

Tips and Tricks for the Admissions Application

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Part 1:

Go to: <https://admissions.ivc.edu/>

New Student – A student who has NEVER applied or attended Irvine Valley College or Saddleback College is considered a new student.

- Click on New Student – Apply to IVC
- Click Step 1: Apply for Admission
- Click Apply Now

Application to College – Before applying, you must first have an OpenCCC account.

- Click Create an Account
- Create Your OpenCCC Account by clicking Begin Creating My Account
- Create Account – total of 3 pages
- Legal Name, Date of Birth,
- SSN – Click the last box at the bottom of the page if you do not have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time.

Click continue, Page 2

- Email
- Telephone
- Permanent address

Click Continue, Page 3

- Create Username and Password
- Create security PIN
- Security Questions

I'm not a robot

Click - Create My Account

Returning Student - A student who has applied to Irvine Valley College or Saddleback College but was last enrolled MORE than one year ago will need to apply again.

- Click on Returning Student – Apply to IVC

Application to College – Before applying, you must first have an OpenCCC account.

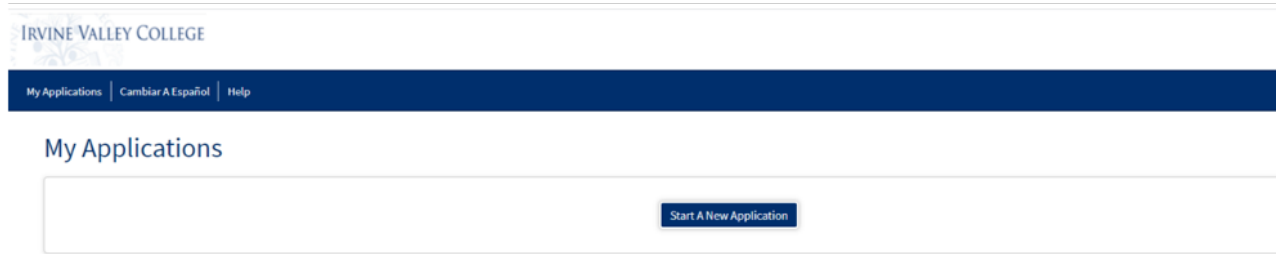
- Option: Create an Account or Sign-in.
- Since you are a returning student, you might already have an OpenCCC account. If you can't remember, you can either try and create an account or click Sign in and Forgot? This will let you search for your account, click on I forgot my username first. If an account is not found, please go back and create an account.

You will receive an email from OPenCCC that will have a CCCID #. This is NOT your student ID. You will need to continue to **Part 2, Start a New Application.**

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Part 2:

Click on **Start A New Application**



This starts the application process. Please answer all questions. If you do not answer a specific question, you cannot continue. Please save each page before you continue.

Account Information

Review OpenCCC Account information

1. Verify name, address, phone, emails, SSN (if provided) and date of birth. Make Edits if needed. If none, save and continue
2. Answer questions regarding Education = High School and College
3. Citizenship/Military
4. Residency
5. Needs and Interests
6. Program and services in which you are interested
7. Demographic Information
 - a. Gender
 - b. Sexual Orientation
 - c. Parent/Guardian Educational level
 - d. Race/Ethnicity

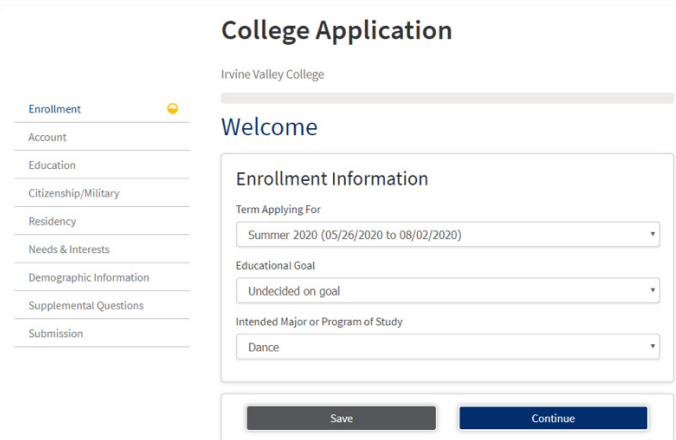
Save and Continue

8. Supplemental Questions
 - a. Student PIN for MySite
 - b. Completed College Course Work
 - c. Place of Birth
 - d. Electronic 1098T Form
 - e. Individual Tax Identification Number (ITIN)
 - f. Music Program
 - g. High School
 - h. Household Income

Save and Continue

Submission

- Review Your Responses (save as pdf)
- Request for Consent to release Information
- If everything is correct, click Submit
- The application will be sent to Admissions & Records. In 24-48 hours you will receive:
 1. New student – congratulations email with your student identification number
 2. Return Student – an email informing you to register



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Confirmation Page

Great Job!

Your application was submitted

Snap a screenshot of the Confirmation page for your records

When cleared for registration, normally 24-48 hours after application was submitted. You will receive an email like this:

Irvine Valley College

Fall 2020

Welcome to Irvine Valley College

Dear [Student First and Last Name],

Student Number: [6-9 numbers]

Residency Status: California Resident

Matriculation Status: Not Required

Congratulations! Your admission application has been received and processed. By applying for admission to Irvine Valley College, you may register for classes not only at Irvine Valley College, but also Saddleback College. To begin, you will need to log into your MySite account at <https://mysite.socccd.edu/portal/>, so you will need your Student Number and the PIN you created when you applied.

To Register for Classes, Log into MySite

- View your registration appointment. This is the earliest time you may register for classes.
- Confirm your Email Address - Many of the college's communication will come to you via email
- Register for Classes - Irvine Valley College offers online registration through MySite. Classes may be added without instructor permission until the class fills or until the first day of class. Beginning the first day of class, instructor permission is required. Follow all the steps to complete registration before exiting the registration system. Additional registration information can be found at <http://admissions.ivc.edu/pages/admissions.aspx>.

Thank you for choosing Irvine Valley College. If you need additional information, you may email us at ivcadmissions@ivc.edu or call us at 949-451-5461. We look forward to assisting you meet your educational goals.