

5 STEPS TO COMPLETE IVC GENERAL DUAL ENROLLMENT

for grades K-12 taking any college class at Irvine Valley College (IVC)

1

FIND A CLASS YOU'RE INTERESTED IN FROM THE IVC CLASS SCHEDULE

Visit ivc.edu/class-schedule. Find a class and write down the ticket number. You may enroll in up to 11-units per semester or summer session.

2

APPLY TO IRVINE VALLEY COLLEGE

- If you have not taken a class in the past year, you will need to re-apply to IVC.
- Visit link.ivc.edu/ccs-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/ccs-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 GENERAL DUAL ENROLLMENT FORM (ONLINE)

- This form needs to be submitted every semester for which you plan to take classes at the college.
- Find the form at link.ivc.edu/general-k12, select your school, and list the Course ID and Ticket Number for the classe(s) you are interested in.
- Fill out your information, digitally sign, and submit the form.
- Your parent/guardian and your school official will receive an email to digitally sign the form. They will need to create an account if they have never signed a Dual Enrollment Form before.

→ LOOK FOR AN EMAIL FROM IVC INFORMING YOU YOUR GENERAL DUAL ENROLLMENT FORM HAS BEEN PROCESSED

- Once your General Dual Enrollment Form is processed and approved, you can register for your class on or after your registration appointment. Check your registration time by logging in to MySite > My Information > Appointments.
- Check the class description to see if it has a prerequisite. You can submit evidence to clear the prerequisite via ivc.edu/admissions/apply/prerequisite.

4

REGISTER FOR THE CLASS

Once your registration window opens, log in to MySite > My Classes > Add/Drop Classes. Add the class you were approved for and pay the \$26 health fee. You will need the class ticket number to register.

5

LOG IN TO IVC'S CANVAS

Go to 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:

link.ivc.edu/general-k12

For issues or errors with the CCCApply application, General Dual Enrollment form, and/or class registration process, please email 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.