

# 6 STEPS TO COMPLETE IVC CCAP DUAL ENROLLMENT

for grades 9-12 taking specific college classes at high schools

## 1 NOTIFY YOUR HIGH SCHOOL OF THE CLASS YOU'RE INTERESTED IN

As early as possible, reach out to your high school's point-of-contact (could be a College and Career Specialist, Counselor, or Assistant Principal).

## 2 APPLY TO IRVINE VALLEY COLLEGE (IVC)

- If you have not taken a class in the past year, you will need to re-apply to IVC.
- Visit [link.ivc.edu/ccc-apply](https://link.ivc.edu/ccc-apply).  
*First Time Users:* create an account by using either your PERSONAL EMAIL or your phone number. You will only need to create this account once. *Returning Users:* sign in.
- After creating/signing into your OpenCCC account, select "Start a New Application" and complete the IVC application. Specify no high school diploma earned; expected graduation date (put June 15 of graduating year if not known).

### → CHECK YOUR PERSONAL EMAIL FOR A RESPONSE FROM IVC THAT INCLUDES YOUR IVC STUDENT ID NUMBER

- You should receive this email within 24-hours after submitting your CCC application.
- If you did not receive an email, notify the Office of Admissions and Records via [ivc.edu/admissions/ccc-search](https://ivc.edu/admissions/ccc-search) or by calling 949-451-5220.

### → ACTIVATE YOUR IVC EMAIL AND CHANGE YOUR DEFAULT PASSWORD

- You will receive an email with a link to activate your IVC student email. If you did not receive it, contact Tech Services at 949-451-5696 and provide your student ID number.
- For security purposes, it is highly recommended that you change your password. You can do this by clicking the "Change Pin/Password" link.
- Your username is your IVC email without the "@ivc.edu," which you would use to access your IVC Canvas for class information.

### → ADD FORWARDING EMAIL ADDRESS ON MYSITE

In MySite, under the "Profile" icon in the top right corner, make sure your IVC email is being forwarded to your personal email address. *All communications between IVC and you will be done through the IVC email.*

### 3 COMPLETE THE CCAP DUAL ENROLLMENT FORM (ONLINE)

- You would only need to complete this form ONCE while in high school.
- Using your IVC credentials, log in to [link.ivc.edu/CCAP\\_ALL\\_HS](https://link.ivc.edu/CCAP_ALL_HS)
- Fill out your information, digitally sign, and submit the form.
- Your parent/guardian and your high school principal/designee will receive an email to digitally sign the form. They will need to create an account if they haven't signed a Dual Enrollment Form before.

#### → TRACK THE STATUS OF THE CCAP FORM BY CHECKING YOUR IVC EMAIL

Expect four emails: 1) after you submit the form, 2) after parent/guardian signs, 3) after high school signs, and 4) after form is accepted.

### 4 RECEIVE “ADD PERMIT CODE (APC)” FROM YOUR SCHOOL’S ADMINISTRATOR

Your school will email you one APC for each class/ticket number. You will need the APC(s) and class ticket number(s) to register for the class.

### 5 REGISTER FOR THE CLASS ON OR AFTER YOUR REGISTRATION APPOINTMENT

Check your registration time in MySite > My Information > Appointments. Once your registration window opens, you can register for the class by logging in to MySite > My Classes > Add/Drop Classes.

### 6 LOG IN TO IVC’S CANVAS

Go to [ivc.edu](https://ivc.edu) and in the top right corner, log in to the IVC Portal using your username and password. Select Canvas from the list of applications. This is where you will find the class information, NOT on your K-12 school district Canvas. Your class will show up on Canvas (learning platform) 4-6 hours after officially enrolling in the course and by the first week of class.



LEARN MORE AT:

[ivc.edu/dual-enrollment](https://ivc.edu/dual-enrollment)

For issues or errors with the CCCApply application, CCAP Dual Enrollment form, and/or class registration process, please email [admissions@ivc.edu](mailto:admissions@ivc.edu) (up to two business days turnaround).

For immediate support, visit the IVC Admissions and Records office or call 949-451-5220.

For questions about which classes to take, college readiness, and resources, please email [ivck12counseling@ivc.edu](mailto:ivck12counseling@ivc.edu).