

# ENROLLMENT GUIDE

This guide provides detailed instructions on how to complete each step needed to become a DVC student and receive the **earliest registration date** possible. Carefully review the instructions before beginning the application and enrollment process.

## Step #1 APPLICATION

All students must create a Diablo Valley College (DVC) account by submitting an online application.

## Step #2 ONLINE ORIENTATION

Important information about resources, policies, and procedures that you need to know to be a successful student.

## Step #3 ASSESSMENT

Assessment tests are tools designed to place you into appropriate English and math courses.

## Step #4 ACADEMIC ADVISING

Start your college career on the right path by enrolling in a COUNS 095 class. This will be your first meeting with an academic counselor in order to create an educational plan.

## Step #5 REGISTRATION

Don't delay! Register for classes on your assigned registration date.

If you are a student with disabilities, foster youth or an athlete do **not** follow this guide. You must contact the following people for the enrollment process:

**Disability Support Services**

Rachel DeChristofaro  
(925) 969-2175  
rdechistofaro@dvc.edu

**Foster Youth**

Mercedes Lezama  
(925) 969-2203  
mlezama@dvc.edu

**Athletics**

Terry Armstrong  
(925) 969-2150  
tarmstrong@dvc.edu

# Step #1 APPLICATION

- Complete an application for admission online at [www.dvc.edu/apply](http://www.dvc.edu/apply).
- You will first need to create an OpenCCC account if you are a new user.
  - Write down the username, password and all other security information that you create for future reference. NOTE: The system is case sensitive.
- **You must submit two (2) applications:**
  - **FIRST application:** Apply for SPRING 2017 as a concurrent enrollment student.
    - In the Education section select “enrolling in high school and college at the same time” under Entry Level. This is so you can participate in COUNS 095 between March 18 and May 22.
  - **SECOND application:** Apply for SUMMER 2017 as a first-time college student. ***The summer application will also set you up for fall semester.***
- There will be several pages of the application to complete – including your educational background, interests and other personal information. When complete, be sure to click “submit” on the final page.
- Check your e-mail for a “Thank you for applying to Diablo Valley College” message confirming that your application has been submitted.
  - Check your spam/junk folder in case the e-mails are misdirected.
- Within 24-hours you will also receive an e-mail which provides your DVC student ID#, InSite Portal username and InSite e-mail address. The title of this e-mail is “Important Information Regarding Your Student Account”. It can take **an additional 24 hours** from the time you receive your student ID number for you to be able to log into the InSite Portal and begin using all of DVC’s online services, such as making an assessment appointment.

# Step #2 ONLINE ORIENTATION

The Online Orientation is a mandatory step to receive an early registration date. It is a resource intended to provide you with information that will help you reach your educational goal at DVC. You will learn how the college operates, what support services are available, how to navigate the online student portal, and how to ensure your path to success. *NOTE: The Online Orientation is also available in Spanish.*

- You will need to login to InSite Portal in order to access the Online Orientation.
- The orientation has seven modules. Each module will end with two review questions.
- You will need to complete a quiz at the end. Successful completion is correctly answering 7 out of 8 questions.

## NEED HELP?

*For help with completing an online application, using InSite Portal/WebAdvisor, the Student Planning Tool and many other online services:*

**Pleasant Hill Campus**  
Visit the Enrollment Lab,  
1<sup>st</sup> floor, Student Services Center  
or contact [welcome@dvc.edu](mailto:welcome@dvc.edu)

**San Ramon Campus**  
Visit the Enrollment Lab,  
1<sup>st</sup> floor, West Building  
or contact [srcinfo@dvc.edu](mailto:srcinfo@dvc.edu)

# Step #3 ASSESSMENT

Completing your English or English as a Second Language (ESL) and math assessments ensure that you take the most appropriate courses and provide a starting point for you to successfully reach your education goals. Review sample questions for each subject by visiting the Assessment Center's website at [www.dvc.edu/assessment](http://www.dvc.edu/assessment). Knowing what types of questions to expect and the assessment format will help prepare you.

## **ENGLISH OR ENGLISH AS A SECOND LANGUAGE (ESL)**

This is an in-person assessment with two components.

- Reading Comprehension:
  - 22 multiple choice questions.
- Writing:
  - One 300-600 word essay **OR** 22 additional multiple choice questions.
- The time limit for both components is 1.5 hours.

## **MATH**

Read the information below carefully to determine which math assessment is best for you, if you need to take a math assessment or if you need to submit other documentation to prove you are exempt.

### **INFORMED STUDENT SELF-ASSESSMENT (ISSA)**

If you have not taken Algebra II or higher and passed with a 'C' or better within the last two years, take the online Informed Student Self-Assessment (ISSA).

- The ISSA is designed to be taken via the internet at your convenience. To take this assessment, log into [www.dvc.edu/issa](http://www.dvc.edu/issa) with your InSite Portal username and password.
- This assessment is used for placement into Intermediate Algebra or lower.
- 15 multiple choice questions with no time limit.
- Be sure to click "SAVE and PRINT".
- The ISSA may be taken multiple times.

### **COLLEGE LEVEL MATH**

If you have taken Algebra II or higher and passed with a 'C' or better within the last two years and still feel confident in your skills, take the College Level Math assessment to possibly place between Math 121 (Plane Trigonometry) and Math 192 (Analytic Geometry and Calculus I).

- The College Level Math assessment measures your ability to solve problems that involve college-level mathematics concepts. There are no calculators allowed on this assessment.
- 24 multiple choice questions with a one hour time limit.

**HAVE QUESTIONS ABOUT ASSESSMENT?**

Contact the Assessment Center at (925) 969-2132 / [assessmentcenter@dvc.edu](mailto:assessmentcenter@dvc.edu).

## **ASSESSMENT EXEMPTIONS**

Visit the Assessment webpage for a complete list of exemptions and instructions on how to submit your exemptions.

### **ENGLISH EXEMPTIONS**

- Completion of an English assessment at another California Community College within the last two years.
- Passing the English portion of the EAP/CAASPP with a score of “CSU Ready/Standard Exceeded” or “CSU Ready – Conditional/Standard Met” in combination with successful completion of the ERWC course form a recognized high school.
  - EAP scores are only valid for registration up to 1-year after high school graduation.

### **MATH EXEMPTIONS**

- Completion of a math assessment at another California Community College within the last two years.
- Passing the math portion of the EAP/CAASPP with a score of “College Ready/Standard Exceeded”. Please note: “Conditional/Standard met” scores will not be accepted.
  - EAP scores are only valid for registration up to 1-year after high school graduation.

### *WHERE TO SUBMIT PROOF OF EXEMPTIONS*

If you qualify for assessment exemptions, submit proof to the appropriate office(s):

- Take high school EAP/CAASPP scores to the Assessment Center (and your high school transcript if you have taken an ERWC class).
- Take California Community College assessment results to the Assessment Center.
- Take AP exam scores to Admissions and Records. (For prerequisite clearance only.)
- Take transcripts with an attached Prerequisite Form to Admissions and Records Office. You can obtain the Prerequisite Form by going to the Admissions and Records Office webpage at [www.dvc.edu/admissions](http://www.dvc.edu/admissions). Click on the “Forms” link in the left hand column. Then, click on “Prerequisite Form”.
- You may also submit all of these documents to the San Ramon Campus Admissions and Records Office.

### *HOW TO MAKE AN ASSESSMENT APPOINTMENT FOR ENGLISH AND/OR COLLEGE LEVEL MATH*

- Assessments are offered on our Pleasant Hill or San Ramon campuses by appointment only. Check for days/times and schedule an appointment online at [www.dvc.edu/assessment](http://www.dvc.edu/assessment).
- Check your InSite e-mail for an appointment confirmation and reminder.
- Plan to arrive 10 minutes early for your assessment appointment. If you are late, you will be unable to take the assessments.
- You must bring your student ID number and a photo ID with you to the test.
- You must bring a copy of your high school transcript.

## Step #4 ACADEMIC ADVISING

COUNS 095 is taught by an academic counselor who will help you create an Educational Plan. You will also learn about graduation, transfer, certificate and career paths.

- As a new college student, you cannot make an individual appointment with a DVC counselor; COUNS 095 is the only way that you can receive initial academic advising.
- You must also attend COUNS 095 to get the earliest registration date.

### NOTE:

- If your high school has scheduled a special assessment session, you will need to bring your transcript and a completed Special Admissions Recommendation form to your assessment appointment in order to be registered for COUNS 095.
- If your high school has **not** scheduled a special assessment session, you will need to submit a completed Special Admissions Recommendation form **in person** at Admissions and Records. Download the Special Admissions form at [www.dvc.edu/admissions](http://www.dvc.edu/admissions). Click on “Forms” link in the left hand column. Then, click on “Special Admission Recommendation Form”.

### IMPORTANT NOTE!

Prior to enrolling in COUNS 095, you must:

- Complete the online orientation
- Take the English **and** math assessments

Bring the following to your COUNS 095 course:

- A copy of your assessment results
- A copy of your high school transcript

## Step #5 REGISTRATION

Once you have completed Steps 1-4, you will be assigned an earlier registration date.

- Your registration date can be viewed on the main page of InSite Portal under “My Registration Date(s)”
- This is not an in-person appointment. On the day/time of your appointment, log into InSite Portal 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. The process takes 2-3 business days so plan ahead.
- For more information about prerequisites, see [www.dvc.edu/prerequisites](http://www.dvc.edu/prerequisites).

# ENROLLMENT CHECK LIST

## Step #1: APPLICATION

### Create an OpenCCC account (The system is case sensitive)

My username is \_\_\_\_\_ My password is \_\_\_\_\_

**\*\*Write down any other information that you create (e.g. Pin #, security answers)**

### Submit TWO (2) applications

- I submitted my 1<sup>st</sup> application for SPRING 2017 as a concurrent enrollment high school student on \_\_\_\_\_.
- I submitted my 2<sup>nd</sup> application for SUMMER 2017 as a new college student on \_\_\_\_\_.

### Check your e-mail

- I received my DVC student information

Student ID number: \_\_\_\_\_ InSite Username: \_\_\_\_\_

InSite Password: \_\_\_\_\_ InSite E-mail: \_\_\_\_\_

## Step #2 ONLINE ORIENTATION

- I completed the Online Orientation on \_\_\_\_\_

## Step #3 ASSESSMENT

- I am taking my English/ESL assessment on: \_\_\_\_\_ Results: Reading \_\_\_\_\_ Writing \_\_\_\_\_

- I am taking the online ISSA math assessment. Results: \_\_\_\_\_

### OR

- I am taking the College Level Math assessment on: \_\_\_\_\_ Results: \_\_\_\_\_

### ASSESSMENT EXEMPTION (only if applicable)

- I need to show proof of exemption for: English and/or Math
  - o High school transcripts, EAP results, and/or AP Scores

## Step #4 ACADEMIC ADVISING

- I am registered for COUNS 095.  
Section # \_\_\_\_\_ Day/Date(s) \_\_\_\_\_ Time \_\_\_\_\_ Building/Room # \_\_\_\_\_

## Step #5 REGISTRATION

- My early registration date is \_\_\_\_\_

### PREREQUISITE REQUIREMENTS (only if applicable)

- I have checked the course descriptions of all of the classes I want to enroll in to see if any have a prerequisite requirement.

- I need to clear the following prerequisites:  
\_\_\_\_\_

- I registered for my classes and printed my class schedule.

### Remember, we are here to help!

Pleasant Hill Campus  
Visit the Enrollment Lab, 1<sup>st</sup> floor Student Services Center  
or contact [welcome@dvc.edu](mailto:welcome@dvc.edu)

San Ramon Campus  
Visit the Enrollment Lab, 1<sup>st</sup> floor West Building  
or contact [srcinfo@dvc.edu](mailto:srcinfo@dvc.edu)

**COUNS 095 sections meeting at the PLEASANT HILL CAMPUS in Spring 2017**

SUBJECT	NO.	SEC	Days	BUILDING	ROOM	Start Time	End Time	Start Date	End Date
COUNS	095	7099	S	ATC	113	9:00AM	12:00PM	3/18/2017	3/18/2017
			S	ATC	113	1:00PM	3:50PM		
COUNS	095	7100	W	HSF	292	4:00PM	6:50PM	3/22/2017	3/29/2017
COUNS	095	7128	S	HSF	292	9:00AM	12:00PM	4/1/2017	4/1/2017
			S	HSF	292	1:00PM	3:50PM		
COUNS	095	7114	S	ATC	109	9:00AM	12:00PM	4/15/2017	4/15/2017
			S	ATC	109	1:00PM	3:50PM		
COUNS	095	7115	S	ATC	115	9:00AM	12:00PM	4/15/2017	4/15/2017
			S	ATC	115	1:00PM	3:50PM		
COUNS	095	7116	S	ATC	113	9:00AM	12:00PM	4/15/2017	4/15/2017
			S	ATC	113	1:00PM	3:50PM		
COUNS	095	7118	S	ATC	112	9:00AM	12:00PM	4/15/2017	4/15/2017
			S	ATC	112	1:00PM	3:50PM		
COUNS	095	7120	W	HSF	292	4:00PM	6:50PM	4/19/2017	4/26/2017
COUNS	095	7125	S	HSF	292	9:00AM	12:00PM	4/22/2017	4/22/2017
			S	HSF	292	1:00PM	3:50PM		
COUNS	095	7126	S	ATC	113	9:00AM	12:00PM	4/22/2017	4/22/2017
			S	ATC	113	1:00PM	3:50PM		
COUNS	095	7139	S	ATC	112	9:00AM	12:00PM	4/22/2017	4/22/2017
			S	ATC	112	1:00PM	3:50PM		
COUNS	095	7140	S	ATC	115	9:00AM	12:00PM	4/22/2017	4/22/2017
			S	ATC	115	1:00PM	3:50PM		
COUNS	095	7151	S	ATC	113	9:00AM	12:00PM	4/29/2017	4/29/2017
			S	ATC	113	1:00PM	3:50PM		
COUNS	095	7152	S	ATC	115	9:00AM	12:00PM	4/29/2017	4/29/2017
			S	ATC	115	1:00PM	3:50PM		
COUNS	095	7153	S	HSF	292	9:00AM	12:00PM	4/29/2017	4/29/2017
			S	HSF	292	1:00PM	3:50PM		
COUNS	095	7154	S	ATC	112	9:00AM	12:00PM	4/29/2017	4/29/2017
			S	ATC	112	1:00PM	3:50PM		
COUNS	095	7145	MW	HSF	292	4:00PM	6:50PM	5/1/2017	5/3/2017

**COUNS 095 sections meeting at the PLEASANT HILL CAMPUS in Spring 2017 (cont.)**

SUBJECT	NO.	SEC	Days	BUILDING	ROOM	Start Time	End Time	Start Date	End Date
COUNS	095	7155	TTH	HSF	292	4:00PM	6:50PM	5/2/2017	5/4/2017
COUNS	095	7157	S S	ATC ATC	113 113	9:00AM 1:00PM	12:00PM 3:50PM	5/6/2017	5/6/2017
COUNS	095	7158	S S	ATC ATC	115 115	9:00AM 1:00PM	12:00PM 3:50PM	5/6/2017	5/6/2017
COUNS	095	7159	S S	HSF HSF	292 292	9:00AM 1:00PM	12:00PM 3:50PM	5/6/2017	5/6/2017
COUNS	095	7166	WTH	L	148	4:00PM	6:50PM	5/10/2017	5/11/2017
COUNS	095	7170	S S	ATC ATC	112 112	9:00AM 1:00PM	12:00PM 3:50PM	5/20/2017	5/20/2017
COUNS	095	7172	S S	ATC ATC	115 115	9:00AM 1:00PM	12:00PM 3:50PM	5/20/2017	5/20/2017
COUNS	095	7173	S S	HSF HSF	292 292	9:00AM 1:00PM	12:00PM 3:50PM	5/20/2017	5/20/2017
COUNS	095	7178	S S	ATC ATC	113 113	9:00AM 1:00PM	12:00PM 3:50PM	5/20/2017	5/20/2017
COUNS	095	7179	MT	HSF	292	4:00PM	6:50PM	5/22/2017	5/23/2017

**COUNS 095 sections meeting at the SAN RAMON CAMPUS in Spring 2017**

SUBJECT	NO.	SEC	Days	BUILDING	ROOM	Start Time	End Time	Start Date	End Date
COUNS	095	9002	TW	SAN RAMON	E161	4:00PM	6:50PM	4/11/2017	4/12/2017
COUNS	095	9004	WTH	SAN RAMON	E161	4:00PM	6:50PM	4/19/2017	4/20/2017
COUNS	095	9006	MT	SAN RAMON	E164	4:00PM	6:50PM	4/24/2017	4/25/2017
COUNS	095	9007	WTH	SAN RAMON	E161	4:00PM	6:50PM	5/3/2017	5/4/2017
COUNS	095	9214	TW	SAN RAMON	E161	4:00PM	6:50PM	5/9/2017	5/10/2017
COUNS	097	9009	WTH	SAN RAMON	E161	4:00PM	6:50PM	5/17/2017	5/18/2017



# DVC

DIABLO VALLEY COLLEGE

# IT'S TIME TO GET YOUR ENROLLMENT PRIORITY

## DVC SERVES OVER 40,000 STUDENTS PER YEAR

- ☑ COMPLETE YOUR STEPS TO OBTAIN A **PRIORITY REGISTRATION DATE**
- ☑ LEARN HOW TO NAVIGATE YOUR INSITE PORTAL AND ACCESS STUDENT EMAIL
- ☑ JUMP START YOUR COLLEGE CAREER AND POTENTIALLY **REGISTER EARLIER**
- ☑ LEARN ABOUT FREE STUDENT SERVICES FROM DVC STUDENT AMBASSADORS
- ☑ GET HANDS-ON SUPPORT WITH ORIENTATION AND ASSESSMENT
- ☑ COMPLETE YOUR ENGLISH/ESL ASSESSMENT AND **SEE YOUR PLACEMENT IMMEDIATELY**



**REGISTER ONLINE!**  
[www.dvc.edu/RevYourReg](http://www.dvc.edu/RevYourReg)



## TUESDAYS

*\*EVENING SESSIONS AVAILABLE\**

and

## WEDNESDAYS

DVC ASSESSMENT CENTER

**SSC-140**

PLEASANT HILL CAMPUS

QUESTIONS? 925-969-2542 or email

Christopher Long at [clong@dvc.edu](mailto:clong@dvc.edu)