ENROLLMENT COMPLETION CHECKLIST

1. ☐ Apply to IVCC
Submit an on-line application at www.ivcc.edu/apply, complete a paper application, or call the Admissions Office at 815-224-0439.

2. ☐ Send Your Official Transcripts
Arrange to have your official signed and sealed high school (or a sealed GED score report) and any college transcripts sent directly to the IVCC Admissions & Records Office.

3. ☐ Apply for Financial Aid & Scholarships
Fill out the FAFSA online at fafsa.ed.gov and list IVCC using the FAFSA code of 001705. For assistance, contact the IVCC Financial Aid Office at 815-224-0438. For a listing of scholarships, visit ivcc.edu/foundation and select “Scholarship Listing.”

4. ☐ Set up your IVCC Student Email* & WebAdvisor Account.
Go to https://www.ivcc.edu/webadvisoraccount/ and fill in the fields and click submit.

5. ☐ Take Placement Exams**
Placement exams are required in the subjects of reading, writing, and math. Call the IVCC Assessment Center at 815-224-0542 to make an appointment. You must provide a photo ID to test. These tests must be completed prior to your counseling appointment.

6. ☐ Meet with a Counselor
High school seniors graduating in May are required to complete a Freshman Counseling & Registration session. Further information will be available beginning February 2nd at www.ivcc.edu/fcr.

All other first-time full time students are also required to meet with a counselor by appointment or walk-in. To schedule an appointment, call 815-224-0360.

7. ☐ Register for Classes
After your counseling appointment, take your course registration form to the Office of Admissions & Records or register online through WebAdvisor.

8. ☐ Pay Tuition & Fees
Arrange for payment with the IVCC Cashier in person in room CTC 101, by phone at 815-224-0213, or on-line at www.ivcc.edu/ecashier or through WebAdvisor.

9. ☐ New Student Convocation/Spring Preview
Attend New Student Convocation in August or Spring Preview in January to orient yourself to IVCC, meet other new students, receive your student ID, and purchase textbooks! Information will be mailed at a later date to all new students.

*All official electronic correspondence from IVCC will only be sent to the IVCC Student Email account.

**ACT subscores may also be used for placement in lieu of placement exams. Contact the Admissions & Records Office at 815-224-0446 for more information.