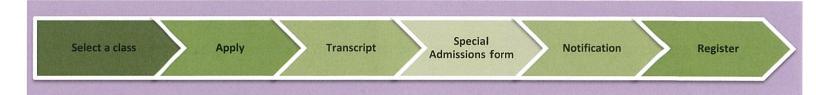
## DIABLO VALLEY COLLEGE Concurrent Enrollment Worksheet



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 Special Admissions Form:  1. The email address of your parent/legal guardian.  a. An authorization email will be sent to your parent/legal guardian.  2. The email address of your principal/designee.  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