

Steps to Apply to Career Academies

1. Complete Career Academy Interest Card on www.dvc.edu/careeracademies
2. Apply to DVC on www.dvc.edu/apply
 - a. Select "High School Student"
 - b. Complete "Step One: Apply" by creating a CCCApply account and then completing the application to DVC for Summer 2020.
 - i. You should see a confirmation number on the last page. Then you will receive an email within 24 hours containing your DVC student ID number.
 - ii. This number is 7-digits with NO LETTERS.
 - c. For a step by step guide to the DVC Application click this link: <http://tinyurl.com/DVCapplyHELP>
3. **When the Career Academy Online Application opens, complete the application.**

Note: This is a special process for Career Academies and is not the same as registering for traditional DVC courses. **Do not register through InSite.**

 - a. Application will be posted on www.dvc.edu/careeracademies in place of the Career Academy Interest Card.
 - b. Applications are time stamped based on when we receive a completed application.
 - c. You will receive a confirmation email when we have received your completed application.
 - i. This is **NOT** your acceptance into the academy.
 - ii. If you have not received an email within one week of your submission, please email us at dvccareeracademies@dvc.edu
4. **Print, Complete, and Get Signed your Special Admissions Recommendation Form**
 - a. This form needs to be filled out and signed by your high school principal.
 - i. If you are an incoming 9th grade student you will need the principal at whatever high school you are planning on attending to sign your form.
 - b. Once complete, please hold on to until we email you notifying you have either been accepted or wait-listed for your Career Academy
5. **Beginning in May, we will be sending out emails notifying students whether or not they have been accepted or wait-listed into their Career Academy(s) of choice.**
 - a. Once you have received that email, **you will have to respond accepting your acceptance and complete the permission forms** to secure your spot in the Career Academy.
 - b. In that email, we will also supply you with a date to submit your Special Admissions Recommendation Form in person to our Admissions and Recommendation Office.
6. **Submit Special Admissions Recommendation Form in person**
 - a. On the date supplied in the acceptance email, please submit your Special Admissions Recommendation Form in person to the Pleasant Hill or San Ramon Campus Admissions and Records Offices
 - b. **Please note:** At the same time you will be asked to pay for the course. The fee is \$1 per unit for high school students.
 - c. Pleasant Hill Campus Hours: Monday, Wednesday, Thursday 8:00am-5:00pm Tuesdays 8:00am-7:00pm
San Ramon Campus Hours: Monday-Thursday 9:00am-6:30pm
*Both offices are closed on Fridays starting in June