

## GETTING STARTED

In accordance with the California Education Code, Imperial Valley College (IVC) will consider students in grades 11 and 12 for concurrent enrollment as Special Students; students below grade 11 will be considered on a rare-exception basis.

The intent of the "Presley Bill" which allowed for enrollment of K-12 students, was to provide an opportunity for students to take *advanced scholastic or vocational courses*. Qualified students will be admitted for reasons consistent with the intent of the program. **Examples of unacceptable reasons include** decreasing the time needed to graduate from secondary school, substituting for course work not available in home-study programs or private schools, and making up for courses in which you have not done well in high school.

**Students will not be admitted to take Physical Education (PE) courses.** They also will not be admitted to take below college-level English and math which do not meet IVC degree requirements. Admission will be granted for other courses that apply to IVC degree requirements and are scholastic or vocational in nature. Courses, other than PE, are acceptable as long as they are not designated as "Nontransferable, nondegree applicable" in the Class Schedule or Catalog. Refer to the fourth page of this packet for a listing of English and math courses for which admission will not be granted.

## ADMISSION REQUIREMENTS

Applicants will be evaluated for readiness for college-level work based on the following (also see later section on the reverse side titled *Exceptions to the Above*):

- ◆ Cumulative grade point average (GPA). Minimum desired GPA is 3.00 (B average).
- ◆ If cumulative GPA is below 3.00, the application packet must include a strong letter of recommendation from a counselor, principal, or teacher.
- ◆ Grade level completed. Students will be expected to complete grade 10 before the semester/term for which they are applying begins. **Rare** exceptions may be made for highly qualified students below grade 11. At least one letter of recommendation is required for students below grade 11.
- ◆ Personal statement written by the student on why he/she wants and needs to take the course and why permission to do so should be granted.
- ◆ Approval of the IVC course instructor and/or a personal interview with the IVC instructor, counselor, or registrar **may be required** after the application packet has been evaluated.

## APPLICATION DEADLINES TO BE GUARANTEED CONSIDERATION

|                     |                  |
|---------------------|------------------|
| Fall Semester       | July 30, 2020    |
| Winter Intersession | December 4, 2020 |
| Spring Semester     | January 29, 2021 |
| Summer Term         | May 28, 2021     |

## APPLICATION PACKET

**Except for the IVC online application, the following must be submitted together in one packet to the Admissions and Records Office in Building 10.**

- IVC Application for Admission. Go to <http://www.imperial.edu> and click on *Apply Now*.
- Attached *Special Student Application Grades 11-12 Concurrent Enrollment* (completed by student and signed by student, parent or legal guardian, and student's school principal or designated official).
- Transcript of school work completed showing all grades or marks earned. If student is in grade 10, 11, or 12, high school transcript required. Reminder: students below grade 11 will be considered on an exceptional basis only and must show evidence of being highly qualified and motivated. Transcripts may be unofficial copies but must be complete to date.
- Student's personal statement.
- Letter of recommendation, if required as indicated above under *Admission Requirements*.
- Home-schooled students also must provide copies of forms their parents have submitted to the California State Superintendent of Public Instruction verifying they have notified the state appropriately of their student's home-schooled status.
- Results of IVC assessment tests if applying to take an English or math course.

### ***Music Performance Classes - Special Student (K-12) Requirements***

Students who plan to audition for a music group need only submit the IVC Application for Admission, the *Special Student Application Grades 11-12 Concurrent Enrollment*, and written permission of the appropriate IVC faculty member. The personal statement, letter of recommendation and transcript is not required for these students. **Special Student Application is due on or before the deadline date noted on the previous page (page 3).**

### ***Additional Critical Information***

- ◆ **Students below grade 11 wishing to enroll in a vocational course (i.e., Automotive) need not submit a letter of recommendation, if recommended for enrollment by the IVC instructor. All other documents must be submitted.**
- ◆ Consult the Schedule of Classes before completing an application to make sure the desired course is offered during the term for which you are applying.
- ◆ **The application process must be repeated each term the student wishes to take a course.**
- ◆ Special Admission students do not qualify for Federal financial aid. Students who meet the income and residency criteria can receive a Board of Governors (BOG) Waiver of enrollment fees. Application must be made through the Financial Aid Office in advance of the beginning of the term.
- ◆ **Enrollment fees are waived for Special Students (K-12)**, however students are still responsible for the Health Fee and Student Representation Fee. Please refer to the Class Schedule for the amount of these fees. Students should pay these fees as soon as possible as you *may* be dropped from your classes for nonpayment of fees if they are not paid by the fifth day.
- ◆ Registration instructions will be given by the Admissions Office after admission is granted.
- ◆ Admission does not guarantee registration for a specific section of a course. The section offered on the days and at the time desired by the student may be filled prior to the student's registration.
- ◆ All prerequisite and co-requisite requirements must be met.

# IMPERIAL VALLEY COLLEGE

## SPECIAL STUDENT APPLICATION GRADES 11-12 CONCURRENT ENROLLMENT

### ◆ THIS SECTION TO BE COMPLETED BY STUDENT ◆

**Instructions:** Before completing this form, read carefully the four attached informational pages. Application deadlines: Fall-August 1; Winter-November 30; Spring-February 1; Summer-May 31. Attach statement explaining why you wish to take the course(s) you list and all other required documents.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street or PO Box # Apt. or Unit # City State Zip

Telephone \_\_\_\_\_ Age \_\_\_\_\_ Grade in School \_\_\_\_\_

Email Address \_\_\_\_\_

Name of School & City (do not abbreviate) \_\_\_\_\_

Semester and year applying for (check one):  Fall 20\_\_\_\_  Winter 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

Course(s) applying for (take information directly from Class Schedule). **DO NOT SKIP—MUST BE INCLUDED:**

**NOTE: Students can take up to 11 units for Fall and Spring semesters and up to 6 units for Winter and Summer terms.**

| Subject              | 3-Digit Course # | Course Title                            | # Units  |
|----------------------|------------------|---|----------|
| <i>Example: BIOL</i> | <i>100</i>       | <i>Principles of Biological Science</i> | <i>4</i> |
|                      |                  |   |          |
|                      |                  |   |          |

◆ On a separate sheet of paper, explain fully why you wish to take the course(s) listed above. Include your name and social security number and attach to this application

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### ◆ THIS SECTION TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN ◆

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

I have read the *Information for Parents* on the reverse side and approve of my student applying for admission to take the course(s) listed above. He leído la *Información para los Padres de Familia* en el reverso de ésta hoja y doy mi autorización para que mi hijo(a) se inscriba a los cursos arriba enlistados.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### ◆ THIS SECTION TO BE COMPLETED BY STUDENT'S SCHOOL PRINCIPAL OR OFFICIAL DESIGNEE ◆

**Instructions:** Please read the following statement before signing.

I believe the student is academically prepared to succeed at the college level. I recommend this student for enrollment in IVC for the course(s) listed above. For summer enrollments I acknowledge I have not recommended more than 5% of the total number of pupils who completed this grade immediately prior to the time of this recommendation.

Printed Name \_\_\_\_\_ Printed Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### ◆ THIS SECTION FOR IVC ADMISSIONS & RECORDS OFFICE USE ONLY ◆

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied (Rev. 6/16)

## **INFORMATION FOR PARENTS:**

Please be aware that all students attending courses at Imperial Valley College are presumed to be mature and able to be on campus “on their own.” The average age of the student population is 27. Students in grades 11 through 12 will be attending classes with much older men and women and may be involved in mature discussions in the classroom. They will be expected to meet the social and academic performance standards required of all students in college-level courses.

Security also should be of concern to parents, especially for students attending classes after dark. Faculty cannot be expected to wait with students until their rides arrive. At times, classes may be dismissed early. During the Fall and Spring Semesters, all administrative offices on the IVC campus are closed by 5:00 p.m.; the Cafeteria closes at 9:00 p.m. During the summer, all offices and the Cafeteria close earlier. Pay telephones are not available to students on campus.

When deciding whether to approve your student applying for admission by signing the application form, please give careful consideration to these critical concerns.

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## **INFORMACION PARA LOS PADRES DE FAMILIA:**

Se está al tanto que toda persona que asiste al Imperial Valley College son personas maduras que se valen “por si mismos” y que no necesitan supervisión. El promedio de edad del estudiantado es de 27 años. Esto quiere decir que los estudiantes del sistema escolar de kinder al 12avo grado tomarán clases con adultos y discutirán temas fuertes en clase. Además, tendrán que seguir todas las reglas sociales y académicas requeridas por la institución.

También, la seguridad en el campus es importante para los padres, específicamente en el caso de los estudiantes que asistirán al turno vespertino. A los maestros no se les puede exigir que se queden esperando hasta que los padres recojan al estudiante. Además, habrá ocasiones que el estudiante saldrá de clase(s) temprano. Durante los semesters Otoño y Primavera, todas las oficinas administrativas cierran a las 5:00 p.m. y la cafetería cierra a las 9:00 p.m. En el Verano todas las oficinas y la cafetería cierran mas temprano. Y también los teléfonos públicos no se encuentran en el colegio.

Antes de firmar la solicitud de admisión del estudiante, favor de darle consideración a todos los puntos citados.