

# **IVC College & Career Access Pathways (CCAP) or MOU Special Admission**

Office of Admissions and Records

5500 Irvine Center Drive, Irvine, California 92618 (949)451-5220

## **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 February 1
  - Spring applications accepted beginning August 1
- The matriculation process (orientation, assessment and counseling) is automatically deferred for enrolled in grades K-12. 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** CCAP Admission Request to your high school official.  
**Required:**
  - Requested Course(s) – Maximum 11 units
  - Principal's Permission (or designee)
  - School Seal
  - Parent's Permission
  - Student's Signature

Direct questions about your IVC enrollment to the:  
Office of Admissions and Records  
Student Services Building  
5500 Irvine Center Drive  
Irvine, CA 92618  
949-451-5220

Irvine Valley College has entered into agreements with local area high schools to provide dual enrollment opportunities. These opportunities allow high school students to enroll in a course at both their high school and at IVC to receive credit from both. Please carefully review the program policies below. (*References: California Education Code Sections 48800-48802, 76001, 76003 and 76004.*)

**INFORMATION FOR THE HIGH SCHOOL**

Your signature constitutes the following:

- You believe the student to be academically prepared and mature enough to succeed in college level course work.
- 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.

**INFORMATION FOR PARENTS of CCAP or MOU SPECIAL ADMISSION STUDENT**

***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.
- I ***WILL NOT*** have access to my child's college student records (registration status, grades, etc.) without his/her written consent. Educational privacy rights transfer to the student once they are admitted to the college.
- 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 school district.
- 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.
- Enrollment Fees, non-resident tuition, text books costs and transcript fees are not assessed to students enrolled in a course offered through a CCAP agreement. However, students enrolled in MOU agreements may be subject to nonresident tuition, health fees, and text books depending on the terms of the MOU.

**INFORMATION FOR CCAP or MOU SPECIAL ADMISSION STUDENT**

**All classes are offered for college credit.** The Education Code places strict restrictions on enrollment in physical education courses.

I understand when I enroll in a class offered through a CCAP or MOU agreement by Irvine Valley College that:

- I must abide by all college policies, regulations, and standards.
- I request to be enrolled in the class listed on my CCAP or MOU Special Admission form.
- I must provide written consent to my parents ***every time*** I request them to obtain information or conduct business with college officials 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 must submit a new Special Admission Request for every new semester I wish to attend until I graduate from high school.
- I authorize Irvine Valley College to release my official IVC transcript to the high school I am attending.

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 are limited to 11 units per semester or summer session.

**COMPLETE USING BLUE OR BLACK INK**

Student's Name \_\_\_\_\_

Last (Please Print)

First

Middle

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

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

**High School (Check one):** ☐ Creekside ☐ Irvine ☐ Northwood ☐ University ☐ Woodbridge

Grade Level in spring 2020: \_\_\_\_\_ Anticipated High School Graduation Date: \_\_\_\_\_

***Irvine Unified School District - Semester: Spring 2020***

\_\_\_\_\_ SIGN 22 – Beg American Sign Language II – Section 62660 - (01/24/2020 – 05/20/2020) – TBA - \*Irvine

\_\_\_\_\_ COUN 6 – Academic, Career and Life Success – Section 90040 (01/13/20 – 05/20/2020) – T, R - \*Irvine

\_\_\_\_\_ COMM 1 – Communication Fundamentals – Section 66715 (01/13/2020 – 05/20/2020) – M, W - \*Woodbridge

\_\_\_\_\_ JA 2 – Beginning Japanese II – Section 64080 - (01/13/2020 – 05/20/2020) – T, R - \*Woodbridge

\_\_\_\_\_ BIOT 70 – Intro to Biotechnology – Section 66695 – Online - (01/13/2020 – 05/20/2020) - \*Northwood

\_\_\_\_\_ BIOT 70L – Intro to Biochemistry Lab – Section 66650 - (01/13/2020 – 05/20/2020) T - \*Northwood

\_\_\_\_\_ ENTR 200, 211, 212 – Entrepreneurship – Sections: 66550, 66560, 66570 - (01/13/2020 – 05/20/2020) TBA - \*Northwood

\_\_\_\_\_ MATH 253 – Intermediate Algebra – Section 62385 – Online– Creekside, Woodbridge &amp; San Joaquin (1/13/20-5/20/20)

\_\_\_\_\_ MATH 253 – Intermediate Algebra – Section 62380 – Online - University &amp; Irvine High (1/13/20-5/20/20)

\_\_\_\_\_ MATH 253 – Intermediate Algebra – Section 62375 – Online – Northwood &amp; Portola (1/13/20-5/20/20)

\*Enrollment is open to all IUSD High School students, however, the course will be held at this high school.

**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. (See pages 1 for detailed information)

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

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

**Parent/Guardian Permission**

Since students enrolled in classes at IVC are college students, they will be 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 understand that I **will not** have access to my child's college student records (registration status, grades, etc.) without his/her written consent. I also understand that some classes may require submission of a high school transcript to verify appropriate student placement. I give permission for my child to enroll for course(s) at Irvine Valley College, and for IUSD to submit my child's high school transcript, as needed, on their behalf.

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

**Student**

I understand that all courses for which I am enrolling are for college credit and MAY be used to meet high school graduation requirements as determined by my high school. As part of this agreement, I authorize IVC to automatically enroll me in the class checked above and send my official IVC transcript to my high school at the end of the semester. I also declare that all information submitted by me in connection with this request is true and accurate. (See pages 1 for detailed information)

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