

# 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 ORIENTATION

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

## Step #3 ASSESSMENT (MULTIPLE MEASURES)

Assessments 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

Kellie Conde/Nicole Despins (Pleasant Hill)  
kconde@dvc.edu  
ndespins@dvc.edu

Carolyn Warren (San Ramon Campus)  
(925) 551-6239  
cawarren@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 2018 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 complete COUNS 095 during the spring 2018 semester.
  - **SECOND application:** Apply for SUMMER 2018 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.

# Step #2 ORIENTATION

The 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. *The Orientation is also available in Spanish.*

- You will need to login to InSite Portal in order to access the 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.

**Please note: If your school has scheduled a special assessment session,  
you will complete the orientation during that session.**

**You do not need to complete it on your own.**

## Step #3 ASSESSMENT (MULTIPLE MEASURES)

**Bring your transcript to your assessment session to participate in the Multiple Measures Program. You may not need to take an assessment.**

Determining your level for English, English as a Second Language (ESL) and math helps you to be successful in your classes and lessens the amount of time needed to reach your academic goal. It is important that you bring a copy of your transcripts. Reviewing your transcript will allow us to provide an appropriate placement for you in English and math by using your grade point average and previous coursework. Research has shown this method of placement to be incredibly effective.

If you are not pleased with the results of the multiple measures process you have the option to take our standardized assessment to show you are ready to enroll in a higher level class. We will take the highest of the placements. Below are additional exemptions to assessing.

### **ASSESSMENT EXEMPTIONS**

Visit the Assessment webpage, [www.dvc.edu/assessment](http://www.dvc.edu/assessment), 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 from a recognized high school.
  - EAP scores are valid for registration up to 2-years 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 2-years 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 physical photo ID (driver's license, passport, etc.) with you.
- You must bring a copy of your high school transcript.

### HAVE QUESTIONS ABOUT ASSESSMENT?

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

## 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 orientation
- Take the English **and** math multiple measures or 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).

### 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)

## 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 2018 as a concurrent enrollment high school student on \_\_\_\_\_.
- I submitted my 2<sup>nd</sup> application for SUMMER 2018 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 ORIENTATION

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

### Step #3 ASSESSMENT

- My English Placement is: \_\_\_\_\_
- My math placement is: \_\_\_\_\_

#### 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 prerequisites.
- 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 2018**

SUBJECT	NO.	SEC	Days	BUILDING	ROOM	Start Time	End Time	Start Date	End Date
COUNS	095	7079	S S	ATC ATC	109 109	09:00AM 1:00PM	12:00PM 3:50PM	03/24/18	03/24/18
COUNS	095	7099	S S	ATC ATC	113 113	09:00AM 1:00PM	12:00PM 3:50PM	04/07/18	04/07/18
COUNS	095	7100	W	HSF	292	4:00PM	6:50PM	04/11/18	04/18/18
COUNS	095	7104	S S	HSF HSF	292 292	09:00AM 1:00PM	12:00PM 3:50PM	04/14/18	04/14/18
COUNS	095	7114	S S	ATC ATC	109 109	09:00AM 1:00PM	12:00PM 3:50PM	04/14/18	04/14/18
COUNS	095	7115	S S	ATC ATC	115 115	09:00AM 1:00PM	12:00PM 3:50PM	04/14/18	04/14/18
COUNS	095	7116	S S	ATC ATC	113 113	09:00AM 1:00PM	12:00PM 3:50PM	04/14/18	04/14/18
COUNS	095	7118	S S	ATC ATC	112 112	09:00AM 1:00PM	12:00PM 3:50PM	04/14/18	04/14/18
COUNS	095	7120	W	LIBRARY	148	4:00PM	6:50PM	04/18/18	04/25/18
COUNS	095	7125	S S	HSF HSF	292 292	09:00AM 1:00PM	12:00PM 3:50PM	04/21/18	04/21/18
COUNS	095	7126	S S	ATC ATC	113 113	09:00AM 1:00PM	12:00PM 3:50PM	04/21/18	04/21/18
COUNS	095	7128	S S	LIBRARY LIBRARY	149 149	09:00AM 1:00PM	12:00PM 3:50PM	04/21/18	04/21/18
COUNS	095	7139	S S	ATC ATC	109 109	09:00AM 1:00PM	12:00PM 3:50PM	04/21/18	04/21/18
COUNS	095	7145	M, W	HSF HSF	292 292	4:00PM	6:50PM	04/23/18	04/25/18
COUNS	095	7140	S S	ATC ATC	115 115	09:00AM 1:00PM	12:00PM 3:50PM	04/28/18	04/28/18
COUNS	095	7151	S S	ATC ATC	113 113	09:00AM 1:00PM	12:00PM 3:50PM	04/28/18	04/28/18
COUNS	095	7152	S S	LIBRARY LIBRARY	149 149	09:00AM 1:00PM	12:00PM 3:50PM	04/28/18	04/28/18

**COUNS 095 sections meeting at the PLEASANT HILL CAMPUS in Spring 2018 (cont.)**

SUBJECT	NO.	SEC	Days	BUILDING	ROOM	Start Time	End Time	Start Date	End Date
COUNS	095	7153	S S	HSF HSF	292 292	09:00AM 1:00PM	12:00PM 3:50PM	04/28/18	04/28/18
COUNS	095	7154	S S	ATC ATC	112 112	09:00AM 1:00PM	12:00PM 3:50PM	04/28/18	04/28/18
COUNS	095	7155	T, TH	HSF	292	4:00PM	6:50PM	05/01/18	05/03/18
COUNS	095	7103	S S	HSF HSF	292 292	09:00AM 1:00PM	12:00PM 3:50PM	05/05/18	05/05/18
COUNS	095	7157	S S	ATC ATC	113 113	09:00AM 1:00PM	12:00PM 3:50PM	05/05/18	05/05/18
COUNS	095	7158	S S	ATC ATC	115 115	09:00AM 1:00PM	12:00PM 3:50PM	05/05/18	05/05/18
COUNS	095	7159	S S	LIBRARY LIBRARY	149 149	09:00AM 1:00PM	12:00PM 3:50PM	05/05/18	05/05/18
COUNS	095	7166	W, TH	LIBRARY	148	4:00PM	6:50PM	05/09/18	05/10/18
COUNS	095	7170	S S	ATC ATC	112 112	09:00AM 1:00PM	12:00PM 3:50PM	05/19/18	05/19/18
COUNS	095	7172	S S	ATC ATC	115 115	09:00AM 1:00PM	12:00PM 3:50PM	05/19/18	05/19/18
COUNS	095	7173	S S	HSF HSF	292 292	09:00AM 1:00PM	12:00PM 3:50PM	05/19/18	05/19/18
COUNS	095	7178	S S	ATC ATC	113 113	09:00AM 1:00PM	12:00PM 3:50PM	05/19/18	05/19/18
COUNS	095	7179	M, T	HSF	292	4:00PM	6:50PM	05/21/18	05/22/18
COUNS	095	7108	W, TH	HSF	292	4:00PM	6:50PM	05/23/18	05/24/18

**COUNS 095 sections meeting at the SAN RAMON CAMPUS in Spring 2018**

SUBJECT	NO.	SEC	Days	BUILDING	ROOM	Start Time	End Time	Start Date	End Date
COUNS	095	9002	W, TH	SAN RAMON	E161	4:00PM	6:50PM	04/25/18	04/26/18
COUNS	095	9004	M, T	SAN RAMON	E161	4:00PM	6:50PM	04/30/18	05/01/18
COUNS	095	9006	M, T	SAN RAMON	E161	4:00PM	6:50PM	05/07/18	05/08/18
COUNS	095	9007	W, TH	SAN RAMON	E161	4:00PM	6:50PM	05/09/18	05/10/18