

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.

Table with 6 columns: 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. Includes a large watermark 'ONLY ONE CLASS PER FORM'.

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) Irvine H.S. Principal's Signature Irvine City (949) 936-7000 Phone # Date

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

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
 - 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