



**ADMISSION AND  
REGISTRATION**

# ADMISSION

## Eligibility

Admission to Imperial Valley College is governed by the laws of the State and such supplementary regulations as prescribed by the Board of Trustees. Students who register for eight or more units of work in a given semester or upon an accumulation of eight or more units, are requested to (1) ensure that an official transcript of all work taken in high school and/or institutions of higher education are on file in the Registration Office; and (2) complete the college assessment tests (unless they have completed regular college courses in both English and mathematics).

All students are admitted under one of the following classifications:

1. High school graduates or equivalent certificates (General Educational Development or California High School Proficiency Examination).
2. Non-graduates of high school who are eighteen years of age and no longer enrolled in high school.
3. High school students who are recommended by the high school principal for one to eleven units of work. A Special Student Application for Concurrent Enrollment must be submitted.
4. College transfers who submit official transcripts may be granted advanced standing.
5. International students on F-1 student visas may be admitted. The International Student Application Packet must be completed and submitted to the Admissions and Records Office by June 1 for fall semester admission, and November 1 for spring semester. Students must have a local sponsor and provide documentation that sufficient funding is available for at least one year of tuition and fees as well as living expenses. **Beginning with the Fall 2015 semester the TOEFL exam will be required of students.**

## Application

Students who are enrolling in Imperial Valley College for the first time and those who are former students returning after an absence of a semester or more (not including summer) must submit an application for admission online. The Online Application may be found by logging into the IVC website: [www.imperial.edu](http://www.imperial.edu). Click on the "Apply Now" box located on the top right corner of the home page.

Applications for admission will be processed beginning on October 1 for all terms for the next academic year.

### Attendance of Local High School Students

Local high school students attending the college are restricted to a spectator's role in college student activities, and extracurricular participation is to be confined to the high school. Counseling is available at the college, but every effort will be made to leave this responsibility to the high school counseling staffs.

Students must attend high school for the minimum school day.

The attendance of a student at a community college as a special student pursuant to this section shall be credited to the district maintaining the community college for the purposes of allowances and apportionments from the State School Fund and the student shall receive credit for community college courses completed, in the same manner as if a regularly enrolled community college student. (E.C. 76001)

### Admission of Special Students in Grades 11-12

A principal of a high school may recommend a high school student as a special part-time student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school. (Refer to the section on "Admission" in this catalog for more information.)

Each semester, prior to being allowed to register, students who wish to attend IVC as special part-time college students must complete and submit the "Special Student in Grades 11-12" application (available online). Application deadlines for each term are noted on the application. Special Students must also meet all course prerequisites and assessment tests must be completed for subjects such as math and English.

## Residency

Under the Education Code, the general rule is that a student must pay nonresident tuition unless the student can qualify as a resident of California or meet the requirements of certain special provisions. Since the concept of residence involves subjective intent, this catalog cannot anticipate every question that will arise in connection with determining whether such intent exists.

Each person enrolled in or applying for admission to a California Community College is, for the purposes of admission and tuition, classified as a "resident" or a "nonresident". Students classified as a "resident" will be admitted without payment of nonresident tuition. Students classified as "nonresident" will be required to pay tuition in an amount set by the Governing Board.

**"Resident students"** are those who have resided within California for at least one year prior to the residence determination date and have met the residency standards stipulated in Title 5 of the California Administrative Code. The "residence determination date" is the day immediately preceding the opening day of instruction each semester or summer session during which the student proposes to attend college in the Imperial Community College District.

**"Nonresident students"** are those who have not established California residency status in the state for at least one year prior to the residence determination date or those who hold certain non-immigrant visas which preclude them from establishing residency. Foreign students admitted to the United States under student visas are classified as nonresidents.

The Admissions and Records Office determines the residency status of all new and former students for tuition purposes, using responses provided in the college application for admission and, if necessary, other evidence furnished by the student.

**Note:** Students should bring any and all immigration documents—including visas, passports, and I-688 information—to the Admissions and Records Office at the time they apply to assist in determining their residency status.

#### **Exemptions:**

The California Education Code and provisions in state law allow certain nonresidents the opportunity to pay in-state tuition. Eligibility criteria are noted below.

Students who believe they are eligible for an exemption based on any one of the following criteria should consult the Admissions and Records Office when they apply.

1. Students who are members of the armed forces of the United States who are stationed in this state on active duty, except those assigned to California for educational purposes.
2. Spouses and dependents (natural or adopted children or stepchildren) of active members of the armed forces.
3. Parents who are federal civil service employees and have moved to California as a result of a military realignment action that involves the relocation of at least 100 employees. This exemption also applies to the natural or adopted children or stepchildren of such employees.
4. Students who have completed at least three years of high school in California and have graduated from a California high school. Students must fill out and submit the "AB 540 Affidavit for Exemption" for consideration.
5. Students who live in Yuma, Arizona are eligible for an exemption (Colorado River Compact). Students need to complete a Student Petition to request this exemption.

#### **Establishing Residency**

Legal residency may be established by an adult who is physically present in the state and who, at the same time, intends to make California his or her permanent home. The prospective resident must take steps at least one year and one day prior to the residence determination date to show an intent to make California a permanent home and, concurrently, relinquish legal residency in the state of his or her prior home. There are various steps that one may take to demonstrate the intent to become a California resident. The Admissions and Records Office will assist any student who wishes to establish residency, providing recommendations for each individual case.

For general purposes, the following are some, but not the only ways to show one has taken the necessary steps toward becoming a California resident:

1. Registered to vote and voted in elections in California.
2. Filed resident California state income tax forms.
3. Owned and resided in a residential property or consistently occupied or rented an apartment on a lease basis.
4. Maintained licensing from California for professional practice.
5. Maintained California vehicle registration and driver's license.
6. Maintained active savings and checking accounts in California banks.
7. Maintained permanent military address and home of record in California, if in the military service.

**Note:** No single item listed above may establish a case for California residency. It is up to the applicant to offer as many documents as possible to prove validity of the change to California resident.

#### **Reclassification to Resident Status**

The request for reclassification to resident status must be initiated by the student. Students who are interested in changing their classification should consult the Admissions and Records Office. Evidence of presence in and intent to reside in California—for at least one year and one day prior to a coming semester's start date is required for consideration of a change in status and must be submitted for a residency review. Students should allow up to ten working days after submitting their documents for a decision.

Residency reclassification must be completed no later than the first two weeks of the semester. Since some petitions require additional documentation to prove a residency case, students should be sure to submit reclassification requests early in an academic term.



## International Students

Imperial Valley College defines an “international student” as a student attending college full time while on an F-1 visa. Applications for admission in IVC’s International Student Program are available online at [www.imperial.edu](http://www.imperial.edu), on the Admissions and Records website under “Forms.” Prospective students may contact the Admissions and Records Office by calling (760) 355-6101 or by visiting the college website: [www.imperial.edu](http://www.imperial.edu).

All international students must maintain full-time enrollment (12 or more units each semester) and demonstrate academic progress in order to maintain their F-1 visa status. Students with other types of visas (not F-1) may apply and enroll online through the Admissions and Records Office at [www.imperial.edu](http://www.imperial.edu).

Other requirements for admission include the following:

1. International Student Application—paper application.  
Application deadlines for each primary term are noted on the Application. International students are only accepted for primary terms (Fall and Spring).
2. Application for admission to Imperial Valley College – online.
3. An official affidavit of support and current bank certification or bank statement that proves the student has sufficient financial support to pay tuition and living expenses to study at Imperial Valley College.
4. Local Sponsor.
5. TOEFL exam. (iBT = 45-46, cBT = 133, pBT = 450+)
6. Health insurance coverage. Imperial Valley Community College District requires that all international students have a valid health insurance plan that provides coverage during their course of study. Students must have health insurance coverage in order to enroll in classes. Health insurance information is available in the Admissions and Records Office.
7. A transfer clearance form completed by the institution the student presently attends that verifies his or her eligibility to transfer to IVC (when applicable).
8. Students under 18 years of age must be living with a legal guardian as stated in the admission requirements.

Upon acceptance, students will be administered assessment testing. During the assessment session, students are given tests in writing, mathematics, and/or English as a Second Language to determine their skill levels in these areas. Based on the results of English proficiency, students will be advised as to the recommended level of enrollment in English, math, and other courses. Students will receive their results from their assessment.

Our English as a Second Language courses lead into an academic program.

## REGISTRATION

### Open Enrollment Policy

In conformity with the provisions of Title 5 of the California Administrative Code, the governing Board of the Imperial Community College District affirms a policy of open enrollment. Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, national origin, religion, age, gender, race, color, medical condition, Vietnam era status, ancestry, sexual identification, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

### New Students and Returning Students

New students are those who have never enrolled in classes at Imperial Valley College.

Returning students are those who have previously attended either Imperial Valley College but have been absent from the college for a semester or more, excluding summer.

Returning students are given a registration date and time for Priority Registration each semester.

Returning students registration times are based on the total units completed along with other factors (i.e., Athlete, EOPS, Veteran, Disabled Students Program, etc.).

New students are given a date and time and are the last group to participate in registration.

### Continuing Students

Continuing students are those who have been registered during the immediately preceding semester and have received at least one letter grade or “W.” Those who were registered during the semester but did not complete a course with a letter grade or “W” will have forfeited their continuing student status.

### Student Portal and WebSTAR

Student Portal is the IVC web portal that enables students to view their registration times. WebSTAR enables students to view their class schedules, grades, and academic history; add or drop classes; and access a variety of useful resources. Students need an ID number and a Personal Identification Number (PIN) to use the Student Portal. For more information about the Student Portal, please refer to the IVC website: [www.imperial.edu](http://www.imperial.edu).

### Maintaining Student Contact Information

It is important for students to maintain current contact information, including the phone number and address in their college record. An address and phone number may be updated through the student’s their WebSTAR account under “My Information” or through the Admissions and Records Office, located in the Administration Building. Mail returned from the U.S. Postal Service with a new forwarding address will be used as the basis for updating a student record.

### Priority Registration Times

Effective Fall 2014 the California Community Colleges Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their education goals. To be eligible for priority registration privileges beginning in Fall 2014:

1. New students must matriculate – complete the Accuplacer Assessment (or provide approved alternative), and complete college orientation and advisement.
2. Students must also have an education plan.
3. Continuing students must be in good academic standing (2.0 G.P.A) and have not exceeded 90 degree applicable units (not including units in basic English, basic Math or English as a Second Language). Students are encouraged to seek help to improve their academic standing. Students nearing 90 units should carefully plan their remaining courses.

Active-duty military and veteran, current and former foster youth, CalWORKS, followed by student in Extended Opportunity Programs and Services and Disabled Students Programs and Services will continue to have first priority for registration if they meet the same criteria listed above pursuant to Education Code section 66025.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in Board Policy and Administrative Procedure 4250 for two consecutive terms; or
- Has earned ninety (90) or more degree-applicable semester or quarter equivalent units at the district.

Students may appeal the loss of enrollment priority for the following reasons:

1. when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student;
2. when the student with a disability applied for, but did not receive a reasonable accommodation in a timely manner; or
3. for students enrolled in high unit majors.

The Chief Student Services Officer (CSSO) or his/her designee will determine the appeal in his/her sole discretion.

Students will find their registration times on the Student Portal once they login at least two to three weeks before priority registration begins.

The registration time established for each student is the date and time the student can start using the online registration system for a given semester. Once that date has passed, students may continue to use the online system until it becomes unavailable near the end of the semester.

Registration appointments for continuing students are determined by the number of units the student has completed at the college. Students are encouraged to register as early as possible using the online registration system for the best possible course selection.

### Community Education:

For registration information, please contact Community Education by phone at (760) 355-6303 or by email at: [communityservices@imperial.edu](mailto:communityservices@imperial.edu). Students may also register online at: <http://community.imperial.edu>.

### Registration Restrictions

A hold may prevent students from registering for classes. If that is the case, there will be a brief statement provided during the online registration process indicating the restriction, if applicable. Students must clear all restrictive holds prior to registration. Contact the indicated office for information on how to get the hold released. Outstanding debts must be resolved before registering for classes.

Students are required to clear all prerequisites and matriculation requirements prior to registration. Students who are required to complete an assessment, or those who need to clear a prerequisite prior to registration, should contact the Assessment Office or Admissions and Records.

### Wait Lists

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. When a student has cleared the Wait List and is able to register for the class they will receive an email. Once cleared from the Wait List the student will have 24 hours only to register for the class.

**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 been 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.

## Adding Classes

### Full-Term Classes – Fall and Spring

Registration starts several weeks prior to the beginning of a semester. Registration after a semester begins can be difficult due to limited class availability. Decisions to cancel classes may be made early in the registration cycle. Students are encouraged to register early to avoid disappointing situations.

Beginning dates for priority registration each semester are available online on the Admissions & Records page on the IVC website under Important Dates and Deadlines. The student's specific registration time is available online through the Student Portal.

Registration is not complete until all fees—including enrollment, material, health and, when appropriate, nonresident tuition fees—have been paid. Registration after the semester begins will be handled as follows:

**During the first two weeks of instruction:** All classes are officially closed when their start date has occurred, and students are required to contact the course instructor for permission to enroll.

Instructor's use their discretion in issuing Add Authorization Codes for closed classes. If the instructor grants permission to enroll, the student will be able to register online for the class using the unique Add Authorization Code issued by the instructor. Students must pay all required course fees at the time of enrollment, or they may be dropped for non-payment.

Instructors may issue add authorization codes up until the day before census (the 20% point) for the class. Add codes must be acted on prior to the Deadline to Register date noted in the class schedule.

### Winter Intersession, Summer Session and Short-Term Classes

Students may enroll in winter intersession, summer session, short-term, and other late-starting classes only until the day before the first class meeting, and then only if the class is open. Starting the first day of class, instructor permission is required for all add activity. The deadline for adding such classes is noted on the class roster. Students must enroll prior to the deadline noted on the class roster.

### Late Adding

A "late add" is defined as enrollment that occurs between the census date (the 20% point) and five instructional days following census. For short-term classes (any class less than six weeks in length), the census date is usually the first day of class. For this type of class, registration should occur before the class begins, or it must be handled using the late add process. The late adding of classes is considered only with the dean's approval.

Submission of the late add form with the instructor's authorization is required for late registration. The late add process may be accomplished only in person at the Admissions and Records Office. Late adding of classes is not available five instructional days after the census date.

### Auditing Classes

Imperial Valley College does not permit auditing of classes.

### Student Photo ID

Once students have enrolled and paid their fees, they may obtain their permanent student photo ID card in the Casbah Room located in the College Center (Building 600) during posted hours. Students must present a driver's license or other photo identification card along with a copy of their current class schedule. The student photo ID is required to utilize many services on campus.

## Dropping Classes

It is the student's responsibility to officially drop or withdraw from classes. Students are only able to drop or withdraw from classes online via WebSTAR. Note: Only those drops completed prior to the refund deadline are eligible for refund consideration. (See "Fees and Refunds" for information regarding refunds.)

### Deadlines for Dropping Classes

In accordance with state regulations and district policy, the deadlines used for grading purposes are as follows:

- Drop without a transcript annotation: Drop must be completed prior to the first 20% of the course based on the individual class.
- Drop with a "W" annotation: All courses dropped at the 20% point and up until the 75% point will be recorded on the transcript as a "W."

Drops after the 75% point are not allowed except under narrowly defined extenuating circumstances. These situations must be due to substantiated illness, accident, or events beyond the student's control that prohibit continuation in classes. By law, all classes remaining on the student's record after the 75% point require that a grade be issued. For important deadlines for specific classes, students should log on to the IVC web site and locate their classes in the index of the current semester's class schedule. It is the student's responsibility to drop a class. However, every instructor is required by Education Code to drop a student who misses the first class meeting.



## Repeating Courses

Courses may be repeated only under the following circumstances (Title 5, CCR Sections 55040–55045).

1. SUBSTANDARD GRADES AND “W’s”
  - Most courses may be repeated twice when the student has earned a substandard grade (“D,” “F,” or “NP”) and/or a “W.”
  - Students who have earned two grade symbols (D, F, NC, NP or W) in a course must petition to take the course a third time.
  - Students who have withdrawn for verified military service (“MW”) may repeat course(s) from which they have withdrawn. The “MW” grade does not affect GPA, nor does it count toward the permitted number of repetitions.
2. LAPSE OF TIME  
Most courses completed with a satisfactory grade may be repeated one additional time if a significant lapse of time of at least three years has passed and if the course must be taken to fulfill a recency requirement by the college or another institution of higher education to which the student seeks to transfer. However, this exception is considered only by petition. Students should contact the Admissions and Records Office for more information. If the repeat is allowed, the grade earned when the class is repeated will be used for the GPA computation, and the previous grade will be annotated as a repeat and will not be counted in the GPA computation.
3. EXTENUATING CIRCUMSTANCES  
If a student has experienced extenuating circumstances (documented evidence of illness, accident, or other circumstances beyond the student’s control), an additional repeat may be considered. Consult the Admissions and Records Office for information about the appeals process. Documentation is required for this exception.
4. LEGALLY MANDATED TRAINING  
A student may repeat certain courses, “if necessary to meet legally mandated training requirements as a condition of paid or volunteered employment.” This exception is considered only by petition. [55041(b)]
5. SIGNIFICANT CHANGE IN INDUSTRY OR LICENSURE STANDARDS  
Students may petition to repeat a course if there has been significant change in industry or licensure standards since the student previously took the course and the student must take the course again for employment or licensure. Documentation is required for this exception.

Any student registering to repeat a course not identified as repeatable or repeating a course more often than permitted will be dropped from the course prior to the beginning of the semester/term.

## STUDENT SUCCESS & SUPPORT PROGRAM

The Student Success & Support Program (SSSP) (formerly Matriculation) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of the Student Success & Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

In order to receive priority registration at Imperial Valley College, new students are required to complete the following:

- **Orientation**
- **Assessment**
- **Academic Advisement**

Continuing students are strongly encouraged to complete these steps to ensure continued success at Imperial Valley College.

### Orientation

Orientation is mandatory for first-time college students. It introduces the students to critical information for student success. It provides valuable information about financial aid, students’ rights and responsibilities, types of degrees, certificates, college policies & procedures, and student support services. Students can access the orientation online or through another designated orientation service on campus.

### Assessment

English and Math are skills that students use in nearly all of their college classes. Assessment helps to determine students’ skill levels in these areas. Students can go to the Assessment Center on a walk-in basis to take their tests. Students can visit the website at [www.imperial.edu/assessment](http://www.imperial.edu/assessment) for available test times or call the Assessment Center at **(760) 355-6450**. Other tests are also used to comprise multiple measures, i.e. Early Assessment Program test scores.

### Counseling

After taking the placement tests students need to develop, at a minimum, an abbreviated Student Educational Plan (SEP), which can be completed online as part of the orientation or by meeting with a counselor. After completion of 15 units, students need to have a comprehensive SEP developed. Course advising is specific to each individual student and is based on recommended classes identified through the student’s assessment results, educational goal, and personal interests.

**\*\*If new students do not complete the matriculation requirements it will affect their registration priority or course registration in a subsequent-term.**

### Students Rights and Responsibilities

- Identify an education and career goal
- Diligently engage in course activities and complete assigned coursework
- Complete courses and maintain progress toward an education goal and completing a course of study

### Institutional Responsibilities

- The College shall take steps to ensure that information regarding its matriculation policies are accessible and available to all students
- Once the student has identified a course of study and completed 15 semester units of degree applicable course work the college must provide the student with an opportunity to develop a comprehensive student education plan

### Exemptions

Students may be exempt from completing orientation, assessment, and having an SEP if the student:

- already has a degree
- Is enrolling at the college for avocational purposes and completed the services at another college
- Is enrolling to complete an academy or certification program (e.g. police or fire) or
- Is a Special Admit (concurrent enrollment high school student)

## Prerequisite, Corequisite, Advisories On Recommended Preparation And Limitations On Enrollment

The Imperial Community College District has adopted a policy in order to provide for the establishing, reviewing and challenging of prerequisites, corequisites, recommended preparation advisories, and certain limitations on enrollment in a manner consistent with law and good practice. The board recognizes that, if these prerequisites, corequisites, recommended preparation advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success. Therefore, the board adopts this policy and calls for caution and careful scrutiny in establishing prerequisites, corequisites, and advisories. The board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards, as it is to avoid establishing prerequisites where they are not needed. For these reasons, the board has sought to establish a policy that fosters the appropriate balance between these two concerns. (See Board Policy AP 4260 Prerequisites and Co-requisites).

### Definitions:

**Prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. **Courses used to satisfy a prerequisite must be completed with a grade of "C" or better.**

**Corequisite** means a condition of enrollment consisting of a course that a student is **required** to simultaneously take in order to enroll in another course.

**Recommended Preparation Advisory** means a condition of enrollment that a student is **advised, but not required**, to meet before or in conjunction with enrollment in a course or educational program.

**Limitations on Enrollment** means a condition of enrollment which may include the following:

- a. Auditions or tryouts for courses which include public performance and intercollegiate competition, such as a band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics.
- b. Demonstrations of skill or knowledge for enrollment in an honors course or an honors section of a course.
- c. The creation of blocks of 2 or more courses in which enrollment is limited in order to create a cohort of students.

Imperial Valley College does not establish prerequisites in communication or computational skills that apply to all courses across the curriculum. Basic skills prerequisites and corequisites are offered in sufficient numbers to accommodate students or the requirement is waived. Any prerequisite may be challenged by a student using the following process:

## Challenge Process

Any student who does not meet the prerequisite or corequisite or who is not permitted to enroll in a class due to a limitation on enrollment may submit a prerequisite challenge form. The grounds for challenge as specified in Section 55003 (m) of Title 5 include the following:

1. The prerequisite or corequisite has not been established in accordance with the district policy.
2. The prerequisite or corequisite is in violation of Title 5.
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or the corequisite has not been made reasonably available.

**All Prerequisite Challenge Forms must be received at least ten business days prior to the start date of the student's enrollment term. If the student has enrolled in a course pending the outcome of the petition and the petition is denied the student will be dropped from the course.**

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. Where facts essential to a determination of whether the student's challenge should be upheld are, or ought to be, in the college's own records, then the college has the obligation to produce that information. Students who wish to challenge a prerequisite or corequisite or any limitations on enrollment should:

1. Make an appointment with the Student Success & Support Program Director at the Assessment Center (Bldg. 400-401), **(760) 355-6216**, to file the petition to challenge a Prerequisite/ Corequisite form, which spells out the grounds for challenge



along with any evidence in support of the challenge. The student shall be allowed to remain in class or, if the student is not enrolled in the class but space is available at the time the challenge is filed, the college shall reserve a seat for the student until the challenge is resolved.

2. The Department Chairperson will review the petition and resolve the challenge in no more than 5 working days. If the challenge is upheld, or the college fails to resolve the challenge within the 5 day period, the student will be allowed to remain in the course. If no space was available in the course when the challenge was filed, the student shall be permitted to enroll for the subsequent term.
3. If the challenge is denied by the Department Chairperson, the student may appeal that decision. Upon receipt of notification to the appropriate Vice President, the decision by the appropriate Vice President is final.
4. Upon resolution of the challenge, the Department Chairperson shall forward the student petition and all attachments to the Director of Admissions for institutional approval and filing in the student's permanent record.

Unless specifically exempted by statute, every course, section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by Imperial Community College District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to section 55003 of division 6 of title 5 of the California Code of Regulations. (Administrative Procedure AP4260)

## FEES AND REFUNDS

**ALL** fees are subject to change without advance notice by the State of California. The information published below reflects legislation, policies and fees in effect at the time of publication. Students who fail to pay enrollment fees, health fee, instructional materials fee, or nonresident fees in a timely manner risk not being eligible to register and/or being dropped for non-payment.

*NOTE: If you participate in priority registration you will have five (5) business days from the first point of enrollment to pay all fees generated as of that day or you may be dropped from all classes and wait lists. If you sign up for a payment plan (FACTS/e-cashier) you will not be dropped from your classes.*

### Enrollment Fee - Resident Student

The Enrollment Fee is mandated by the California State Legislature, with the approval of the Governor and requires all California Community Colleges to charge students a Tuition/Enrollment Fee each term. The Legislature has also provided for financial assistance and fee waivers for low income students who cannot afford to pay this fee and who qualify according to State guidelines. Information for financial assistance and fee waivers can be obtained from the IVC Financial Aid Office.

**Enrollment Fee \$46.00 per unit**

### Enrollment Fee - Nonresident and International Students

Nonresidents and international students are required to pay tuition charges of \$200.00 per unit **in addition** to the fees outlined above. The college will accept payment from nonresident and international students in cash, Western Union money orders, traveler's checks, credit cards, debit cards, and bank drafts. Personal checks cannot be accepted. Payment of nonresident and international student tuition cannot be deferred.

**Foreign and Non-Resident Enrollment Fee \$200.00 per unit**

### Student Health Fee

The Student Health Fee provides a full-range of health services to IVC students including immunizations, physical exams, basic first aid, health education programs, TB testing, HIV testing, cholesterol screening, blood pressure screening, mental health services and other health services to be determined.

Fall/Spring	\$19.00 per term
Summer	\$15.00 per term

### Instructional Materials Fee

**Required of all students enrolled in certain courses.** Courses may carry a nominal fee for instructional materials provided to students throughout the semester.



### Parking Fee

Required of all students who park on campus, at the following rates. Note: Students enrolled solely in off-campus classes are not required to pay the parking fee.

Fall/Spring	\$25.00 per vehicle \$20.00 each additional vehicle
Summer	\$15.00 per vehicle \$12.00 each additional vehicle

Order parking permits online at [www.imperial.edu](http://www.imperial.edu)

### Student Representation Fee

The Student Representation Fee is expended by the college solely for the purpose of student advocacy efforts to Federal, State, and local governments. Students have the right to refuse to pay the fee for religious, moral, political, or financial reasons.

**Student Representation Fee \$1.00 per term**

## Other Fees/Charges

**Insufficient Funds Check Charge** – There will be a charge of \$25.00 for checks returned to the college because of insufficient funds.

### Refund Policy

There is no need to apply for a refund. All eligible refunds will be processed automatically according to the financial aid disbursement schedule, except for periods of registration or late registration.

**Credit Card Refunds** – Students may request a credit card refund if their original payment was made by a credit card. Refunds may be requested by calling (760) 355-6368.

### Transcript Fee

All outstanding financial and other obligations to the College must be met prior to the issuance of transcripts.

Imperial Valley College is able to offer to our current and alumni students Secure Transcript from Docufide – the secure, electronic way to request and send transcripts. It's easy to use, it's secure, and it's available 24/7. Docufide will deliver your official transcript anywhere you need it to go - other colleges and universities, scholarship funds, employers, even to yourself if you need it. Instructions and the form for requesting transcripts are available on the College website at [www.imperial.edu/docufide](http://www.imperial.edu/docufide).

**Transcripts Fee(s) \$8.00 to \$10.00 per transcript destination**

*NOTE: The College cannot accept transcript requests by email, fax or phone.*