



Step 1: Apply to DVC

After applying, you will receive an email from InSite within one to two days at the email address you used to create your CCCApply account. Make sure to check your spam or junk folder in case the message is filtered there.

If you do not receive your login credentials, you will need to email admissions@dvc.edu (Admissions & Records). In your email, include a picture of your photo ID, a picture of your ID.me completion screen showing your verified status, your application confirmation number, your CCCID number, and the phone number you used in your application.

Once processed, you'll get your InSite username, DVC ID, and a temporary password: **Welcome2DVC[last four digits of your phone number]**. InSite is your student portal—check your InSite email regularly for all college communications.

The approximate time to complete this step is 30 minutes.

www.dvc.edu/apply

Step 2: Apply for Financial Aid

Paying for college can be easier than you think! All DVC students are encouraged to apply for financial aid—you might be eligible for more than you expect.

- If you are a U.S. citizen or eligible non-citizen, fill out the Free Application for Federal Student Aid (FAFSA).
- If you are undocumented and qualify for AB 540, complete the California Dream Act Application (CADAA).

Apply as early as possible—processing can take time, and early applicants may qualify for more support.

Also, don't forget to look into scholarships, grants, and student discounts—there are lots of ways to save as a college student!

www.dvc.edu/financial-aid

Step 3: Online Orientation

In the Orientation, you will learn more about DVC's student support services and policies. Completing the orientation is a prerequisite to register for COUNS-095NC/96.

The approximate time to complete this step is 30 minutes.

www.dvc.edu/orientation

Step 4: English/ESL and Math Placement

The English/ESL and Math placement is required to know which English/ESL and Math class you should take during your first semester at DVC. You may need your high school transcript to complete this step.

The approximate time to complete this step is 5-10 minutes.

www.dvc.edu/placement

Step 5: Education Plan

Reach out to the DVC Counseling Center to schedule an appointment with an academic counselor. During this meeting, you will create an Educational Plan that **maps out the courses you will take for your entire time at DVC**.

If you are **a graduating high school senior or have fewer than twelve units completed**, you should sign up for COUNS-095, COUNS-095NC, or COUNS-096 to complete your Educational Plan.

You can learn more and connect with the Counseling Center at www.dvc.edu/enrollment/counseling

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Class Registration

Step 6: Register for CLASSES on your assigned registration date and time

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:

Check course descriptions for the classes you want to take to see if any have prerequisites.

Registration
Dates

QUESTIONS & SUPPORT

“How To” Guides	How to Guides: www.dvc.edu/welcomeservices	
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