

ADMISSION AND REGISTRATION

HELP YOURSELF - Read all these pages before registering

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

REGISTER IN EIGHT E-Z STEPS

- 1 All **NEW** students must complete the following: application for admission, assessment tests, the online orientation, and an educational plan. Priority enrollment will be granted for new students who complete all of these.
- 2 Students who were enrolled past the first 2 weeks of classes in Spring 2016, Summer 2016 or Fall 2016 do not need to apply and should skip to Step # 2. **Students who have not attended IVC before or who did not attend one or more of these terms, must first apply for admission.** Go to the IVC homepage at www.imperial.edu and click on **Apply Now**.

After your online application is received and processed (applications uploaded every hour), an e-mail will be sent to your email address informing you of your admission status or requesting additional information, if needed. You will also receive an email indicating what your student ID will be for our college.

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

Students who will still be in high school in Summer 2017 also must submit a **Special Student Application for 11-12 Concurrent Enrollment**. A link to the application packet is provided on the IVC webpage at www.imperial.edu. Click on **For Students** and select **Admissions & Records** from the drop down menu. The Application for High School Concurrent Enrollment can be found under **Forms**. You may also obtain a copy from the IVC Admissions and Records Office or the Counseling Office of your local high school. Requirements for admission and deadlines are included in the application packet.

- 3 **Apply for financial aid if you wish to do so.** Many programs are available to help with your educational expenses. Visit the Financial Aid Office in Building 1700 or call (760) 355-6266 for more information. Staff will be happy to assist you.

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

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

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

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

- 8 **Pay Fees** – see section on **Student Fees**.

WebSTAR - Student/Teacher Automated Resources

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

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

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

Ayuda en Español estará a su disposición en las oficinas de Admisiones y Consejería.