

DIABLO VALLEY COLLEGE

Concurrent Enrollment Worksheet

Select a class

Apply

Transcript

Special
Admissions form

Notification

Register

□	Step #1	Select a course. Meet with the appropriate high school staff member (e.g., counselor, college and career advisor, etc.) to choose a class that is appropriate for you.
□	Step #2	Submit a DVC application at www.dvc.edu/apply . Within 24 hours, you will receive your DVC account information via email. You will then be ready for the next step. For step-by-step instructions, go to www.dvc.edu/welcomeservices and select "How Do I Apply Online?"
□	Step #3	If the course has a prerequisite requirement , submit an unofficial High School transcript for verification of prerequisite course completion, along with the Prerequisite Equivalency Form.
□	Step #4	Submit a Special Admissions Form. You will do this via your InSite account. For step-by-step instructions, go to www.dvc.edu/welcomeservices and select "How Do I Complete the Special Admissions Recommendation Form?" The following is needed to complete the <i>Special Admissions Form</i> : <ol style="list-style-type: none"> 1. The email address of your parent/legal guardian. <ol style="list-style-type: none"> a. An authorization email will be sent to your parent/legal guardian. 2. The email address of your principal/designee. <ol style="list-style-type: none"> a. An authorization email will be sent to your principal/designee. 3. Course information (Course Name, course #)
□	Step #5	Receive notification from Admissions and Records. An Admissions and Records staff member will notify you via your <u>Insite email</u> account once your <i>Special Admissions Form</i> has been processed.
□	Step #6	Register for the course. For step-by-step instructions, go to www.dvc.edu/welcomeservices and select "How Do I Register For Classes?"

Concurrent high school registration dates:
Spring 2024 Tuesday, January 9, 2024

Questions?
SRC Welcome and Information Desk
(925) 551-6209