available to provide students with reference assistance and other library services. The Library is a member of the Serra Library System, the San Diego and Imperial Counties Community Colleges Learning Resources Consortium (SDICCLRC), and the Online Computer Library Center (OCLC), which are used to obtain library material not owned locally through interlibrary loan. Information about the Library and access to the online catalog and subscription databases are available through the Library’s link on the IVC home page.
HOURLS: Monday-Thursday 8:00 a.m. - 8:00 p.m.
Friday 8:00 a.m. - 3:00 p.m.
SUMMER STUDENT GUIDE 2012

IVC PRESCHOOL & INFANT-TODDLER CENTER

The preschool, which is located in building 2200, is open four days a week from 7:15 a.m. to 5:30 p.m. Child care services are available for newborn children to five years of age whose parent(s) meet income guidelines.

California Nonresident Tuition Exemption

*For Eligible California High School Graduates*

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

**GENERAL INFORMATION**

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

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

**THE NONRESIDENT TUITION EXEMPTION FORM IS AVAILABLE IN THE ADMISSIONS OFFICE**
Financial Aid

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

Financial aid funds are administered in accordance with federal and state regulations governing financial assistance for education. The basis of the policy is that students and their parents have the primary responsibility for meeting educational costs. The amount of the expected contribution from students and their family is determined by careful analysis of family financial strength, taking into consideration net income, number of dependents, allowable expenses, indebtedness and assets. The US Congress has established procedures which are used in making an evaluation of how much families can be expected to contribute.

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 a degree or certificate.
4. Be a U.S. citizen or eligible non-citizen.
5. Be making satisfactory academic progress.
6. Not be in default on any educational loan or owe a refund on an educational grant.
7. Have a social security number.
8. Register with the Selective Service System (applies to male students only).

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

FINANCIAL AID PROGRAMS AT IVC

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

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

(Continued on next page)
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 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
  (This comprehensive directory lists all organizations that award grants and scholarships targeting eligible Latino students.)
- www.ScholarshipExperts.com
- www.Scholarships.com

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

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

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
As an Imperial Valley College student:
Your pre-paid semester health fee entitles you to Student Health Services. Pioneers Memorial Healthcare District was selected as the provider for Student Health Services and offers basic health services with an emphasis on health prevention and education programs.

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

**STUDENT HEALTH SERVICES**

Services only provided at the following locations

**Student Health Center (SHC on campus)**
380 East Atien Road, Building 2100 Health Science Imperial, California 92251
(760) 355-6310
8:30 – 4:30 Mon–Thurs. (tentatively)
8:30 – 12:30 Fri

**Occupational Health Center (OHC)**
751 West Legion Road, Suite 103
Brawley, California 92227
(760) 351-4400
Normal Business Hours Mon – Fri

**Calexico Health Center (CHC)**
450 East Birch St.
Calexico, California 92231
(760) 768-6262
3pm until midnight Mon – Fri & 1pm until midnight Sat & Sun

**Pioneers Memorial Hospital Emergency Room (ER)**
207 West Legion Road
Brawley, California 92227
(760) 351-3333
24 Hours a day

El Centro - Clínicas de Salud del Pueblo
651 Wake Avenue, Suite A
El Centro, CA 92243
(760) 352-2257
Normal Business Hours Mon – Fri

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

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

The Student Health Fee allows students to receive health services on campus and at various health centers in the community. The fee is not related to health insurance and is required whether or not students choose to use the Center. The Board of Governors (BOG) fee waiver will not cover this fee. Students receiving a BOG will need to pay the fee. Exemptions from the fee may be granted for the following:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

- Students who are attending IVC under an approved apprenticeship training program.
MATRICULATION PROCESS

Matriculation is a process that promotes and sustains the efforts of community college students to achieve their educational goals through a coordinated program of instruction and the use of appropriate college programs and services.

Enrollment at IVC constitutes an agreement in which the college is responsible for:

* Helping students to succeed in their college careers.
* Assisting students in making decisions based on accurate information.
* Offering services and resources for proper course selection.
* Providing an opportunity to develop a Student Educational Plan.

Students are responsible for:

* Selecting an educational goal or major by the semester following the completion of 15 semester units.
* Registering for classes.
* Attending class regularly.
* Taking college seriously.
* Meeting with a counselor to develop a Student Educational Plan.
* Requesting additional services when needed.
* Completing their educational goal.

The college may suspend or terminate services to any student who fails to fulfill their responsibilities. However, the college may never suspend or terminate any service for which a student is otherwise entitled under any other provision or law. In addition, any student may challenge any matriculation requirement or regulation using the student petition process.

New matriculating students who complete these basic steps of matriculation prior to enrollment will improve their priority for telephone registration, which provides the best opportunity to enroll in preferred classes.

**STEP 1** Complete an Admissions Application and submit high school and/or college transcripts.

**STEP 2** Complete the assessment requirements for placement in English and Math classes.

**STEP 3** Complete an orientation class.

**STEP 4** See a counselor prior to registration for help in selecting your classes.

**EXEMPTIONS**

Students exempt from the matriculation process are those who:

* Have an associate degree or higher.
* Are enrolled in noncredit classes only.
* Are taking courses for personal enrichment or to upgrade job skills.
* Are currently enrolled in high school or another college.

PROCESO DE MATRICULACION

Matriculación es un proceso que promueve y sostiene los esfuerzos de estudiantes de colegios comunitarios para lograr sus metas educacionales mediante un programa coordinado de instrucción y el uso apropiado de programas y servicios.

Inscripción en el colegio constituye un acuerdo en el cual el colegio es responsable de lo siguiente:

* Ayudar al estudiante a lograr éxito en sus estudios.
* Ayudar al estudiante a tomar mejores decisiones.
* Ofrecer servicios y recursos para seleccionar las clases apropiadas que vayan de acuerdo a la carrera del estudiante.
* Proporcionar al estudiante la oportunidad de desarrollar un plan de estudio.

El estudiante es responsable de lo siguiente:

* Seleccionar una carrera después del semestre en el cual se cursaron 15 unidades.
* Inscribirse en clases.
* Asistir a clases.
* Tomar en serio sus estudios.
* Consultar con un consejero académico para desarrollar un plan de estudio.
* Solicitar servicios adicionales cuando sea necesario.
* Terminar sus metas académicas.

Si el estudiante no cumple con sus responsabilidades el colegio puede suspender los servicios prestados al estudiante. Sin embargo, el colegio no puede suspender ningún servicio al cual el estudiante tiene derecho bajo cualquier otra provisión de la ley. Además, el estudiante tiene el derecho de disputar cualquier reglamento o requisito de matriculación utilizando el proceso de petición estudiantil.

Estudiantes de nuevo ingreso que terminen estos pasos básicos de matriculación antes de inscribirse mejorarán su prioridad de inscripción telefónica, la cual les dará la mejor oportunidad para inscribirse en sus clases.

**Primer Paso:** Llenar una solicitud de Admisión y remitir una copia oficial de su registro de calificaciones de preparatoria o de otra institución de estudios superiores.

**Segundo Paso:** Tomar las pruebas de ubicación en lectura, escritura y matemáticas.

**Tercer Paso:** Terminar la clase de orientación a IVC.

**Cuarto Paso:** Ver a un consejero académico antes de inscribirse para que le ayude a seleccionar sus clases.

**EXENCIONES**

Estudiantes a los cuales no se les requiere terminar los 4 pasos de proceso de matriculación son aquellos que:

* Poseen un diploma de colegio o de universidad
* Están inscritos en clases que no están acreditadas.
* Están tomando clases para enriquecimiento personal o para mejorar sus habilidades de empleo.
* Están inscritos concurrentemente en preparatoria o en otro colegio/universidad.
IMPERIAL VALLEY COLLEGE
STUDENTS’ COMPLAINT POLICY

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

A student who contends that he/she has been treated unfairly has the right without fear of reprisal to right an alleged wrong.

INFORMAL RESOLUTION

A complaint must be initiated within twenty (20) instructional days of the alleged act or decision.

Step 1 Discuss the problem with the individual involved or his/her counselor.

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

The supervisor must respond orally within ten (10) instructional days of the complaint.

FORMAL RESOLUTION

Step 3 If an informal resolution does not occur within ten (10) instructional days of the supervisor’s response, a student may submit a complaint to the Vice President for Academic Services regarding academic matters or the Associate Dean of Student Affairs regarding non-academic matters.

Students’ Complaint Forms are available from: Director of Admissions, Director of Disabled Student Programs & Services, Associate Dean of Student Affairs and Title IX Officer.

Step 4 If a student is not satisfied with the decision made by the Vice President for Academic Services or Associate Dean of Student Affairs, a student may request a hearing within five (5) instructional days of that decision.

A REQUEST FOR A HEARING SHALL BE FILED NO LATER THAN THIRTY (30) INSTRUCTIONAL DAYS FOLLOWING THE INITIATION OF THE COMPLAINT (STEP 2).

Step 5 Hearing Procedures

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

Step 6 Appeals

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

See the Imperial Valley College Catalog for the complete policy.
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 in the lower right corner on the outside of the rear window.
   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 $20.00 per vehicle during the Fall and Spring semesters and $10.00 per vehicle during the Summer and Winter Sessions. A student may register additional vehicles at a fee of $15.00 for each permit purchased during the Fall and Spring Semester, and $7.00 during the Summer and Winter sessions.
   c. If a registered vehicle is sold, a replacement student parking permit sticker will be issued upon payment of a $1.00 processing fee and return of the fragments of the sticker removed from the vehicle which was sold.
   d. Faculty-Staff hang tags will be replaced upon return of the fragments from the previously assigned tag.

IMPERIAL VALLEY COLLEGE IS NOT RESPONSIBLE FOR LOSS DUE TO VANDALISM, ACCIDENT, OR THEFT. ALWAYS LOCK YOUR VEHICLE.
Los Reglamentos de Estacionamiento y Tráfico del Colegio del Valle Imperial son de acuerdo a la Sección 21113A, Código Vehicular del estado de California.

1. REGLAMENTOS GENERALES DE SEGURIDAD
   a. Ningún vehículo debe ser manejado en exceso de 10 millas por hora en ningún camino o afuera de estacionamiento del Colegio del Valle Imperial.
   b. El conductor cualquier vehículo en el colegio debe llevarse un cabo de tal manera que asegure la seguridad de los conductores pasajeros, peatones y otros, y que prevenga daño a la propiedad del Colegio.
   c. Cualquier vehículo que salga de un estacionamiento debe hacer alto como se le requiera 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 especifica 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, patinetas, y patines es prohibido en las banquetas del colegio.

2. AREAS DE ESTACIONAMIENTO
   a. Ningún vehículo debe ser estacionado en ningún lugar aparte del área señalada para estacionarse.
   b. Ningún vehículo debe ser estacionado en ningún camino, via de acceso, banqueta, césped, campo de juego o área en desarrollo.
   c. Los vehículos estacionados en áreas no señaladas pueden ser llevados a remolque y/o encerrados a costo del dueño o arrendatario del vehículo.
   d. Los vehículos estacionados en áreas designadas para motocicletas 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 en tal manera que ocupe más de un espacio.
   b. Los espacios de estacionamiento reservados para la Facultad personal están señalados.
   c. Estacionarse únicamente de frente será permitido en los espacios de estacionamiento del colegio.
   d. Todo tipo de motocicletas deben ser estacionadas únicamente en los espacios específicamente señalados.

4. ESTACIONAMIENTO PARA INCAPACITADOS
   a. Únicamente los vehículos que muestren autorización oficial de estacionamiento para incapacitados.
   b. Personas con incapacidades deben contactar la Oficina del Control de Estacionamiento para recibir información con respecto a estacionamiento del colegio.
   c. Todos los vehículos que utilizan un estacionamiento para discapacitados deben poseer un Cartel de Estacionamiento o Placas para personas discapacitadas con el número de identificación del Departamento de Vehículos Motorizados del estado de residencia. El reglamento con respecto al estacionamiento en Zonas de Discapacitados obedece por el Código Vehicular de California que son señaladas en las Secciones 22507.8 y 21458.
   d. Los vehículos estacionados ilegalmente en las áreas de estacionamiento de discapacitados 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. Los vehículos estacionados en áreas de estacionamiento del Colegio del Valle Imperial deben mostrar un permiso válido para el estacionamiento del Colegio del Valle Imperial en la parte de abajo del lado derecho por fuera del la ventana trasera.
   b. Personas con incapacidades deben contactar la Oficina del Con
   c. Vehículos con varias violaciones pendientes serán objeto del del Colegio del Valle Imperial. El reglamento con respecto al estacionamiento en Zonas de
   d. Los permisos de facultad-personal deben ser otorgados anualmente antes del primer día de clases del semestre de Otoño. Los permisos de estacionamiento son requeridos comenzando el primer día de cada semestre o término.
   e. La posesión de un permiso válido no garantiza un espacio de estacionamiento.
   f. Las maquinas de pasaje diario están localizadas en el estacionamientos norte y sur.

6. APLICAR EL CODIGO 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 despúes de 21 días puede ser reportada al Departamento de Vehículos de California. Se detendrán los registros académicos de estudiantes que tengan multas de tráfico pendientes.
   c. Vehículos con varias violaciones pendientes serán objetos de immobilizacjon del vehículo.

7. AUTORIDAD Y HONORARIOS
   El estacionamiento es controlado por las Mesa Gubernativa del Colegio de acuerdo con la Sección 2545.1, Código de Educación de California.
   a. La falsificación de información o el mal uso de privilegios puede resultar en acción disciplinaria o revocación de los privilegios de estacionamiento o ambos.
   b. Los permisos de estacionamiento estudiantil pueden obtenerse al mismo tiempo que se inscribe al pagar los servicios de estacionamiento/transporte. Los permisos de estacionamiento son de $20.00 por vehículo durante los semestres de Otoño y Primavera, y $10.00 por vehículo durante el semestre de Verano e Invierno. Un estudiante puede registrar vehículos adicionales con un costo de $15.00 por cada permiso durante el semestre de Otoño y Primavera, y $7.00 por el semestre de Verano e Invierno.
   c. Si vende un vehículo registrado, se reemplazará el permiso de estacionamiento estudiantil al pagar $1.00 por el trámite, y regresará el resto de la calcomanía que se removió del vehículo vendido.
   d. Los permisos de facultad-personal se reemplazarán al regresar el resto del permiso anterior.
Please note: The schedule lists the building number and then the room number. For example,

Room
Building ——— 400-410 ——— Room

Main Campus Location Codes:
TMRM Team Room  BBF  Baseball Field
SCFLD Soccer Field  SBF  Softball Field
TC  Tennis Courts  ARTG  Art Gallery

CLASS/LOCATION LEGEND
(INDICE DE CLASES Y LOCALIDAD)

Brawley Location Codes:
BRY-DVHS
Desert Valley High School, 191 Magnolia Street
Brawley, CA  92227

BRY-CLC
Community Learning Center, 206 “D” Street
Brawley, CA  92227

El Centro Location Codes:
EC-CUHS
Central Union High School, 1001 Brighton Avenue
El Centro, CA  92243

SHS
Southwest High School, 351 Ross Avenue
El Centro, CA  92243

Calexico Location Codes:
CLX-CHS
Calexico High School, 1030 Encinas Avenue
Calexico, CA  92231

SDSU
San Diego State University, 720 Heber Avenue
Calexico, CA  92231

WMJH
Willie Moreno Jr. High School, 1202 Kloke Road
Calexico, CA  92231

Calipatria Location Codes:
CALIP-CHS
Calipatria High School, 501 W. Main Street
Calipatria, CA  92233

Winterhaven Location Code:
WTHN-SPVHS
San Pascual Valley High School, 676 Baseline Road
Winterhaven, CA  92283

IVC Location Code:
IVC-PM
IVC Pioneer Museum, 373 E. Aten Road
Imperial, CA  92251

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

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

IID-SP
Imperial Irrigation District, Steam Plant
Villa and Dogwood
El Centro, CA

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