Application and CATEMA Process for High School Students
Start the application process

Go to www.dvc.edu and click “Apply Now”
Select how you would like to enroll

Enroll as a high school student
Steps to Enroll for High School Students

Start with Step One

Complete online by clicking CCCApply
Create an OpenCCC account

- Select “Create an Account”

Application to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept private and secure.

Note: OpenCCC is a new systemwide account. Accounts from our previous application system are not available. Please create an account if you have not already done so.
Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applications.

You Must Have an Email Address

The California Community Colleges and OpenCCC will use email to send you important information. You will need to provide an email address when you create your account.

Free email accounts are available from many sources:

- Google Email
- Yahoo Email
- Microsoft Outlook
- Other Providers

Note: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, OpenCCC and the CCC Chancellor’s Office do not endorse any particular email providers, and will have no liability should any issues arise with a particular email provider.

All information is kept secure and private as explained in the Privacy Policy. By creating an OpenCCC account, you are agreeing to the terms and conditions of the Privacy Policy.

Begin Creating My Account
Start filling out Personal Information

Note: Social Security Number is optional but encouraged

When page 1 is complete click “Continue”
Fill out Contact Information then click “Continue”

Use Personal email account not High school email
Create Username, Password and Security Questions
When finished click “Create My Account”
Account Created
Now you have your CCCID#
Need to Click “Continue” to Register and get DVC ID#

Not your DVC ID#
Start DVC Application
Account Information

Note: You do not have to provide Social Security Number but is recommended

Click “Continue”
Education Information

College Enrollment Status select: “Enrolling in high school and college at same time”

Click “Continue”
Citizenship/Military Status

Click “Continue”
Residency Information

**Residency**

**California Residence**
- Yes  No
  - Has your parent or guardian lived in California continuously since 01/27/2017?

**Special Residency Categories**
- Yes  No
  - Is your parent or guardian a full-time employee of any of the following colleges/universities?
    - California Community College
    - California State University or College
    - University of California
    - Maritime Academy
  - Are you a full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements?
  - Yes  No
  - Has your parent or guardian been employed as a seasonal agricultural worker for at least a total of two months of each of the past two years?
  - Yes  No
  - At any time in the last 24 months were you determined to be homeless by any of the following agencies?
    - High school or school district homeless liaison
    - Emergency shelter or transitional housing program
    - Director of a runaway or homeless youth basic center or transitional living program
  - Yes  No
  - Have you ever been in court-ordered foster care?

**Out-of-State Activities**
- Yes  No
  - Since 01/27/2017, has your parent or guardian declared residency in another state for state income tax purposes?
  - Yes  No
  - Since 01/27/2017, has your parent or guardian registered to vote in another state?
  - Yes  No
  - Since 01/27/2017, has your parent or guardian declared residency at an out-of-state college or university?
  - Yes  No
  - Since 01/27/2017, has your parent or guardian petitioned for a lawsuit or a divorce as a resident in another state?
Needs & Interests

This information you provide on this page will not be used in making admission decisions and will not be used for discriminatory purposes.

Main Language

- Are you comfortable reading and writing English?
  - Yes
  - No

Financial Assistance

- Are you interested in receiving information about money for college?
  - Yes
  - No
- Are you receiving TANF/CalWORKs, SSI, or General Assistance?
  - Yes
  - No

Athletic Interest

- Are you interested in participating in a sport while attending college?
  (Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.)
  - Yes, I am interested in one or more sports, including the possibility of playing on an intercollegiate team.
  - Yes, I am interested in intramural or club sports, but not in playing on an intercollegiate team.
  - No, I am not interested in participating in a sport (beyond taking PE classes).

Programs & Services

Check the programs and services in which you are interested. (Not all college campuses offer every program and service listed.)

- Academic counseling/advising
- Basic skills (reading, writing, math)
- Calworks
- Career planning
- Child care
- Counseling - personal
- DSPS - Disabled Student Programs and Services
- EOPS - Extended Opportunity Programs and Services
- ESL - English as a Second Language
- Health services
- Housing information
- Employment assistance
- Online classes
- Rentry program (after 5 years out)
- Scholarship Information
- Student government
- Testing, assessment, orientation
- Transfer Information
- Tutoring services
- Veterans services
Demographic Information

Gender
This information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose. “Gender” in this context, means a person’s sex, or a person’s gender identity and gender expression.

--- Select Gender ---

Parent/Guardian Educational Levels
Regardless of your age, please indicate the education levels of the parents and/or guardians who raised you.

Parent or Guardian 1
--- Select Education Level ---

Parent or Guardian 2
--- Select Education Level ---

Race/Ethnicity
Per U.S. Department of Education guidelines, colleges are required to collect this racial and ethnic data.

Are you Hispanic or Latino?
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

What is your race? Check one or more:
- Asian: Indian
- Asian: Chinese
- Asian: Japanese
- Asian: Korean
- Asian: Latvian
- Asian: Cambodian
- Asian: Vietnamese
- Asian: Filipino
- Asian: Other
- Black or African American
- American Indian / Alaskan Native
- American Indian / Native Hawaiian
- Pacific Islander: Guamanian
- Pacific Islander: Hawaiian
- Pacific Islander: Samoan
- Pacific Islander: Other
- White
- Other

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent.
A person having origins in any of the black racial groups of Africa.
A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Submission

Review Your Responses

Stereotypic?
We recommend that you review your responses to ensure you've provided complete and accurate information.

[Review My Application]

Request for Consent to Release Information

The community colleges you attend and the Chancellor's Office of the California Community Colleges request your help. We ask that you agree to allow us to release necessary personal information about you to various agencies and organizations so we can do research, plan programs, and offer special services to you (such as transfer opportunity information or state financial aid). If you do not agree to give your consent, your information will not be used, used for commercial purposes, released to the public, or given to other government agencies for purposes of determining benefits (other than financial aid), except where specifically required by law. In addition, if you do consent to release of your information, these organizations and agencies to which your information is given are prohibited by law from using it for any unauthorized purpose or releasing it to anyone else. If you do not give your consent, personal information about you will not be shared with other organizations or agencies except where allowed by law.

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described in the Full Statement of Consent.

[ ] I consent
[ ] I do not consent

Submit Your Application

You are about to submit your application to Diablo Valley College. No changes can be made to your application once it is submitted.

California state law* allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

* Section 8915 of Subchapter 4 of Chapter 5 of Division 5 of Title 5 of the California Codes of Regulations.

I, [Your Name], declare that:

- All of the information in this application is true to the best of my knowledge.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in rejection.
- I understand that all materials and information submitted by me for purposes of admission become the property of Diablo Valley College.

I, [Your Name], acknowledge understanding that:

- Federal and state financial aid programs are available and may include aid in the form of grants, work-study, and/or any available student loan. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books, supplies, transportation, and room and board expenses.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available online.

Note: CCCApply provides links to financial aid information and applications after you submit this application. You may also find financial aid information at www.scholarshipcalifornia.com, and all state college websites.

[Submit My Application]
Confirmation Page for Your Records

Check your email

Confirmation

Your application for admission has been submitted to Diablo Valley College. Thank you.

- Name
- CCCID
- College Applied to
- Term Applied for
- Email Address
- Submission Date & Time
- Confirmation Number

- Please print a copy of this page for your records.
- You may also view or print a copy of your SUBMITTED INFORMATION for your records.
- CHECK YOUR EMAIL (including your spam folder) for important information from Diablo Valley College regarding your admission and registration.

Diablo Valley College
321 Golf Club Rd
Pleasant Hill, CA 94523
Pleasant Hill, CA 94523
In-state telephone: (925) 685-1310
Out-of-state telephone: 
Fax: 
Website: http://www.dvc.edu

You may return to this Confirmation Page at any time via the Submitted Applications section of My Applications.

Continue
Final Step for Students: Registering for CATEMA

- You will have to wait until you have received all required emails.
- You need your CCCID# and DVC ID# to register for CATEMA
- May take up to 24 hours to receive DVC ID#
- Check spam folders if you have not yet received the emails
Check your email for these emails!

<table>
<thead>
<tr>
<th>#4</th>
<th><a href="mailto:insite@insite.d4c.edu">insite@insite.d4c.edu</a></th>
<th>Important Information Regarding Your Student Account - Student ID [ ] Username: [ ] Password: Your birth date as MMDDYY (see explanation below) Registration Date (on or after the following): You have not yet be</th>
</tr>
</thead>
<tbody>
<tr>
<td>#3</td>
<td><a href="mailto:admissions@dvc.edu">admissions@dvc.edu</a></td>
<td>Thank you for applying to Diablo Valley College! If you can't see this email, click here. Thank you for applying to Diablo Valley College. Applications are exported to DVC several times each day. Once your application has been prece</td>
</tr>
<tr>
<td>#2</td>
<td><a href="mailto:DVCfinancialaid@dvc.edu">DVCfinancialaid@dvc.edu</a></td>
<td>Financial Aid is available at DVC - If you can't see this email, click here. Dear [ ] Welcome to Diablo Valley College! Don't forget to apply for financial aid as an important step to enrolling at DVC. Financial aid</td>
</tr>
<tr>
<td>#1</td>
<td><a href="mailto:support@openccc.net">support@openccc.net</a></td>
<td>New OpenCCC Account Creation - July 19, 2018 Dear [ ] Congratulations on successfully creating your OpenCCC Account. Your CCCID is: [ ] Your CCCID allows you to access the online services of the</td>
</tr>
</tbody>
</table>

First: Email from OpenCCC with Account Confirmation  
Second: Financial Aid (You can disregard that one for now”  
Third: Email from DVC Thanking You for Applying  
**Fourth:** From DVC with important information regarding your Student Account - May take up to 24 hours  
**This email contains your DVC ID#**
July 19, 2018

Dear [Name],

Congratulations on successfully creating your OpenCCC Account.

Your CCCID is [CCCID].

Your CCCID allows you to access the online services of the California Community Colleges using a private, secure, single sign-on account. The CCCID is your global California Community Colleges ID and helps track your enrollment and academic records across all California Community Colleges that you may attend throughout your academic career.

You may be assigned a local Student ID by the college you are attending.

To confirm your college student ID, please contact your college directly.

Self-Service Account Recovery

User self-service account recovery is available at OpenCCC.net.

Need Help?

California Community Colleges Help Desk
Tel Fax: 1-877-247-4836
Email: support@openccc.net

CCCHelpInfo is a 24/7, on-demand, community-powered, support site that provides official FAQs and online support to students as they apply to college and navigate the California Community College System.

We hope you enjoy your California Community College experience.

Thank you!

CCC Technology Center
Thank you for applying to Diablo Valley College. Applications are exported to DVC several times each day. Once your application has been processed, DVC will send a welcome e-mail with login information for their online services (within one business day). The email will also contain your registration appointment date and other important information.

NOTE: Some applications are delayed if duplicate student records are found in DVC’s records system. These applications are manually processed several times throughout each weekday. Applications requiring duplicate resolution that are submitted after 3:00 PM on Friday will be processed Monday at 9:00 AM.

DVC is pleased to be able to provide e-mail accounts to all students through a partnership between the Contra Costa Community College District and Microsoft. The college-provided e-mail is called InSite Mail. All College communications will be sent to your InSite Mail address. This includes registration notices, Financial Aid information and other time sensitive messages that may be important to your studies. More information about InSite Mail, including instructions on how to access your mailbox and how you can forward it to your personal address, will be sent after your application is processed.

Please visit the college website at [www.dvc.edu](http://www.dvc.edu) for information on steps you can take to prepare for course enrollment. These steps include new student orientation, assessment testing for placement into English and Math courses, and advisement in planning your major.

For technical questions about your OpenCCC user account or your application, please contact the Support Center at 877-237-4836 or support@openccc.net. For questions about your enrollment to DVC, please contact the Admissions & Records Office at (925) 689-1310 or informationcenter@dvc.edu.

Thank you.
Welcome to Diablo Valley College!

We are excited that you have chosen to join the Diablo Valley College family and appreciate the time you spent filling out the application! Your admission application has been processed. This email contains important information that you will need in order to register for classes and access our online services.

To access our online services, you will use our student portal called InSite, which includes:

- Registration, financial aid status, orientation and assessment scores
- Student Planning
- Your college email called InSite Mail
- Important dates
- Parking permit purchase
- Text messaging options
- and much more!

You can access InSite at m4.acd.edu, or download and install the app on your mobile device. InSite is available at the Apple App store or the Google Play store. (Select the appropriate link for your device, or search for DVC InSite.)

Important information to get you started... Student ID, Username (displayed at the top of this email) and Password.

- Your initial password for InSite will be your birth date as 2 numbers for the month, 2 numbers for the day and 2 numbers for the year (Example: If you were born January 25, 1998, your password will be 012598).
- You will be prompted to change your password when you first log in.
- You will also be asked to provide a cell phone number to receive a one time identity verification code, to answer security questions.
- Do not share your username, student ID or security question answers with other students. Keep your information secure.

More information about InSite Mail will be sent in a separate message once your email account is ready. For questions regarding our online services, please see the About Us information within InSite or contact your Admissions & Records Office at the phone number or email address below.

Once again, welcome to Diablo Valley College. We look forward to seeing you on campus!

Sincerely,

DVC Admissions & Records
Final Step: Registering for CATEMA
Go to www.catema.com/contracosta

Select “New Students”
Fill in Required Data

- You will need both your CCCID# and DVC ID#
- Click “Next” to continue
Review Information You Provided
Receive Username and Password

Assigned Username and Passwords for your new account

Select “Yes” or “No” to Save New Account
Student - Class Enrollment Application

- Select your school, teacher, course, and High school class period
- You will be pending until the teacher approves you for the course

Please Enter An Enrollment Application Before Leaving This Page!
Congratulations!!!!
Registration Complete