

Summer College at IVC



June 30, 2014 to August 8, 2014

Important Registration Information

- You must apply online directly to IVC prior to registering for classes at IPSF. Do this now. See page 6 for details.
- You are required to complete a K-12 Special Admission form, including obtaining a signature of the Principal at your current school. Do this now. See page 9 for details.
- Registration dates: April 7—May 2, 2014. Space is limited and some classes may reach capacity before the final registration date.
- Read all information carefully.

To register, you must register with both Irvine Valley College and IPSF. Complete the enrollment steps for course registration starting April 7, 2014:

Irvine Valley College

1. Go to http://www.cccapply.org/applications/CCCApply/apply/Irvine_Valley_College.html to apply for admission to Irvine Valley College. (Follow all instructions on page 6.)
2. Complete K-12 Special Admission form (instructions on page 9).
3. Complete the Add Form located at www.ipsfacademy.org.
4. Mail all forms to IPSF, 1 Post, Suite 250, Irvine, CA 92618 Attn: Summer College K-12. All forms must be received by May 3rd.

Irvine Public Schools Foundation

1. Go to www.ipsfacademy.org starting on April 7, 2014.
To register online and pay with a credit card, follow the IPSF Enrollment Instructions below.
To register via US Mail, download the registration form and mail to: IPSF, 1 Post, Suite 250, Irvine, CA 92618 Attn:IVC

IPSF Enrollment Instructions

1. Log on to www.ipsfacademy.org.
2. Download enrollment instructions
3. Click on Summer College at IVC tab.
4. Due to the launch of our new enrollment database, you must create a new parent and student profile.
5. Once you have successfully created your profiles, you will be able to complete your registration.
6. When selecting a school, select Irvine Valley College
7. After successfully checking out, you will receive an email receipt listing the class(es) your student is enrolled in.

If you have any problems or questions, please contact Cheryl Braun at cbraun@ipsf.net or (949) 265-6410.

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Letter from Administration

Dear Parents and Students:

In our continuing quest to provide advanced educational opportunities for our community, Irvine Public Schools Foundation (IPSF) is excited to announce our 2014 Summer College at IVC for students in grades 9-12. Classes will be held from Monday, June 30th through Friday, August 8th at Irvine Valley College. There will be no classes on July 4th.

This exclusive program will give students the ability to earn college credit while still in high school, allowing them to get a head start on their college career. It will also give students access to these classes at a time when state budget cuts eliminate the availability of college classes for most high school students.

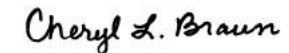
Registration materials for IPSF Summer College at IVC will be available the week of March 31. Registration will occur via our online registration process, from April 7th through May 2nd, at www.ipsfacademy.org. Parents and students are required to complete the IVC K-12 Special Admission Request Form, including obtaining a signature from an administrator at your current school, prior to completing the registration process.

If you have questions about program details, registration, costs or logistics, please email cbraun@ipsf.net.

Sincerely,



Neda Eaton
IPSF President & CEO



Cheryl Braun
Chief Program Officer

General Information

Refunds

There will be no refunds after May 3, 2014. Refunds prior to May 3, 2014 are subject to a non-refundable program fee of \$35.00 and may take up to 4 weeks to process. Go to www.ipsfacademy.org to download a refund request form.

Class Cancellation

We do our best to accommodate all students who sign up for our summer program. To keep fees as low as possible, a minimum enrollment for each class is set to cover expenses. If the minimum enrollment is not met, a class may be canceled. If this occurs, you will be contacted and you will have the opportunity to sign up for an open class or receive a full refund.

Scholarships

Scholarships are available to families of limited financial means and all scholarship applications must be received by May 1, 2014. Please go to www.ipsfacademy.org to download a scholarship application.

Course Withdrawal/Drop Deadlines

The courses offered at Irvine Valley College through the Irvine Public Schools Foundation are regular credit college courses. Students will earn a college units, a letter grade, and that grade will be posted to their transcript unless they withdraw from the course by the deadlines provided for the course. Students who cannot complete the course must officially withdraw by the class deadline through IVC MySite.

See the IVC Information on page 12 for drop deadline details.

Textbooks

Textbooks and other required materials may be ordered from the IVC bookstore online at <http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=10238>. The bookstore is able to rent textbooks or provide them digitally in some cases. Textbook information will be provided at this site for all courses by June 4. Students are encouraged to purchase textbooks prior to the start of classes.

Welcome to Irvine Valley College

Please review this information carefully, as it contains information and links to forms required for enrollment at IVC and useful information for students and parents.

The credit courses offered through this program are approved IVC courses provided through a contract with the Irvine Public Schools Foundation for student enrichment. Classes will follow the same course outline of record and be taught by instructors qualified to teach these courses. Students enroll, however, through the Irvine Public Schools Foundation, who will work with staff at IVC to ensure that students get registered in the sections identified for this program. The IVC Catalog, available on our main website (www.ivc.edu) provides information about the transferability of these courses to CSU and UC. The courses offered this summer have no prerequisites and so do not require assessment testing, but are rigorous college courses. Students are required to obtain permission from their high school principal to enroll, which assures us that the student is deemed capable of succeeding in the course(s) to be taken. In addition, at the discretion of the high school, students may be given high school credit for courses taken at Irvine Valley College.

Step 1: Application

All students are required to have an active Irvine Valley College **Student ID** to be registered in these classes. Admission Applications are accepted online at http://www.cccapply.org/applications/CCCApply/apply/Irvine_Valley_College.html.

(NOTE: For students 13 years old or younger, federal law prohibits transmitting personal information over the internet. Students age 13 or younger are required to apply for admission in person at the Admissions and Records Office.)

Tips for successfully completing your admission application:

Read every question thoroughly.

Select the **Summer 2014** term

On the Education page--“Entry Level”, select **“Enrolling in high school (or lower) and college at the same time.”**

Entry Level
Enrollment status as of 8/23/2010: <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Enrolling in high school (or lower grade) and college at the same time ▼ </div>

“High School Education,” select **“Will be enrolled in high school (or lower grade) and college at the same time”** and **estimate your graduation date at June 17, four years later than expected high school graduation.**

High School Education
High school education level as of 8/23/2010: <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Will be enrolled in high school (or lower grade) and college at the same time ▼ </div>
High school completion date (if unsure of the exact day, please estimate): <div style="display: flex; align-items: center; gap: 5px;"> June ▼ 17 ▼ 2014 yyyy </div>

“Last High School Attended”, **enter the high school you will be attending in the fall 2014.**

Last High School Attended
High school: ARNOLD O BECKMAN HIGH SCHOOL ▼ Find School Clear
<input type="checkbox"/> Did not attend high school
City: <input type="text" value="IRVINE"/>
State: California ▼
Country: United States of America ▼

Print the Confirmation Page. You will need to submit this if you do not have a Student ID number prior to the registration deadline. Also, make note of the PIN number you provided for this application.



APPLICATION CONFIRMATION												
<p>Your application for admission has been submitted to Irvine Valley College. Thank you.</p> <ul style="list-style-type: none"> Please print a copy of this page for your records. You may also print a copy of your SUBMITTED INFORMATION for your records. Remember to complete any additional admission requirements as specified in the introduction of this application. CHECK YOUR EMAIL (including your spam folder) for important information from Irvine Valley College regarding your admission and registration. <div style="text-align: center; background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>Irvine Valley College Website: www.ivic.edu Office of Admissions and Records 5500 Irvine Center Drive Irvine, CA 92618</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr><td style="padding: 2px;">Applicant name:</td><td style="padding: 2px;">Arleer</td></tr> <tr><td style="padding: 2px;">College:</td><td style="padding: 2px;">Irvine Valley College</td></tr> <tr><td style="padding: 2px;">Application term:</td><td style="padding: 2px;">Fall 2010</td></tr> <tr><td style="padding: 2px;">Email address:</td><td style="padding: 2px;">[REDACTED]</td></tr> <tr><td style="padding: 2px;">Date submitted:</td><td style="padding: 2px;">5/11/2010 12:56:00 PM</td></tr> <tr><td style="padding: 2px;">Confirmation number:</td><td style="padding: 2px;">1634-020103-5-05112010-09639172-17175485 <small>(This is not a student identification number)</small></td></tr> </table> <p style="text-align: center; font-weight: bold; margin-top: 10px;">You may return to this Confirmation Page at any time via the Submitted Applications section of My Applications.</p>	Applicant name:	Arleer	College:	Irvine Valley College	Application term:	Fall 2010	Email address:	[REDACTED]	Date submitted:	5/11/2010 12:56:00 PM	Confirmation number:	1634-020103-5-05112010-09639172-17175485 <small>(This is not a student identification number)</small>
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Email address:	[REDACTED]											
Date submitted:	5/11/2010 12:56:00 PM											
Confirmation number:	1634-020103-5-05112010-09639172-17175485 <small>(This is not a student identification number)</small>											

FINISH

After submitting your admission application you will receive two emails: the first will confirm receipt of your admission application, and the second will confirm the processing of your admission application and provide your IVC Student ID number. Your Student ID number will be needed for all transactions with IVC.

Step 2: K-12 Special Admission Request Form

High school students must also submit a completed K-12 Special Admission Request Form which can be found at <http://www.ivc.edu/student/admissions/Documents/K-12%20Special%20Admit%20Spring%202012.pdf>. The form requires:

- List of course(s) to be taken (maximum 11 units)
- Principal's permission/signature
- School Seal
- Student Signature
- Parent Signature

Once the K-12 Special Admission Request Form is completed, please do not make alterations or cross out classes listed on the Form. **ALTERED FORMS WILL NOT BE ACCEPTED.**
ORIGINAL MUST BE MAILED TO IPSF AT THE ADDRESS IN STEP 4 BELOW.

Step 3: Complete an Add Permit

Once your registration is received, either online or hardcopy, IPSF will email you an Add Permit. Students will need to complete the form, including your IVC Student ID number, and sign the card. Once completed, you will either scan and email to cbraun@ipsf.net or mail to the address below in Step 4.

Step 4: Mail documents to ISPF.

Mail the Confirmation Page, the K-12 Special Admission Request Form and the Add Permit to:

ISPF
Attn: Summer College K-12.
1 Post, Suite 250
Irvine, CA 92618

Once your ISPF enrollment is processed and required fees have been received, your enrollment documents will be forwarded to Irvine Valley

College Course Information

Student Privacy Rights

Regardless of age, when a student enrolls in a college course they are entitled to adult privacy rights under the law. The college and its faculty may not release non-directory or personally identifiable information about a student to a third party (**parents included**) without the student's written authorization. As there is no guarantee of confidentiality on the Internet, faculty will not provide responses to electronic requests for student information. College faculty and staff understand that parents are interested in the academic success of their child, but are required to comply with provisions of the Family Education Rights and Protection Act of 1974.

Expectations of College Level Work

Courses offered through this program are regular college courses, and students are required to perform at the same level as college students. Two hours of homework are typically assigned for every hour of time spent in class each week. Instructors provide a class syllabus with information on requirements and due dates on the first day of class.

There are many significant differences between high school and college. In order to boost your chances of success in college level courses, it is crucial that you understand these differences and develop strategies for addressing them.

High School

- Classes are smaller
- High school classes require less outside homework
- Teachers frequently monitor your progress and offer help if you need it
- Teachers are often available to students at different times
- Teachers may remind you of upcoming assignments and tests
- Tests are usually given more frequently covering smaller blocks of material
- Final grades are usually based on both test scores and homework grades, so tests aren't as critical to your final grade
- Teachers can alter their schedule to accommodate school events
- Teachers often offer review sessions or study guides

College

- Classes can be significantly larger
- For every hour of class, expect to have to study at least 2-3 hours outside of class
- Professors expect students to approach them if they need help
- Professors are typically available only during scheduled office hours
- Professors expect students to keep track of required coursework and tests as listed on the syllabus that is handed out on the first day
- Testing is less frequent and tends to cover more material and be cumulative in nature
- Grades are based on tests and large project assignments so it is important to do well on them. One low grade can seriously affect your final grade
- Professors rarely change from the syllabus schedule
- Professors expect students to review course material on their own

Many high school students believe that college classes are simply more in-depth versions of their high school classes and are unpleasantly surprised when they struggle in their college courses. In reality, the differences between high school and college classes are more varied than that. Not only is the course material more intensive, but college professors expect students to study independently and exercise critical thinking.

Tips for succeeding in college courses:

- 1) Attend all class sessions
- 2) Take extensive and concise notes
- 3) Identify one or more classmates you feel comfortable with who could serve as a study partner or share notes if you miss a portion of a class meeting
- 4) Stay organized with "To Do" lists
- 5) Set specific goals for success
- 6) Plan your daily, weekly, and semester study schedule
- 7) Prioritize your assignments
- 8) Figure out what study environment works best for you
- 9) Ask for help
- 10) Balance your life by scheduling time for fun and relaxing activities

Course Withdrawal/Drop Deadlines

The courses offered at Irvine Valley College through the Irvine Public Schools Foundation are regular college courses. Students will earn a letter grade, and that grade will be posted to their transcript unless they withdraw from the course by the deadlines provided for the course. Students are required to complete a Drop Request Form or the grade earned at the time they stop attending will be posted on their permanent college record.

It is the student's responsibility to drop or withdraw from classes! You may drop or withdraw online through your MySite account 24/7. Drop deadlines for each class will be posted. Course withdrawals prior to the 20% completion date of the course are not noted on student transcripts. All courses dropped between the 20% point and up until the 65% point will be recorded on transcripts as a "W." Drops are not allowed after the 65% point except under narrowly defined extenuating circumstances.

Textbooks

Textbooks and other required materials may be ordered from the IVC bookstore online at <http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=10238>. The bookstore is able to rent textbooks or provide them digitally in some cases. Textbook information will be provided at this site for all courses by June 1. Students are encouraged to purchase textbooks prior to the start of classes.

MySite

MySite is a portal that allows students to manage and review their academic information. There is a link to MySite from the IVC home page at www.ivc.edu. Students need a Student ID and a PIN, the 4 digit number selected when applying to the college, to access this site. The first time students use MySite they are prompted to complete their profile, after which students can access MySite academic information, Blackboard, and student email, which your instructor may require you to check regularly during the summer term.

Student ID Cards

Photo ID cards are available from the IVC Campus Police Department, in the back (south) part of campus. These are required to borrow books from the IVC Library or to access tutoring, counseling, and other services.

Student Email

All Irvine Valley College students are automatically given email accounts within 72 hours after they enroll in at least one course at the college. User names are assigned automatically (customized names are not provided), and accounts are continued so long as the student remains enrolled. Once you are enrolled at IVC, you may change your initial password and forward copies of your student email to another account (e.g., your home email).

For example, if your name is: James Bernardo, your user name will be: jbernardo0

Important: Student email accounts always end in a number.

Your student email address is: jbernardo0@ivc.edu

Your default email password is: Your PIN plus two zeros. If your PIN is 3456, your default password is 345600.

Your domain is: IVC-STUDENT

To change your password or to forward your student e-mail to your personal e-mail account:

1. Log in to MySite.
2. Under the MyEmail link on the left, click on “Change PIN/Password.”
3. Click on “Change Password.”

Library Services

Students may check out materials from the library with their Student ID cards. The Library databases are available to students in the library or from home. Access requires the same log-on information as your school email.

Library Hours

June 9 - August 1 – Monday through Thursday – 8AM to 8PM,
Friday’s from 8AM to 4PM

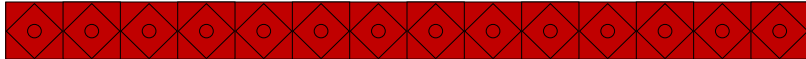
August 4- Fall 2014 semester – Monday through Friday, 8AM to 4PM

Parking

Students who plan to park a car on campus during the week are required to purchase a parking permit. More detailed information on costs can be found in the Schedule of Classes or at <http://www.ivc.edu/bursar/pages/default.aspx>.

Student Health Services

Students are entitled to use IVC’s student health services on campus. Student under the age of 18 need parent permission to access health services other than family planning. Summer hours are Monday through Thursday from 9AM to 1:30PM



Transcripts

You can view unofficial transcripts, as well as see your grades after the term has ended, through MySite. Your high school may be willing to provide high school course credit for courses completed at Irvine Valley College; this is entirely up to the high school. You might want to check with your counselor, and determine if the school requires unopened, official transcripts, for this purpose. Information for requesting official transcripts can be found at www.admissions.ivc.edu.

Tutoring

General Tutoring is available in the Student Success Center in BSTC 110, open Mon.-Thurs. 9 am-7 pm through August 3.

Additional information about Irvine Valley College is available on the IVC website, including the current Catalog information and a Student Handbook.



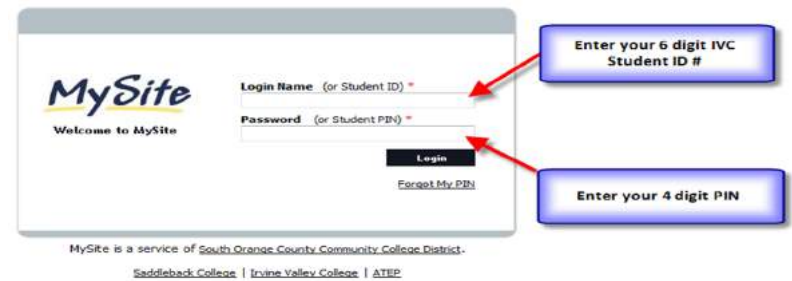
Logging into MySite:

MySite is the Irvine Valley College Student Portal. This is the place you will see what classes you are enrolled in, drop or withdraw from classes, select grade option, and view your grades and unofficial transcript.

You can sign into MySite, by going to IVC's home page and clicking on the MySite icon.



Then enter your IVC student ID Number and your 4 digit PIN (created when you submitted your admission application.)



Your menu options in MySite:

MySite Welcome Kyle
Your Username is:
Your College Email Address is:

HIDE MENU

MySite

- My Classes
 - Register For Classes
 - Make Payment
 - Refund Information
 - Shopping Cart
 - Current Classes
 - Change Grading Option
 - Unofficial Grades
 - Academic History
 - Class Status
- My Information
- My Academic Plan
- My Email
- Change PIN/Password
- My College
- Contact Us
- My Preferences
- Parking

To-Do List (0 new)

Add Task

Done Priority Task

Settings

Semester: Spring

Add Content

Your IVC email address

This is your menu of options-- See "Current Classes" to view your enrollments

AJ 2 Introduction to Administration of Justice

Course offers an introduction to the history and philosophy of the administration of justice system as it has evolved over time. The course studies in-depth the American system of criminal justice and its various subsystems; the roles and role expectations of criminal justice agents; theories and concepts of crime, crime causation, punishment, rehabilitation, victimization, and disparity in treatment of offenders; local and federal court systems; and ethics, education, and training for professionalism in the criminal justice system.

Price: \$395

Mon & Wed 8:00am-11:15am

Available to Grades 10-12

Course ID: AJ2

3 Units

Transfers: CSU, UC

COUN 1 Academic Planning

Course designed to introduce students to a successful college and transfer experience. The course examines the opportunities and requirements for vocational certificates, associate degrees, and baccalaureate and higher degrees. A major focus is helping students identify and overcome obstacles to academic success. The course introduces college survival skills and issues, including college expectations, student motivations, study skills, time management, college resource, and academic policies. Students develop an academic plan based on their individual educational goals and discuss strategies for choosing a major.

Price: \$200

Fri 9:00am-12:55pm

Course ID: COUN 1

1.5 units

COMM 1 Introduction to Communications

This course offers students an opportunity to understand and use the components and processes of oral communication. The course is designed to develop fundamental skills in effective listening; selecting and researching topics; organizing and supporting ideas; preparing and presenting informative and persuasive speeches; and evaluating speech content and delivery. Student presentations are required.

Price: \$395

Tues & Thurs 8:00am-11:15am

Available to Grades 10-12

Course ID: COMM 1

3 units

Transfers: CSU, UC

PSYC 1 Introduction to Psychology

Course is an introduction to the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.

Price: \$395
 Mon & Wed 11:00am-2:15pm
 Available to Grades 10-12

Course ID: PSYC 1
 3 units
 Transfers: CSU, UC

**ENTR 200 Pathways to Success/
 ENTR 201 Innovation and Creativity**

ENTR 200 -This course promotes entrepreneurial thinking and assists participants in developing a process for transforming ideas into sustainable success. The course includes individualized learning assessments designed to assist the student in exploring their frameworks of thought and entrepreneurial potential.

ENTR 201—Discover that creativity is a process that can be learned. The relationship between imagination, creativity, and innovation will be examined and students will explore the use of creativity tools and processes to develop solutions for business problems.

You must enroll in both ENTR200 and ENTR201

Price : \$325.00 (for both)
 Tues & Thurs 9:00am-12:50pm

Course ID: ENTR200/ENTR201
 2 units
 Transfers: CSU, UC

**CTE 1 NEW Pilot Program:
 Overview of Career Technical Education:
 Preparing for the Future**

Join us for an innovative and passionate series of presentations offered by Career & Technical Educational (CTE) professors from IVC as they discuss certificate programs and career opportunities and pathways.

Price: \$125.00
 Friday 9:00am-11:50am
 Available to Grades 9-12

Course ID: CTE1

The form is titled "2014 Summer College at IVC Registration Form" and includes fields for student name, status, email, phone, and address. It also contains sections for payment information, including a check for \$325.00, and a section for the student's signature and date.

**Sample
 Mail in
 Registration Form—
 Available at
 www.ipsfacademy.org**

Registration dates:
 April 7 to May 2, 2014
**All courses will be held at Irvine
 Valley College.
 Course descriptions are available
 in the
 2014 Summer College at IVC
 Course Catalog.**

**Online Registration
 available at
 www.ipsfacademy.org**

The catalog lists various courses offered during the 2014 Summer College at IVC. It includes course numbers, titles, and descriptions. The courses are organized into sections such as "Introduction to Business" and "Introduction to Health Services." The catalog also includes contact information for the registration office.

Sample IVC K-12 Special Admission Form (Required)
 Available at www.admissions.ivc.edu/pages/k12.aspx

IVC K-12 Special Admission Request
 Office of Admissions and Records 5500 Irvine Center Drive, Irvine, California 92618 (949) 451-5220

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.

Course # and Title	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 page 3 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 suspension 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 page 3 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 page 3 detailed information)

Student Name (Please Print) _____ Student's Signature _____ Date _____

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Julie Weis Walker <i>Wells Fargo</i>	Jason Weintraub <i>Taco Bell</i>

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