

# How do I complete the Special Admissions Recommendation Form?

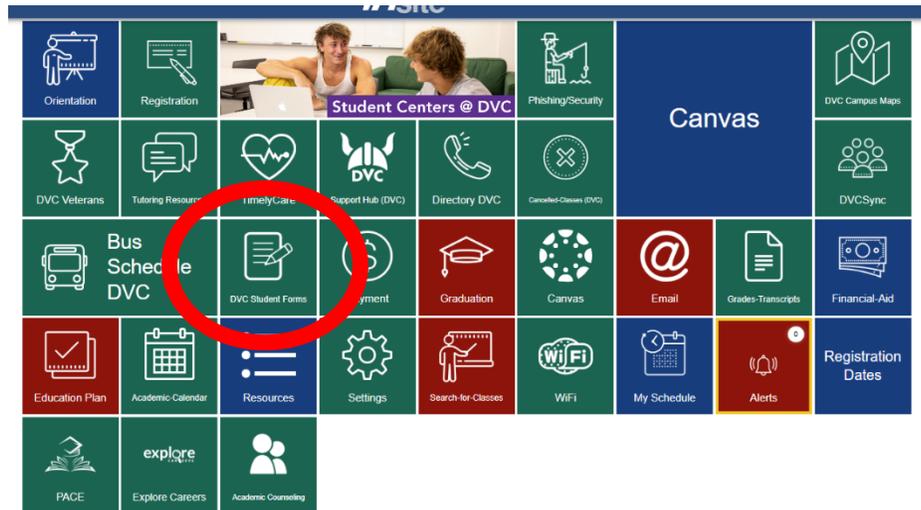
## Step 1:

Go to <http://m.4cd.edu> or log into Insite using your DVC credentials.

## Step 2:

Once you are logged into Insite, click on the “DVC Student Forms” tile.

The electronic “Special Admissions Form” will be available in the “DVC Student Forms” tile drop down menu.



**Step 3:**

Click on "Complete this form."

Welcome to Dynamic Forms

Let's get started, [View My Forms](#)

The [Special Admissions Form](#) form needs to be completed.

 Complete This Form

You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

**Step 4:**

For your Special Admissions Form to be approved by the Admissions and Records Office, you need your High School designee AND parent/legal guardian to electronically sign your form. The form will be emailed to these individuals, based on the email address you provide here.

Form Participants

Parent/Legal Guardian

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Principal/Counselor/Designee

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

After this, it may take up to 3 business days for the DVC Admissions and Records Office to approve your form. An approval notice will ONLY be sent to your Insite email.

### Step 5:

The next page will give you the Concurrent Enrollment Guidelines, student responsibilities, and instructions. Read this thoroughly as every High School Student is responsible to abide by the DVC policies and procedures. Click on "Next" once you have read this page.



## Special Admissions Recommendation Form

### Concurrent Enrollment Guidelines

1. The Concurrent Enrollment Program is open to any K-12 student who, in the opinion of the Superintendent/President or designee, can benefit from advanced instruction.
2. Students may be admitted upon recommendation of the principal and parent. All concurrent students, regardless of grade level, must receive the permission of the DVC.
3. College level courses will only be available to high school students who do not have the course equivalencies offered in the student's home K-12 school district.
4. The College reserves the right to exclude or limit enrollment into programs where health, safety, instructional methodology, facility constraints, or legal requirements are involved.
5. Concurrently enrolled students will be permitted to enroll in no more than 11 units, per term.
6. Special Admit students are exempt from enrollment fees if enrolled in less than 12 units. However, Special Admit students must pay the student union & activity fees. All other students must pay the enrollment fee.
7. All coursework at DVC becomes part of your permanent academic history. Grades received or excessive drops may have implications involving financial assistance, athletic eligibility, and other matters.

### Student Responsibilities:

1. You must register for approved classes only. Registering for non-approved classes will result in a loss of Concurrent Enrollment privileges.
2. Concurrent students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.
3. You are responsible for reviewing and abiding by all academic policies as listed in the Schedule of Classes and College Catalog. Parent or guardian approval is required.

### Guardian Information:

1. Concurrent students are treated like every other college student. The rules regarding student records are governed by the Family Education Rights and Privacy Act (FERPA).
2. Please note: Your son or daughter will be exposed to a diverse population in educational programs designed for the adult learner, which may involve sensitive topics that that may include field trips off campus.
3. All courses taken will be taken for college credit and become a part of their official college record.

### Instructions:

1. Complete an online Application for Admissions prior to registration.
2. Home schooled students must provide verification of an Affidavit for Home Schooling, filed with Department of Education, at the time of submitting the form.
3. Submit an official or unofficial High School transcript for verification of prerequisite course completion, along with a Prerequisite Equivalency Form. Prerequisites are strictly enforced.
4. Students enrolling in PE courses must obtain instructor add authorization on the first day of the class. Registration is not permitted before the first day of class.
5. All concurrent students are required to have completed Special Admissions Recommendation form to be able to register. Check registration calendar for dates.
6. Incomplete forms will be returned to the Admissions Office, and a new form will be required to register.

Save Progress Next

### Step 6:

On the top right corner of the Special Admissions Form, select the term you will be taking your selected course.



## Special Admissions Recommendation Form

Select term

### Part I - Student

- All students enrolling in a P.E. class must obtain instructor add authorization on the first day of class.
- Forms must be completed with courses identified prior to submission.
- Incomplete forms will not be processed.
- Home schooled students must attach a copy of their Dept. of Education Private School Affidavit.
- Courses with a prerequisite must be cleared prior to enrollment. The Prerequisite Equivalency Form and transcript (official or unofficial) are to be submitted. Student must be currently enrolled in a high school.

Please select your high school:

-- Choose --

First Name:  Last Name:  Student ID:   
 Phone:  Email: @email.4cd.edu Grade level:  -- Please Select --

Please list your parent/guardian information (verify BEFORE submitting as you will not be able to edit):

First Name:  Last Name:

Students are permitted to enroll in up to 11 units.

Section ex. 0001	Course Name ex. HIST-120	Instructor First Name ex. John	Instructor Last Name ex. Viking
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I declare under penalty of perjury that the statements submitted by me in connection with this recommendation form are true and correct. All materials submitted by me for purposes of admission become the property of Diablo Valley College. I understand that falsification, withholding pertinent data, or failure to report data changes may result in my dismissal.

(click to sign)

Student Signature

Date

**Step 7:**

Some of the Student Information will auto populate on this form (Name, DVC email, and Student ID number.) You will need to indicate your High School, a phone number, and your grade level.

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**Step 8:**

Next you will fill out the "Section Number," "Course Name," "Instructor First Name," and "Instructor Last Name."

Students are permitted to enroll in up to 11 units.

Section ex. 0001	Course Name ex. HIST-120	Instructor First Name ex. John	Instructor Last Name ex. Viking
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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To view our Course Catalog and Schedule, visit it here: <https://www.dvc.edu/academics/class-schedule-catalog>

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**Step 9:**

An electronic signature is required on the form. Click on "Click to Sign."  
Once you sign and review the form, click "Submit Form."

I declare under penalty of perjury that the statements submitted by me in connection with this recommendation form are true and correct. All materials submitted by me for purposes of admission become the property of Diablo Valley College. I understand that falsification, withholding pertinent data, or failure to report data changes may result in my dismissal.

\*  \_\_\_\_\_  
Student Signature Date

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**Step 10:**

Once you submit your Special Admissions Recommendation Form, it will be sent to your parent/legal guardian and your High School Designee for their signatures.

Once all signatures have been received, the Office of Admissions and Records will process the form and provide approval ONLY to your Insite email. Ensure you check your Insite email regularly.

Once Admissions and Records approves your form, you will be able to register for your class on your registration date and time.

If you have questions for Admissions and Records, visit their website or call/email them:

**Admissions and Records**

**Website:** <https://www.dvc.edu/admissions>

**Email:** [admissions@dvc.edu](mailto:admissions@dvc.edu)

**Phone number:** 925-685-1310

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