

### Complete the following steps to complete your registration

(more detailed information is on the reverse side)

- Apply for Admission (unless you are currently registered)  
Go to: <http://admissions.ivc.edu> ; click on Admission Steps to IVC
  - Summer and Fall applications accepted beginning March 1
  - Spring applications accepted beginning September 1
- The matriculation process is automatically deferred for K-12 students. However, if you plan to enroll in a course which requires a prerequisite, you must provide proof of satisfactory completion of the prerequisite. Visit the Matriculation and Assessment Office website at <http://admissions.ivc.edu/matriculation/Pages/steps.aspx> for more information.
- Complete and submit the **original** K-12 Special Admission Request to the Office of Admissions and Records.  
**Required:**
  - Requested Course(s) – Maximum 11 units
  - Principal's Permission (or designee)
  - School Seal
  - Parent's Permission
  - Student's Signature
  - Irvine Valley faculty and school dean's signature for K-8 students
- Register for class on or after your registration appointment.  
**Before the class begins AND providing the class is still open:**
  - 9 – 12 grade may register online through MySite at [www.ivc.edu](http://www.ivc.edu)
  - K – 8 must register in-person at the Office of Admissions and Records.  
**After the class begins OR if the class is closed:**
  - Attend the first day of class and request an APC (Add Permit Code)
  - Follow registration instructions above

PLEASE NOTE: Submitting the IVC Admission Application and K-12 Special Admission Request Form does not register students for classes. Students must complete the registration instructions listed above.
- Pay required fees either online through MySite or in person at the Bursar's Office. Payment must be received within 5 business days or students may be dropped for nonpayment.
- Purchase books at the IVC Bookstore or online by visiting <http://www.ivc.bkstr.com/>

Direct questions to the:

Office of Admissions and Records  
Student Services Building  
5500 Irvine Center Drive  
Irvine, CA 92618  
949-451-5220

Irvine Valley College provides an opportunity for qualified K-12 students who wish to enroll for college level instructional areas not offered at their present school. This program is intended as educational enrichment rather than to reduce or make up course requirements of primary or secondary education. Please carefully review the program policies below. (References: California Education Code Sections 48800-48802, 76001, and 76003.)

### INFORMATION FOR THE PRIMARY OR SECONDARY SCHOOL

Your signature constitutes the following:

- You believe the student to be academically prepared and mature enough to succeed in college level course work.
- The student has availed themselves of all opportunities to complete this course, if offered, through the primary or secondary school district.
- If this enrollment is taking place during the summer session, your school is not exceeding the 5% per class limitation as stated in Education Code Sections 48800 and 48800.5.
- Students must meet all prerequisites and (if required) complete assessment testing prior to registration in math and English classes.
- The Education Code places enrollment restrictions for physical education courses for concurrently enrolled students. Consequently, IVC does not permit K-12 students to enroll in physical education courses.
- Students are limited to 11 units.
- Students are responsible for requesting official transcripts to be sent.

### INFORMATION FOR PARENTS

***Special Admit students are treated like regularly admitted college students. I understand that:***

- my child is required to adhere to the academic and conduct standards and regulations of the College, and will not be afforded any special status or supervision before, during, or after class.
- my child is being exposed to an educational environment designed for the adult learner, which may involve topics that may be considered controversial or offensive.
- I **will not** have access to my child's student records (registration status, grades, etc.) without his/her written consent. Educational privacy rights for courses completed at the college transfer to the student once they enroll in a college.
- my child is responsible for completing all transactions-submitting admission application, adding/dropping classes, requesting transcripts, etc. within college deadlines. Failing to comply with enrollment deadlines may result in not being enrolled or receiving failing grades. These deadlines are published in the class schedule available on the IVC website.
- all courses are offered for college credit. Courses may be used to satisfy primary or secondary educational requirements as determined by the appropriate school district.
- The Education Code places enrollment restrictions in physical education courses. Consequently, IVC does not permit K-12 students to enroll in physical education courses.
- my child is responsible for paying all required fees upon enrollment; Non-resident tuition (if applicable), enrollment fees (waived for 9<sup>th</sup> – 12 grade students), health fee, materials fees, and parking fees.
- as required by state law, my child may not enroll for more than 11 units and will receive a low priority registration appointment time so as to not displace regularly admitted students.

### INFORMATION FOR K-12 STUDENT

As a special admit student, you will not be granted any special privileges and will be treated like a regularly admitted college student. ***All classes are offered for college credit.*** Generally, you may enroll in any course for which you are recommended. However, the Education Code places strict restrictions on enrollment in physical education courses. Consequently, IVC is unable to accommodate requests for any physical education course.

I understand when I enroll in a class at Irvine Valley College that:

- I must abide by all college policies, regulations, and standards.
- I am expected to conduct all college business including, but not limited to submitting my admissions forms, registering and dropping my classes, paying required fees, and requesting my transcripts to be sent.
- I must provide written consent to my parents **every time** I request them to conduct business on my behalf.
- I am limited to enrolling in a maximum of 11 units and I will receive a low priority registration time so as to not displace regularly admitted students.
- I may only enroll for course(s) that have been recommended by my school district except for physical education courses. Because of the strict enrollment restrictions by the Education Code, IVC does not permit K-12 students to enroll in physical education courses.
- ***I must submit a new K-12 Special Admission Request for every new semester I wish to attend until I graduate.***

Irvine Valley College provides K-12 students the opportunity to study in advanced-level instructional areas not offered at their present school. College courses completed by K-12 students carry the full weight of college credit, and will count toward college degrees and/or certificates. These courses become a part of the student's permanent college academic transcript. K-12 students may enroll for either day or evening classes, but are limited to 11 units per semester or summer session. (Complete instructions are located on page 3)

**COMPLETE USING BLUE OR BLACK INK**

Student's Name \_\_\_\_\_  
Last (Please Print) First Middle

IVC Student ID #: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email address \_\_\_\_\_@\_\_\_\_\_

Current Grade Level: \_\_\_\_\_ Anticipated High School Graduation Date: \_\_\_\_\_

Semester for which I am requesting special part-time admission: (Check one)  Fall  Spring  Summer Year: \_\_\_\_\_

**IMPORTANT NOTE:** Most students accepted to IVC are allowed to enroll in any course (**except physical education**) that their high school recommends.

**DO NOT MAKE ALTERATIONS OR CROSS OUT CLASSES LISTED BELOW -- ALTERED FORMS WILL NOT BE ACCEPTED.**

IVC Course # and Title (Required)	Ticket # (Required for K-8 students)	IVC Instructor's Signature (Required for K-8 students)	Approved/ Denied	IVC Dean's Signature (Required for K-8 students)	Approved/ Denied

**Principal's Recommendation and Certification:**

I am pleased to recommend the above named student for enrollment at Irvine Valley College. I believe they are academically prepared for the course(s) listed above. This student has availed themselves of all possible opportunities to enroll in an equivalent course in the high school district of attendance and their enrollment will not exceed the summer session 5% enrollment limitation mandated by Education Code § 48800 and 48800.5. (See pages 1 and 2 for detailed information)

Principal's Name (Please Print) \_\_\_\_\_ Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of School \_\_\_\_\_ City \_\_\_\_\_ Phone # \_\_\_\_\_

**Parent/Guardian Permission**

Since, special admit students are treated like regularly admitted college students, I understand that my child is required to adhere to the academic and conduct standards, rules, and regulations of the College, and will not be afforded any special status or supervision before, during, or after class. I also understand that my child is being exposed to an educational environment designed for the adult learner, which may involve topics that might be considered controversial or offensive. I further understand that I will not have access to my child's student records (registration status, grades, etc.) without his/her written consent. I give permission for my child to enroll for course(s) at Irvine Valley College. (See pages 1 and 2 for detailed information)

Parent/Guardian Name (Please Print) \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student**

I understand that all courses for which I enroll are for college credit and MAY be used to meet high school graduation requirements as determined by my high school. I will request official transcripts to be sent to my high school. I also declare that all information submitted by me in connection with this request is true and accurate. (See pages 1 and 2 for detailed information)

Student Name (Please Print) \_\_\_\_\_ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_