

**IMPERIAL VALLEY COLLEGE
NEW TOOLS AND POLICIES COMING SOON**

I. NEW SERVICE FOR STUDENTS – DEGREE WORKS

On November 21, 2011, IVC will roll out a new electronic planning tool for students called Degree Works. This new on-line tool will allow you to see the classes that you have completed and which graduation requirements they fulfill, as well as which ones are still needed in order to complete a particular major or certificate. After some initial consultation with a counselor, you will be able to print out an individualized student education plan, updated with your most recently completed coursework and which also specifies the courses you still need to take and when. This planning tool will give you all the information you need to complete your educational goals in a timely manner and you can access it from your home computer. For more information about this exciting new planning tool please contact your counselor or visit the Student Services Computer Lab, Room 1601.

SPRING 2012

II. WAIT LIST

Registration for Spring 2012 begins November 14th and the Wait List option has been added for all classes. If you attempt to register for a class that is closed you may choose to have your name placed on the Wait List. You will not be added to the Wait List if: 1) you are attempting to register prior to your scheduled registration time; or 2) you are already enrolled in, or on the Wait List for, another section of the same class; or 3) the Wait List is full; or 4) the class has already started.

Instructions:

1. If you attempt to register for a class that is closed, you will be given the option to add your name to the Wait List. If you wish to look for all available Wait List slots, go to '**Look-Up Classes to Add**', select the term and click **submit**. Select **Subject** and enter the course **Number** (example: Subject is English, Number is 101). The Wait List numbers will then display in the WL Column; scroll down and click **Register**.
2. Input the CRN of the class you wish to Wait List; click **Submit Changes**.
3. Click on the **Action Box** and select **Wait Listed** (under status it will list how many students are on the Wait List); click **Submit Changes**.
4. If space becomes available in the class, you will receive an e-mail at your IVC student e-mail address and you will have **24 hours** to return to WebSTAR and register for the class. During the registration period it is important to check your e-mails daily in order to receive this important information in a timely manner.

You **cannot** be added to the class from the Wait List if: 1) the class will cause a time conflict with another class on your schedule; or 2) the class will cause you to go over the maximum number of units allowed; or 3) another section of the same course is already on your schedule; or 4) you have a hold which prohibits registration. You become responsible for all fees generated by adding classes and will be dropped from all classes and waitlists if fees are not paid within five working days.

The Wait List is only active up to the first day of the semester, after which you will need an Add Authorization Code from the instructor in order to add a class.

III. DROP FOR NON-PAYMENT OF FEES

You are responsible for the payment of all institutional fees at the time of registration. These fees include all Enrollment Fees, the Student Health Fee, and the Student Representation Fee. If you participate in Priority Registration you will have **5 business days** from the first point of enrollment to pay all fees generated as of that date or you will be dropped from **all classes and waitlists**. If you enroll after the first day of class you must pay all fees prior to enrolling for any subsequent terms. The new policy affects all students, including those on financial aid, so please check your student account on WebSTAR each time you register for a class to make sure that all fees have been paid. If you need help paying your fees, a payment plan called FACTS e-cashier is available. Students who participate in FACTS e-cashier will not be dropped for non-payment. If you participate in a program in which an outside agency pays your Enrollment Fees (VETS, Dept of Rehab), please check with your IVC or agency counselor to make sure that you are exempt of this process.

IV. 30-UNIT BASIC SKILLS LIMITATION

Title 5 of the California Code of Regulations limits enrollment credit for basic skills courses to 30 units. In the past, IVC students have not had to worry about this limitation because the total number of basic skills units available was under 30 units. With the addition of some lower level basic skills and support courses, some students are now approaching the 30-unit limit and the college will start sending out warning letters this semester. If you complete 20 units of basic skills, you will receive a warning letter that the maximum number of units you may complete for credit is 30. If you reach the 30 unit maximum, you will receive a letter informing you that you will no longer be allowed to enroll in basic skills courses at IVC. All students taking basic skills English and Math classes are advised to see a counselor to determine how this limitation may affect their educational plans at IVC.

The following courses are considered Basic Skills courses for purposes of this unit limitation:

- ENGL 010, 051, 052, 054, 059, 086, 087, 088, 096, 097, 098, 099
- MATH 070, 080

SUMMER 2012

V. REPEAT LIMITATIONS

The California Community College Board of Governors recently adopted regulations which limit the number of times that you may enroll in a single credit course; (some courses are exempt, please see your counselor for details). Beginning Summer 2012, you will not be allowed to enroll in any credit course more than three (3) times. All credit course repeats and withdrawals in your enrollment history, regardless of how long ago you took the course, will be counted toward this new limit. For example, you took Math 090 in Spring 2009 and dropped the course at the mid-term and received a grade of 'W'. You then repeated the course in Fall 2009 and completed the course but received a grade of 'D'. You enrolled again in Fall 2010, but you had an accident in week 4 of the semester so you had to drop, again receiving a 'W'. That totals three enrollments and you would not be allowed to enroll in Math 090 again at Imperial Valley College. Please see an IVC Counselor to determine how this new policy might impact your educational goals at IVC.