Welcome to Imperial Valley College!
The New Student Checklist contains several steps that will help you begin your IVC career. It will guide you through the enrollment process and make sure you are ready for the first day of classes.

**STEP 1: RECEIVE COMMAND APPROVAL**
- Receive command approval and meet all eligibility requirements as determined by your branch of service to begin off-duty voluntary education

**STEP 2: VISIT VIRTUAL EDUCATION CENTER OR COLLEGE OFFICE**
- Visit the Virtual Education Center or College Office on base to receive educational counseling and assistance throughout the Tuition Assistance (TA) process

**STEP 3: COMPLETE APPLICATION FOR ADMISSION**
- Apply online at www.imperial.edu/apply-now (To create an account you must have an email)
- **The most important item on the application is to use your correct social security number**
- After your online application is received and processed, an e-mail will be sent informing you of your admission status or requesting additional information, if needed
- Once application is accepted you will receive your IVC Student ID (G) number via email
- For questions, contact the Admission & Records office located in building 10, or call (760) 355-6101

**STEP 4: COMPLETE ARMED FORCES PRIORITY REGISTRATION FORM**
- Complete the Armed Forces Request for Priority Registration Form found at http://www.imperial.edu/index.php?option=com_docman&task=doc_view&gid=7382&Itemid=762 and return to the Admissions and Records Office located in building 10; current military ID required
- For questions, contact David Poor at 760-355-6206 in the Admissions and Records Office, building 10

**STEP 5: SUBMIT OFFICIAL TRANSCRIPTS**
- Submit official transcripts (military and/or other colleges and universities attended) to the Admissions and Records Office in building 10 to be evaluated for credit
- JST transcript can be obtained from https://jst.doded.mil/official.html and CCAF transcript can be obtained from http://www.au.af.mil/au/barnes/ccaf/transcripts.asp. Non-military transcripts can be obtained directly from the institution(s) attended.

**STEP 6: ASSESSMENT TEST**
- The ACCUPLACER test is available at the Assessment Center located in building 400, office 401
- **No appointment necessary**, but you MUST arrive during testing hours. View the ACCUPLACER schedule at www.imperial.edu/assessment
- Full Assessments include language (reading and writing) and/or math
- Tests are untimed! Most students take 2 to 3 hours to complete all tests
- **Students must bring a valid photo ID card and have an IVC Student ID (G) number**
- If you have taken an assessment test with another institution or if you have completed college level courses in the areas of English and Math, you may not be required to take IVC’s assessment test. For questions, contact the Assessment Center located in building 400, office 401 or call (760) 355-6450

**STEP 7: ONLINE ORIENTATION**
- You MUST have an IVC Student ID (G) number to complete the online Orientation at www.imperial.edu/orientation
**STEP 8: COUNSELING & EDUCATIONAL PLANNING**

- A Student Educational Plan (SEP) outlines required courses for your certificate or degree program; upon completion of orientation, you will be prompted to complete an online **abbreviated** SEP. An abbreviated SEP is designed to assist students through their first two semesters at IVC. It is strongly encouraged for students to see an Academic Counselor to review their abbreviated SEP and to complete a **comprehensive** SEP. A comprehensive SEP outlines all required courses to graduate from IVC.
- You **MUST** have an IVC Student ID (G) number to complete the online abbreviated SEP, [http://www.imperial.edu/sep](http://www.imperial.edu/sep)
- For questions or to schedule an appointment, contact the Military and Veterans Success Center located in building 600, office 624 or at (760) 355-6141 or at mvscenter@imperial.edu.

**STEP 9: APPLY FOR FINANCIAL AID**

- Apply online for financial aid by completing the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Check WEBSTAR to see if you have any messages or unsatisfied requirements
- If eligible, you must accept your Terms and Conditions in WebSTAR before funds will be disbursed via debit card or direct deposit
- For questions, contact the Financial Aid office located in building 1700 or call (760)355-6266

**STEP 10: REGISTER FOR CLASSES**

- Register for classes at [www.imperial.edu/webstar](http://www.imperial.edu/webstar). Please note: only register for classes listed on your SEP.
- To receive priority registration, complete 1) an application for admission, 2) online orientation, 3) an abbreviated SEP, and 4) the Armed Forces Request for Priority Form found at [http://www.imperial.edu/index.php?option=com_docman&task=doc_view&gid=7382&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_view&gid=7382&Itemid=762) and return to the Admissions and Records Office in building 10.
- Check your Student Portal for your registration date and time at [https://my.imperial.edu/login](https://my.imperial.edu/login)

**STEP 11: COMPLETE TUITION ASSISTANCE (TA) APPLICATION**

- This step should be completed in conjunction with step 10. Complete and submit TA application at least 30 days in advance of term start date (up to 60 days in advance for USMC). Your installation’s education/college center will provide instructions for retrieving TA application.

**STEP 12: PROVIDE TA AUTHORIZATION FORM**

- Provide TA Authorization Form (voucher) to Admissions and Records Office located in building 10 to process payment. This form will be provided by your installation's Education Center. Please note that TA will not pay for a course that has already started; all courses must be approved prior to the term start date. In addition, TA does not cover non-tuition education costs such as fees, e-books, books, etc.

**STEP 13: PAY FEES**

- Pay additional fees not covered by your benefits through WebSTAR. Check for other payment options at [www.imperial.edu/payment](http://www.imperial.edu/payment)
- For questions, contact the Business office located in building 10 or call (760) 355-6478

**STEP 14: BUY BOOKS**

- You may purchase textbooks in-person or online at the IVC Bookstore.
- Bookstore website and contact number are [http://www.bkstr.com/imperialvalleystore/home](http://www.bkstr.com/imperialvalleystore/home) or (760) 355-4457

**STEP 15: ATTEND CLASS**

- You must attend the first meeting of each class or you will be **DROPPED** from your courses

*Must be completed to receive priority registration*

Please note: If you receive military orders that will require you to miss class for an extended period of time, communicate with your Academic Counselor and the Admissions and Records Office located in building 10 to discuss protocol for dropping or withdrawing from courses.