Introduction to DVC Application and CATEMA Workshop
Teacher and Student Procedures

1. **Teacher** sets up CATEMA account and adds new class.
   *CATEMA System Administer must “Approve” before your students can enroll*

2. **Student** completes DVC online application and obtains CCCID# and DVCID#
   *with Teacher assistance
   
   ****This may take up to 24 Hours****

3. **Student** registers and enrolls in CATEMA

4. **Student** completes course and exam with grade of A or B
   *Or exam procedure according to Articulation Agreement

5. **Teacher** enters all student grades into CATEMA and recommends credit by **June 30th**
Go to the CATEMA website at
www.catema.com/contracosta
Login or Create New Teacher
Account

New Teachers click here to create an account

Already have an account, login here
Fill Out Information and Create New Login

You only create your account one time and must wait for account approval before moving forward.
Create Your Classes by selecting “Add New Classes”
Click blue arrow to view roster
Select “Yes/No” for Student enrollment.

Then click “Save Changes” before you move on.
Give students either credit or no credit. Please only enter letter grades (A, B, C...)

Please do not leave the “Credit/No Credit” blank. If you don’t wish for students to have a record please select the “No” button next to their name.

Don’t forget to click “SAVE CHANGES”
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

FERPA - Family Educational Rights and Privacy Act

FERPA mandates that while minor high school students attend college, they are considered regular college students, and the privacy of their educational records is protected. Only the student has the right to their academic record. We will not release student information to parents without the prior written consent of the student.

Helpful information by grade

Graduating seniors
In order to receive priority registration, graduating seniors should follow the new student steps for enrollment.

Juniors and seniors
If you are entering the 11th or 12th grade, you may register for classes prior to the first class session. Please see the calendar in back of the schedule of classes for registration dates. Bring the completed special admissions recommendation form to the Admissions and Records office to register in person. You must show a photo ID.

You are limited to 11.9 units per semester.
Create an OpenCCC account

Select “Create an Account”
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#
Start DVC Application
Account Information

Note: You do not have to provide Social Security Number but is recommended.
College Enrollment Status select: “Enrolling in high school and college at same time”

Click “Continue”
Click “Continue”
Needs & Interests

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, SEEG, or General Assistance?
- Yes
- No

Athletic Interest
Are you interested in participating in a sport while attending college?
- 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 P.E. classes).
Submission

Review Your Responses

Save as PDF

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

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). You must agree to your consent; your information will not be used, sold, notified, or given to other government agencies for purposes of determining eligibility (other than financial aid), except with specific permission from you. In addition, if you do consent to release of your information, those organizations and agencies to which your information is given are prohibited 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. You must also agree that answering “no” to this question will not prevent release of certain “directory information” about you. To learn more about directory information or how to block its release, see the Privacy Policy.

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 32610 of subchapter 15 of chapter 5 of division 3 of title 5 of the California Codes of Regulations.

By checking here, I, [full name], declare that:

☐ All of the information in this application pertains to me.
☐ Under penalty of perjury, the statements and information submitted in this online application are true and correct.
☒ I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in the application being denied.

☐ I understand that all materials and information submitted by me for purposes of admission become the property of Diablo Valley College.

☐ By checking here, I, [full name], acknowledge understanding that:

☒ Federal and state financial aid programs are available and may include aid in the form of grants, loans, 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 will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at www.fafsa.ed.gov, and at most college websites.

Click “Submit”
Confirmation Page for Your Records

Check your email
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
| #4 | insite@insite.d4l.edu | Important Information Regarding Your Student Account - Student ID: [redacted] Username: [redacted] Password: Your birth date as MMDDYY (see explanation below) Registration Date (on or after the following): You have not yet been registered for Fall 2018. Please register for Fall 2018 as soon as possible. Please ensure you complete your account set up so that you can access your email and other services. | 
| #3 | admissions@dvc.edu | 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 processed, you will receive an email from DVC. | 
| #2 | DVCfinancialaid@dvc.edu | Financial Aid is available at DVC - If you can’t see this email, click here. Dear [redacted]: Welcome to Diablo Valley College! Don’t forget to apply for financial aid as an important step to enrolling at DVC. Financial aid applications are accepted online at [redacted]. | 
| #1 | support@openccc.net | Now OpenCCC Account Creation - July 19, 2018 Dear [redacted]: Congratulations on successfully creating your OpenCCC Account. Your CCCID is: [redacted]. Your CCCID allows you to access the online services of the community colleges. | 

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#**
New OpenCCC Account Creation

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
Toll Free: 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 5:00 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 877-247-4856 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.
Dear Novella Palmer:

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 to 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, and 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

Here is where you get your DVC ID#
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
Congratulations!!!!!
Registration Complete
Please remind your students that they will receive credit on their DVC transcript around the second week of July.

They will receive an email when their credit has been posted.