Emeritus Institute Registration Process

- General Information, visit our website: http://academics.ivc.edu/emeritus
- The registration process occurs three times per year, fall, spring, and summer semester.
- MySite Registration is date and time specific. Please log into your individual MySite account for specific date and time to register. Students cannot register prior to their appointment. If you are having trouble accessing MySite, please contact Admissions and Records (949) 451-5220.
- Each student has their own Student Identification Number and 4 digit PIN #. If you do not have one, you will not be able to register for IVC Emeritus courses.

Always keep your student number and PIN in a safe place

Student Identification Number: ___________________________  Student PIN: ___________________________

To find your specific date and time to register: https://mysite.socccd.edu
1. Click on My Classes
   a. Click on Add/Drop Classes
   b. Select Term (Fall, Spring, Summer)
      i. Click Add/Drop Classes

For NEW or RETURNING STUDENTS (those who skipped a fall or spring semester)
Apply for admission at www.ivc.edu
1. Click Admissions
   a. New or Returning Student box, click Apply to IVC
   b. Step 1: Apply for Admission
      i. Click Apply Now
         1. Application to College
         2. New students, click Create an Account
            a. Click Begin Creating My Account
      ii. Returning students, click Sign in
         1. Enter Username and Password to continue
            a. If you do not remember Username and Password, click Forgot? to reset
   c. OpenCCC account
      i. Once you have created the OpenCCC, you will receive an email. This is not your student identification number. You still need to complete the actual application.
   d. Continue to the application
      i. Once application is submitted, you will receive a welcome email within 24-48 hours with your student identification number.
2. Once you receive your student identification number, you can register for classes
   - Please follow the Continuing IVC/SC Students MySite registration directions

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MySite Registration Process

For CONTINUING IVC/SC STUDENTS

Register for your class on MySite at https://mysite.soccccd.edu

- Log in using your Student ID number and PIN number. Your PIN number is either your birth year (ex: 1947), or the last four digits of your social security number (ex: 1234).

1. Click My Classes
   a. Click Add/Drop Classes
   b. Select Term (Fall, Spring, Summer)
      i. Click Add/Drop Classes

2. Update Records (Make sure you answer all sections with a RED ASTERISK*)
   a. If you can’t move to the next screen that means you did not answer one of the red asterisk* questions. Please scroll to the top of the page and double check your answer
      i. Frequently missed questions:
         1. Enter your cell phone number or select No Mobile Phone
         2. Vocational & Technical Information (VETA):
            a. Select the appropriate box
         3. Electronic 1098T information
            a. If your social security number is correctly displayed, select YES
            b. If your social security number is not displayed, select Decline

3. Schedule Builder
   a. Enter Ticket #, click Add Class
   b. Repeat Step 3a, if multiple course are needed, once all classes have been added, click Next
   c. If the class is FULL and you would like to be added to the WAITLIST, enter Mobile Phone number and click YES
      i. If a space becomes available, you will receive an email notification and a text message. You will have 24 hours to register for the class

4. Checkout: Fees
   a. Select No when asked about Health Fee and ASG, click Next

5. Accept refund policy, then click Complete Registration

6. Registration Confirmation
   a. Optional: Print this page for your records

7. To make sure your registration is complete
   a. Click My Classes
      i. Click My Current Classes
      ii. Select current semester
      1. All classes you are officially enrolled in will show up

8. To make sure you are on the Waitlist
   a. Click My Classes
      i. Click Waitlist
      1. All classes you are on waitlist for will show up

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- Students are not permitted to attend classes in which they are not officially enrolled. Please note: if the class you wish to take is full, students have the option to go to the first class and ask the instructor permission to add the class. If the instructor approves, the instructor will provide an Add Permit Code (APC) and the individual will may add the class.
- Faculty reserve the right to drop students who do not attend the first class session.

Office of Extended Education
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