

# Apply! Get Started at DVC!

**First thing's first.** To become a DVC student you need to submit an online application for admission.

**Here's what you'll need.**



#### TIME

About 20 minutes is needed. You can save your application and come back later.



#### SOCIAL SECURITY NUMBER

Highly recommended but not required.



#### EMAIL ADDRESS

To receive next steps about your application. If you do not have one, create one beforehand.



#### SCHOOL INFO

The name of your current high school and anticipated graduation date.



#### EDUCATIONAL GOAL

What you hope to achieve at DVC. Earn a certificate, degree, etc. Learn more below.

- ✓ Visit [www.dvc.edu/apply](http://www.dvc.edu/apply) to get started.
- ✓ Create a CCCApply/OpenCCC account if you are a new user. Be sure to use a personal email address and not your assigned high school email address.
- ✓ Submit **two (2)** applications:

**FIRST application:** Apply for SPRING 2023 as a concurrent enrollment student. In the Education section of the application form select "Enrolling in high school and college at the same time" under Entry Level. This is so you can complete COUNS 095/096 during the spring 2023 semester.

**SECOND application:** Apply for SUMMER 2023 as a "First-time student in college (after leaving high school)". The summer application will also set you up for fall semester.

#### What's next?

Within 24 hours you will receive an email with your DVC Student ID# (7-digits), Insite username and Insite email address.

# Financial Aid

By applying for financial aid, you can get money for tuition, books and even living expenses! The types and amount of financial support you are eligible to receive depends on many factors including income, resident status and more.

## Free tuition programs

These programs require the completion of a financial aid application and don't require anything to be paid back.

### California College Promise Grant

✓ *Free tuition* ✓ *Awarded based financial need* ✓ *Full or part-time enrollment*

The California College Promise Grant waives per unit enrollment fees.

### First Time + Full Time = Free Tuition (FT3)

✓ *Free tuition* ✓ *Awarded based on completion status & GPA* ✓ *Full-time enrollment*  
✓ *First-time students*

For students who do not meet the requirements for the California College Promise Grant, FT3 offers fee reimbursement for first-time, full-time students. Must: have never attended college after high school, enroll in a minimum of 12 units, complete an educational plan, maintain a GPA of 2.0 or higher.

## Get Help Filling Out Your Financial Aid Application

Visit [www.dvc.edu/financialaid](http://www.dvc.edu/financialaid) to learn about our Zoom workshops and in-person support.



For more info about financial aid: **925-969-2009** | [www.dvc.edu/financialaid](http://www.dvc.edu/financialaid)

# Steps to enroll

## Get an earlier registration date!

Completion of steps two through four (orientation, placement and educational planning) will qualify you for an earlier registration date. This means you'll have a better chance of getting the classes you want before they fill up.



### 1 Complete online orientation (available in English or Spanish!)

This is where you'll learn everything you need to know about being a student at DVC, including our policies and programs, student services and how to use our online student portal.

- Login to your InSite account and click on the "Orientation" tile to complete this step.
- You need 20 minutes to complete the orientation.
- You can start the orientation and come back. Your progress will be saved.
- The orientation has several modules and a short quiz at the end.

### 2 Complete your math, English and/or ESL placements

In as little as five minutes, you can get your placements. No exam necessary!

- Visit [www.dvc.edu/assessment](http://www.dvc.edu/assessment). Follow the directions to complete the process.
- It is important that you have a copy of your high school transcript during this process as you will be entering course information and your unweighted GPA.

# Steps to enroll

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## 3 Complete your educational plan. Take Counseling 095/096.

COUNS 095: Education Planning (COUNS 096 for athletes) is taught by an academic counselor who will help you create an Educational Plan. During this course, you'll learn how to develop a plan to achieve your career goals and map out your first two semesters at DVC. Register for COUNS 095/096 in InSite. See our How To Guide for instructions on how to complete the **Special Admissions Form**.

## 4 Sign up for classes!

Now that you have a plan, it's time to put it into action. Register for your first semester classes in InSite. For step-by-step instructions, visit our How To Center.

- Your registration date can be viewed on the main page of InSite under the "Registration Dates" tile.
- This is not an in-person appointment. On the day/time of your appointment, log into InSite and register for your classes through the Student Planning link.
- Be sure to **print a copy** of your schedule and keep it for your records.

Clear prerequisites (if needed) **prior** to your registration date.

- Some courses have a prerequisite requirement to ensure that a student has the appropriate knowledge to be successful. Check the course description of the classes you want to enroll in.
- Sufficient completion of a prerequisite is a 'C' grade or better.
- If you completed the prerequisite at another educational institution (high school or college), you will need to submit proof (official or unofficial transcript) as well as a completed Prerequisite Form to the Admissions and Records Office.
- For more information about prerequisites, see [www.dvc.edu/prerequisites](http://www.dvc.edu/prerequisites).

### Got Questions?

Our Welcome & Connection Services team is here to help!

#### Pleasant Hill

Welcome Services Center, Rm 119  
welcome@dvc.edu  
925-969-2106

#### San Ramon

West Building Lobby  
925-551-6215

Visit [www.dvc.edu/services](http://www.dvc.edu/services) for in-person and remote hours of operation.

# How Do I Access the Online Orientation?

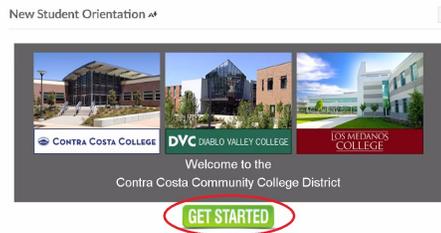
**1. Go to InSite and sign in with your username and password.**



**2. Click on the Orientation tile. Next, select if you would like to take the orientation in English or Spanish.**



**3. Once you select the version you would like to take, you will be able to start the Online Orientation, by clicking on the green "Get Started" button.**



**4. There will be instructions on how to complete the Online Orientation. Read carefully.**



# How Do I Access the Online Orientation?

Continued...

**5. There are different modules to complete. At the end of each module you will see an overview. To navigate through the Online Orientation, you can click on the previous or next buttons.**

◀ Previous

Next ▶

**6. There will be a quiz at the end of the Online Orientation. In order to pass, you will need to get an 8 out of 10. In the instance that you do not pass, you can retake the quiz. Please note that there is no penalty – retake the quiz until you get 8 out of 10, or better.**

**7. Once you have completed the quiz, you will be able to see your progress and what you scored on the quiz.**

Orientation Review	Complete One Item ✓
Quiz 10 pts   Submitted	✓

**8. You are now ready to complete the Online Placement Process. Head to <http://www.dvc.edu/assessment> to continue on to the next step of the enrollment process.**

## How Do I Complete my Placements? Graduating Seniors

**1. Go to [www.dvc.edu/assessment](http://www.dvc.edu/assessment) and sign in using your InSite username and password.**

**2. Select Graduating This Year from a U.S. Accredited High School.**

Your username is typically the first letter of your first name, followed by your entire last name, and the last 3 digits of your Student ID number. For example Tim Simms has a student ID of 1234567—his username will be tsimms567. Your initial password is your date of birth in a 6 digit format—MMDDYY (no lines, no spaces, last 2 digits of the year ONLY). If you have logged in before, your password is something you have set. Requirements are—at least 8 characters, at least 1 uppercase letter, at least 1 lowercase letter, and at least 1 number. Special characters (such as @, !, etc.) are allowed.

**If you are Graduating This Year from a U.S. Accredited High School**

Use your junior year high school transcript to receive your placements.

**3. Enter your junior year, second semester English/ESL and math courses and grades.**

**4. Enter your unweighted, cumulative grade point average.**

**5. Email yourself or take a photo of your results to bring to your Counseling 095/096 class.**

Results post to your account in approximately three hours.

## How Do I complete the Special Admissions Recommendation Form?

1. Go to <http://m.4cd.edu> (or use the InSite app) and sign in using your username and password.

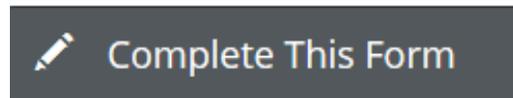
2. Click the "DVC Student Forms" tile.



3. Click "Special Admissions Form".



4. Click on "Complete This Form".



5. Fill in your Parent or legal guardian's name/email. Also, fill in your Principal or Counselor's name/email, then click continue.

Instructions  
Form Participants

Parent/Legal Guardian		
First Name	Last Name	Email
<input type="text" value="Student"/>	<input type="text" value="Parent"/>	<input type="text" value="spemail@email.com"/>

Principal/Counselor/Designee		
First Name	Last Name	Email
<input type="text" value="Student"/>	<input type="text" value="Counselor"/>	<input type="text" value="scemail@email.com"/>

6. The next page will give you the concurrent enrollment guidelines, student responsibilities, and instructions. Read this thoroughly and then hit next.

#### Instructions:

1. Complete an online Application for Admissions prior to in-person registration.
2. Home schooled students must provide verification of an Affidavit for Home Schooling.
3. Submit an official or unofficial High School transcript for verification of prerequisite courses.
4. Students below the junior level or students enrolling in PE courses must register in person.
5. All concurrent students must register in person with a completed Special Admissions Recommendation Form.
6. Incomplete forms will be kept by the Admissions Office, and a new form will be required for the next registration period.

7. At the very top of the form, please select the term you are registering for.



Special Admissions Recommendation Form

\* Select term



**TURN OVER**

# How Do I complete the Special Admissions Recommendation Form?

Continued...

**8. Some of the information will be automatically filled out for you (Name, email and ID number). It is required for you to fill in, your High School, a phone number and your grade level.**

**Part I - Student**

- Students in the 11th or 12th grade must register online beginning on the first day of special admit/concurrent registration.
- Students below the 11th grade must indicate a course section number and obtain the instructor's signature of authorization and register on the first day.
- All students enrolling in a P.E. class must indicate a course section number and obtain the instructor's signature.
- The principal or designee must write in the box below the approved courses. Form must be completed with courses identified prior to submission. Incomplete forms will be not be processed.
- Home schooled students must attach a copy of their Dept. of Education Private School Affidavit.
- The original form must be returned to Admissions and Records at the time of registration.
- Courses with a prerequisite must be cleared prior to enrollment. The Prerequisite Equivalency Form and transcript (official or unofficial) are to be su prerequisites.

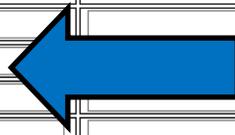
Please select your high school:

First Name:  Last Name:  Student ID:

Phone:  Email:  Grade level:

**9. Next you will fill out the class that you would like to take.**

Section ex. 0001	Course Name ex. HIST-120	Instructor First Name ex. John	Instructor Last Name ex. Viking
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



**10. A signature is required on the form. There is a section for you to click to provide an electronic signature. A box will then pop up for you to fill in your name, and hit sign electronically.**

I declare under penalty of perjury that the statements submitted by me in connection with this recommendation form are true and correct. All materials submitted by me for purposes of admission become the property of Diablo Valley College. I understand that falsification, withholding pertinent data, or failure to report data changes may result in my dismissal.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Sign Electronically**

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to read and electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

**11. Finally you will need to submit the form. It will be sent to your parent/guardian and High School for approval. You should monitor your InSite email for an alert when the form is processed.**

# SPRING 2023 – EDUCATIONAL PLANNING

## Counseling 095/096

*For all students new to DVC (with fewer than 12 units of prior college credit).*

Advising will help you develop your first semester course schedule and help you choose courses that will provide you the best opportunity to achieve your educational goal.

### Pleasant Hill Campus

Course	Meeting Days	Start Time	End Time	Room	Faculty	Start Date	End Date
COUNS-095-7001				Online	J. Wembes	3/4/2023	3/4/2023
COUNS-095-7003				Online	J. Wembes	3/11/2023	3/11/2023
COUNS-095-7024				Online	C. Jamshidnejad	3/18/2023	3/18/2023
COUNS-095-7030				Online	C. Jamshidnejad	3/25/2023	3/25/2023
COUNS-095-7005				Online	C. Jamshidnejad	4/1/2023	4/1/2023
COUNS-095-7079				Online	J. Wembes	4/1/2023	4/1/2023
COUNS-095-7180	Wednesday	03:00PM	05:50PM	HSF 292 + Online	C. Jamshidnejad	4/5/2023	4/6/2023
COUNS-095-7019				Online	J. Wembes	4/7/2023	4/7/2023
COUNS-095-7108				Online	B. Gonzalez	4/8/2023	4/8/2023
COUNS-095-7037				Online	C. Jamshidnejad	4/15/2023	4/15/2023
COUNS-095-7118				Online	T. Steffan	4/15/2023	4/15/2023
COUNS-095-7120				Online	B. Gonzalez	4/22/2023	4/22/2023
COUNS-095-7128				Online	C. Jamshidnejad	4/29/2023	4/29/2023
COUNS-095-7148				Online	T. Steffan	5/6/2023	5/6/2023
COUNS-095-7157	Saturday	09:00AM	3:50PM	HSF 292	M. Dorado	5/6/2023	5/6/2023
COUNS-095-7173				Online	J. Wembes	5/11/2023	5/12/2023
COUNS-095-7719				Online	C. Jamshidnejad	5/18/2023	5/18/2023

## San Ramon Campus

Course	Meeting Days	Start Time	End Time	Room	Faculty	Start Date	End Date
COUNS-095-9002				Online	C. Wade	4/17/2023	4/19/2023
COUNS-095-9004				Online	C. Wade	4/25/2023	4/27/2023
COUNS-095-9007	Tu, Th	04:05PM	06:55PM	SRC E187	G. Hanna	5/9/2023	5/11/2023

## COUNSELING 096 - Athletic Educational Planning

(this is a in-person class. Students must attend the in-person class all 3 days and also attend the KNICA 098 class Intercollegiate Pre-Participation Orientation)

Course	Meeting Days	Start Time	End Time	Room	Faculty	Start Date	End Date
COUNS-096-7004	M,Tu,W, Th	06:45PM	08:00PM	HSF 292	Staff	4/17/2023	4/20/2023
COUNS-096-7006	M,Tu,W, Th	06:45PM	08:00PM	HSF 292	Staff	5/8/2023	5/11/2023

Note: These sections are a Learning Community, designed for intercollegiate student athletes, and requires concurrent enrollment with COUNS-096-7004 and COUNS-096-7006. For more information, email: [cramos@dvc.edu](mailto:cramos@dvc.edu). Note: Online course. All instruction will be provided via the internet through the college learning management systems CANVAS and Zoom software. Access to a computer with a camera is required for this class. Go to [www.dvc.edu/online](http://www.dvc.edu/online) for course access information.

Course	Meeting Days	Start Time	End Time	Room	Faculty	Start Date	End Date
KNICA 098-8700	M + Online	8:15 PM	9:30 PM	HSF 292	M. Greenberg	4/14/2023	4/20/2023
KNICA 098-8701	M + Online	8:15 PM	9:30 PM	HSF 292	M. Greenberg	5/8/2023	5/11/2023