



Step 1: Select a Course

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Select a course. Meet with the appropriate high school staff member (e.g. counselor, college and career advisor, etc.) to choose a class that is appropriate for you. (Example: ENGL-C1000). DVC staff cannot help you choose classes.

Step 2: Apply to DVC

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Apply

Your application will take 24 hours to process. Once processed, you will receive an email with your InSite username, password, and your DVC ID number. InSite is the name of the DVC Portal.

Approximate time to complete: 30 minutes

www.dvc.edu/apply

Step 3: Check for Prerequisite Requirements

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If the class you're trying to take has a **prerequisite**, you'll need to show that you've already completed that requirement. To do this, fill out the **Prerequisite Equivalency Form** and upload a copy of your **unofficial high school transcript**.

Step 4: Complete the Special Admissions Form

If you want to take college classes while you're still in high school, you'll need to submit a Special Admissions Form through your InSite account. This form is emailed to a parent/guardian **AND** a high school designee for their approval. To complete the form, log into InSite and select the "DVC Student Forms" tile. In the drop-down menu, select "Special Admissions Form."

To complete the form, you will need:

- Your parent or legal guardian's email address
- Your high school principal's email address (or their designee's, such as your counselor)
- The course name and course number for the class you want to take (Example: COMM-120)

www.4cd.edu/insite/

Step 5: Get Approval from Admissions & Records

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After your special admissions form has been processed, you will receive an email from InSite informing you that you can register on your assigned registration date. If you are denied, you **MUST** contact admissions. Approval of this form does not guarantee you a seat in classes.

Step 6: Register for Classes

Classes fill up, so be sure to register on your registration date.

You can find your registration date and time on InSite under this tile:

Registration
Dates and Steps

Please note that concurrently enrolled students are the last group to register for classes



Class Registration

QUESTIONS & SUPPORT

“How To” Guides	How to Guides: www.dvc.edu/welcome services	
Welcome & Connect Services	Pleasant Hill Campus Phone: 925-969-2106 Email: welcome@dvc.edu	San Ramon Campus Phone: 925-551-6209 Email: srcinfo@dvc.edu
Admissions and Records	Pleasant Hill Campus Phone: 925-685-1310 Email: admissions@dvc.edu	San Ramon Campus Phone: 925-866-1822 Email: admissions@dvc.edu
Financial Aid	Pleasant Hill Campus Email: financialaid@dvc.edu Phone: 925-969-2009	San Ramon Campus A drop-in representative will be available for one-on-one in-person appointments every Wednesday from 9 AM to 4 PM
Counseling	Pleasant Hill Campus Phone: 925-969-2140	San Ramon Campus Phone: 925-551-6209
Enrollment Lab The DVC Enrollment Lab is a computer lab on campus where you can get help with registering for classes, completing forms, applying for financial aid, and more.	Pleasant Hill Campus Location: Student Services Center (SSC) 119 Hours: Monday to Thursday - 9:00-5:00 Friday - 9:00-3:00* *Summer hours may vary.	San Ramon Campus Location: SRC W-Lobby Hours: Monday to Thursday - 9:00- 5:00 Friday - Closed
EOPS/CARE + CalWORKs & Foster Youth Services	Phone: 925-969-2117 EOPS/CARE Email: eopscare@dvc.edu Foster Youth Services Email: start@dvc.edu CalWORKs: mperata@dvc.edu	
Disability Support Services	Phone: 925-969-2182	
DVC Technical Support	Phone: 925-229-6888	
CCCApply Student Help Desk	Email: support@openccc.net Phone: (877) 247-4836	



Pleasant Hill Campus | 321 Golf Club Road, Pleasant Hill, CA 94523

San Ramon Campus | 1690 Watermill Road, San Ramon, CA 94582