Irvine Valley College

Tips and Tricks for Emeritus Registration

Office of Extended Education
Emeritus Institute
1624 Valencia Avenue,
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academics.ivc.edu/emeritus

Admissions and Records
949-451-5220
admissions.ivc.edu

Technology Services
949-451-5696
tech.ivc.edu

For general information, please visit http://academics.ivc.edu/emeritus

- The registration process occurs three times per year in the fall, spring, and summer semesters.

- MySite registration is date and time specific. Please log into your individual MySite account for your 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 at (949) 451-5220.

- Continuing students are automatically assigned a registration appointment because their student ID numbers are active in the college registration system. New or returning (former) students need to complete an application to reinstate their student profile before being assigned an appointment.

- If assistance is needed to register, having a Registration Helper is important. A Registration Helper can be a friend, neighbor, relative, or classmate.

- Each student has their own Student Identification Number and 4-digit PIN number. If you do not have one, you will not be able to register for IVC Emeritus courses.

- Registration appointments are assigned by our District Office on a rotating basis using the first letter of your last name. If you have more questions about registration priorities, visit **https://admissions.ivc.edu**

Always keep your student ID number and PIN in a safe place.

Student Identification Number	Student PIN

To find your date and time to register, visit **https://mysite.socccd.edu**

Log in with your Student ID# and 4-digit PIN.

Click on **My Classes** then **Add/Drop Classes**. Select **Term (Fall, Spring, Summer)**.

You will have a message that reads: "your registration appointment has not yet arrived. You may register on or after [date/time]."

For NEW or RETURNING STUDENTS (those who have never applied or have skipped a fall or spring semester):

Apply for admission at https://admissions.ivc.edu

1. Click New or Returning Student box

    a. Applying for admission online is a two-part process:

        i. OpenCCC account

            1. 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**

        ii. Application

            1. Once application is submitted, you will receive a welcome email within 24-48 hours with your student ID number.

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For CONTINUING IVC/SC STUDENTS - The website has a new look.

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

1. Log in using your Student ID number and PIN number. Your PIN number could be your birth year (ex: 1947), month and date (MMDD, ex: 0801) or the last four digits of your Social Security Number (SSN - ex: 1234).

2. Click My Classes

    a. Click Add/Drop Classes

    b. Select Term (Fall, Spring, Summer)

        i. Click Add/Drop Classes

3. 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. Scroll to the top of the page and double check your answers.

        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 SSN is correctly displayed, select YES

                b. If your SSN is not displayed, select Decline

4. Select Classes

    a. Enter Ticket # and click Add Class. Ignore the APC box; this does not apply to registration.

    b. Repeat Step 3a. If multiple courses 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 your 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.

5. Checkout Summary: Fee Summary

    a. Select No when asked about health, ASG and student rep fees; click Next

        i. Emeritus courses are tuition-free; you do not owe any fees. If you do have fees, go to the previous screen and make sure all questions are marked No.

6. Accept refund policy, then click Complete Registration

7. Registration Confirmation (Optional: Print this page for your records.)

8. To make sure your registration is complete:

    a. Click My Classes

        i. Click My Current Classes

        ii. Select current semester. All classes you're officially enrolled in will show up.

9. To make sure you are on the Waitlist:

    a. Click My Classes

        i. Click Waitlist. All classes you're on waitlist for will show up.

Note: Students are not permitted to attend classes in which they are not officially enrolled. Faculty reserve the right to drop students who do not attend the first-class session.