Steps to Apply to Career Academies

1. Complete Career Academy Interest Card on [www.dvc.edu/careeracademies](http://www.dvc.edu/careeracademies)

2. Apply to DVC on [www.dvc.edu/apply](http://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](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](http://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 Tuesday 8:00am-7:00pm
      San Ramon Campus Hours: Monday-Thursday 9:00am-6:30pm
      *Both offices are closed on Fridays starting in June