

DVC ENROLLMENT CHECKLIST

Transfer & Returning Students



This checklist provides detailed information about DVC's enrollment process for returning and transfer students. Please read each section carefully to ensure you have correctly completed each step. QR Codes will lead you to "How To Guides." Additional help and support resources can be found on the second page.



Apply

☐ Step 1: Apply to DVC

If you are a returning student and it has been more than a year since attending DVC, you will need to resubmit an application through CCCApply.

If you are transferring to DVC from another college or university, you will need to submit a new application through CCCApply.

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. Once you receive your InSite username and password, all email communication will be sent to your InSite email, NOT your personal email. Please check this email account regularly. **If you need technical support with CCCApply, please call 1-877-247-4836.**

Approximate time to complete: 30 minutes

www.dvc.edu/apply



Financial Aid

☐ Apply for Financial Aid

Apply for financial aid and explore other ways to save as a college student. We encourage all DVC students to apply for financial aid. You may be surprised at what you're eligible for.

<https://www.dvc.edu/financial-aid>



Orientation

☐ Step 2: Online Orientation

Orientation is how you will learn more about DVC's student support services and policies.

Completing the online orientation will allow you to earn an earlier class registration date.

Approximate time to complete: 30 minutes

www.dvc.edu/orientation



Placements

☐ Step 3: English and Math Placements

The English and Math placement is required to know which English and Math class you should take at DVC. You will need your high school transcript to complete this step. Note that these are not tests/exams.

Completing the English and Math Placements will allow you to earn an earlier class registration date.

Approximate time to complete: 5-10 minutes

www.dvc.edu/placement

☐ Step 4: Connect with the Counseling Office or Admissions and Records Office

Depending on your academic goals, you may want to connect with the Counseling Office or Admissions and Records.



Admissions

If the class that you want to register for has a prerequisite, you will want to complete the “Prerequisite Equivalency Form” via Insite. Check the course descriptions for the classes you want to take to see if any prerequisites are listed. Once the form is submitted, Admissions and Records will process this form in 3-5 business days.



Counseling

If you are transferring to DVC from another college or university, you may want to contact the Counseling Office to determine if you need a “Transcript Evaluation” appointment. The Counseling staff will inform you if this is necessary for your academic goals and/or if you will need to send your official transcripts from your previous college to DVC.

Admissions: www.dvc.edu/admissions

Counseling: www.dvc.edu/student-services/academic-counseling

☐ **Step 5: Register for classes on your assigned registration date and time**



Class Registration

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

You can find your registration date and time via InSite on the tile called “Registration Dates.”

Registration
Dates

Questions and 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 Phone: 925-969-2009 Email: financialaid@dvc.edu	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 (START+NextUp)	Phone: 925-969-2117 EOPS/CARE Email: eopscare@dvc.edu CalWORKS Email: mperata@dvc.edu Start/ Next Up Email: start@dvc.edu	
Disability Support Services	Phone: 925-969-2182	
DVC Technical Support	Phone: 925-229-6888	