

MATRICULATION BASICS

HIGH SCHOOL COUNSELORS' CONFERENCE

**DIABLO VALLEY COLLEGE
FEBRUARY 2, 2018**

AGENDA -

- Introductions
- Enrollment Priority
- Steps to Enroll
 - Applications
 - Online Orientation
 - Multiple Measures/Assessment
 - COUNS-095/Student Planning

Resources

- Questions?

ENROLLMENT PRIORITY

- Student Success and Support Programs (3SP)
- 2018 Fall
 - New non-matriculated = June 4-5
 - New matriculated high school graduates = May 12

APPLICATION

- Apply online at www.dvc.edu
- Create an OpenCCC account
 - **Username**
 - **Password**
 - **Security Pin Code**
 - **Security Questions/Answers**



**Write this
information down**

2 APPLICATIONS TO DVC

Graduating High School Seniors

- Two Applications! – video



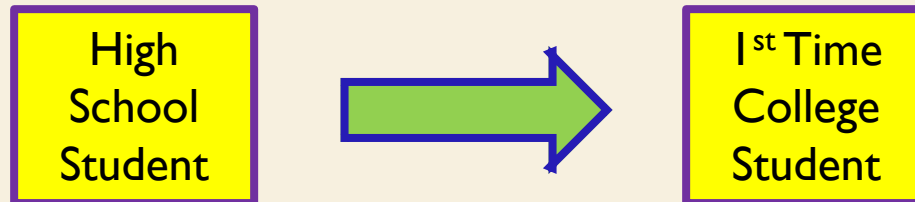
- Apply for Spring 2018 as “Enrolling in high school and college at the same time”
 - “Special Admit” form is required for enrollment in COUNS-095 – enrollment must be done in person in the Admissions and Records office
- Apply for Summer 2018 as “First-time student in college”

APPLICATION

Why two applications?

Why summer?

1. Change educational status



2. Safety net

3. Summer also sets you up for Fall

APPLICATION

First application – **SPRING 2018**

Introduction ✓	Education
Enrollment Information ✓	
Account/Mailing Information ✓	
Personal Information ✓	
Education >	
Citizenship/Military	College Enrollment Status
	Enrolling in high school (or lower grade) and college at the same time ▾
	High School Education
	Will be enrolled in high school (or lower grade) and college at the same time

APPLICATION

Second application - **SUMMER 2018**

Introduction	✓	Education College Enrollment Status <input type="text" value="First-time student in college (after leaving high school)"/>
Enrollment Information	✓	
Account/Mailing Information	✓	
Personal	✓	

APPLICATION

- Check your e-mail
 - 20 minutes to 24 hours
- “DVC Welcomes You to Insite”
 - DVC ID number
 - Insite/WebAdvisor username and password
 - Insite e-mail account
- Didn't get it?
 - Spam/Junk Folder
 - Contact us!

NEED HELP?

- Contact Welcome Services – welcome@dvc.edu, 925-969-2106, First floor of Student Services Center or go to www.dvc.edu/welcomeservices
- Video with step by step directions for applying – Steps to Enroll
- Over 20 “How To” guides online and in Welcome Services

Check out our "How To" series of guides!

DVC **How Do I Apply Online?**

1. Go to www.dvc.edu/apply
2. Click on the number 1
3. Click OpenCCC (highlighted box in first paragraph)



How Do I Apply Online?

[How Do I Apply Online?](#)

DVC **How Do I Find My OpenCCC Account?**

1. Go to www.openccc.net
2. Click "Sign In" on the left hand side.
3. Click on the "Forgot" tab, and then "I forgot my username".



4. Complete Step One, and Step Two.
5. On the next page, answer the few security questions you would have set when you created your account.
6. Make a note of your Username, and set a new password.

If you are unable to complete any of these steps, contact OpenCCC by calling 1-877-247-4836 for further assistance

[How Do I Find My OpenCCC Account?](#)

DVC **How Do I Make An Assessment Appointment?**

1. Go to www.dvc.edu/assessment
2. Click on "Schedule An Assessment Appointment"
3. On the next screen, confirm that you have completed an application and the online assessment.
4. Select the type of assessment you wish to take.
5. Select the campus where you wish to take the assessment.
6. Enter your 7 digit Student ID number, and your date of birth.



7. Click "Make Appointment"
8. Check available appointments to see if there is one that is suitable for you. If so, press the "Make Appointment" button in the "Make Appointment" column.
9. Verify your phone number and contact email. You can change these if needed.
10. Print the confirmation screen, and make sure you have a note of the date and time of your appointment. Be sure to arrive on time!

[How Do I Make An Assessment Appointment?](#)

DVC **How Do I Register For Classes Online?**

1. Go to www.dvc.edu
2. Sign in using your username and password.
3. Under "Quick Links" on the left hand side, click "Student Planning"
4. On the next page, click "Student Planning" once again, followed by "Take Plan and Register"




5. Make the "checkbox" tab, and the process will take you to the application for the next step to receive each a calendar, and the right page to view forward of an advisor to guide you through the "Add" button, and select a course to add.
6. Once the calendar has been set up, you will be able to add a class. You can also select a class number with no advisor to search. Once you have your results, use the "Plan" or the "Add" button to continue the second month.
7. Check the search results for the class you want. Select "Add Course to Plan" and then click the "Add" button you will see at the bottom.

[How Do I Register For Classes Online?](#)

DVC **How Do I Find My DVC Student ID Number?**

1. Go to www.dvc.edu
2. Sign in using your username and password.
3. On the left hand side, under "Quick Links", click on "Student Planning"



DVC **How Do I Purchase a Parking Permit?**

To purchase a semester parking permit, you will need the following information:

- Your valid driver information
- Make, model and license plate number of your vehicle

1. Go to www.dvc.edu
2. Sign in using your username and password.
3. Click "Purchase a Parking Permit" on the left hand side.



DVC **How Do I Make A Payment Online?**

1. Go to www.dvc.edu
2. Sign in using your username and password.
3. Click "Make a Payment"



DVC **How Do I Find My InSite Username?**

Go to <http://www.dvc.edu>



Click "Forgot Username" Click "Here"

QUESTIONS?

Contacts:

- Stephanie Alves, Registrar
 - salves@dvc.edu
- Terry Armstrong, Counselor
 - tarmstrong@dvc.edu
- Sonja Nilsen, Assessment Center Coordinator
 - snilsen@dvc.edu
- Justin Wembes, Counselor
 - jwembes@dvc.edu