



**INFORMATION SESSIONS FOR
INCOMING FRESHMAN WITH AN IEP OR
504 PLAN**

INTRODUCTIONS

- Nicole Despins – Counselor, Disability Support Services
- Kellie Conde – Counselor, Disability Support Services
- Katie Koch - Counselor, Disability Support Services
- Devin Toma - Counselor, Disability Support Services
- Carolyn Warren- Counselor, Disability Support Services (San Ramon Campus)

DISABILITY SUPPORT SERVICES OUTREACH PROCESS

Disability Support Services at DVC conducts outreach to graduating high school seniors with IEPs or 504 plans. This process is intended to provide students with their accommodations, including priority registration, prior to the start of their first semester at DVC. This requires that student's meet the deadlines outlined below. **If any of these deadlines are not met students must participate in the general application process, including the COUNS 095 course, and contact Disability Support Services to start the accommodations approval process after they are enrolled in Fall courses.**

Deadlines

- **March 12th** – Deadline to complete DSS application (this includes uploading disability documentation)
- **March 13th** – Academic Accommodation Plans sent to students for signature (sent to DVC Insite email)
- **April 3rd** – Deadline for signed Academic Accommodation Plan to be sent back to DSS
- **April 6th** – Registration workshop invitations will be sent to students who have signed their accommodation plan

Please note that ALL communications will be sent to student's DVC Insite email address

DSS REGISTRATION GUIDE

This step-by step Fall 2026 [DVC DSS Registration Guide](#) will be your guide from applying to DVC through registration in Fall 2026 courses. This process also includes registering with Disability Support Services and receiving your Academic Accommodation Plan.

You can find the Fall 2026 DSS Registration Guide and additional information on the [Graduating High School Seniors DSS page](#).

APPLY TO DVC

The first step in the process of transitioning to DVC is to apply to the college. Although DSS Counselors cannot assist with this process, we have noted some helpful hints in the following slides that can be referred to when completing the application to DVC.

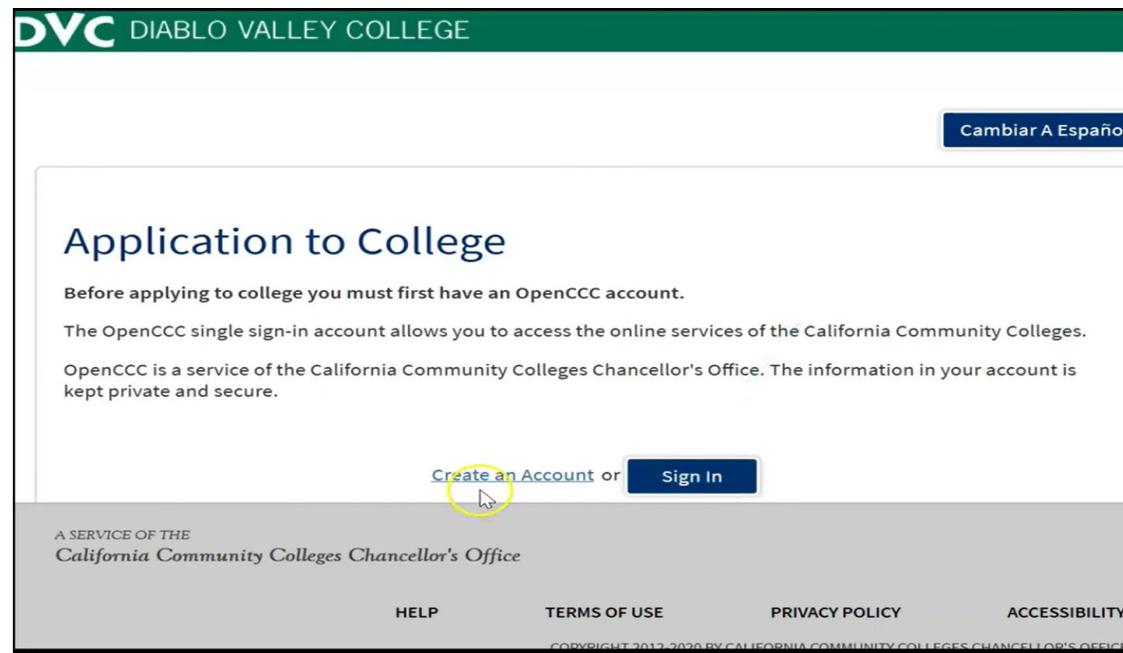
If you have questions about the DVC application you can find resources for assistance at [DVC Welcome & connect Services webpage.](#)

APPLY TO DVC

- Complete an application for admission online through [CCCApply](#)
- Create a CCCApply account
- After creating your CCCApply account you must apply for Summer 2026 as a high school graduate/first time in college
- It is important that you use a *personal* email address, not your high school email address when completing this application

APPLY TO DVC CONT.

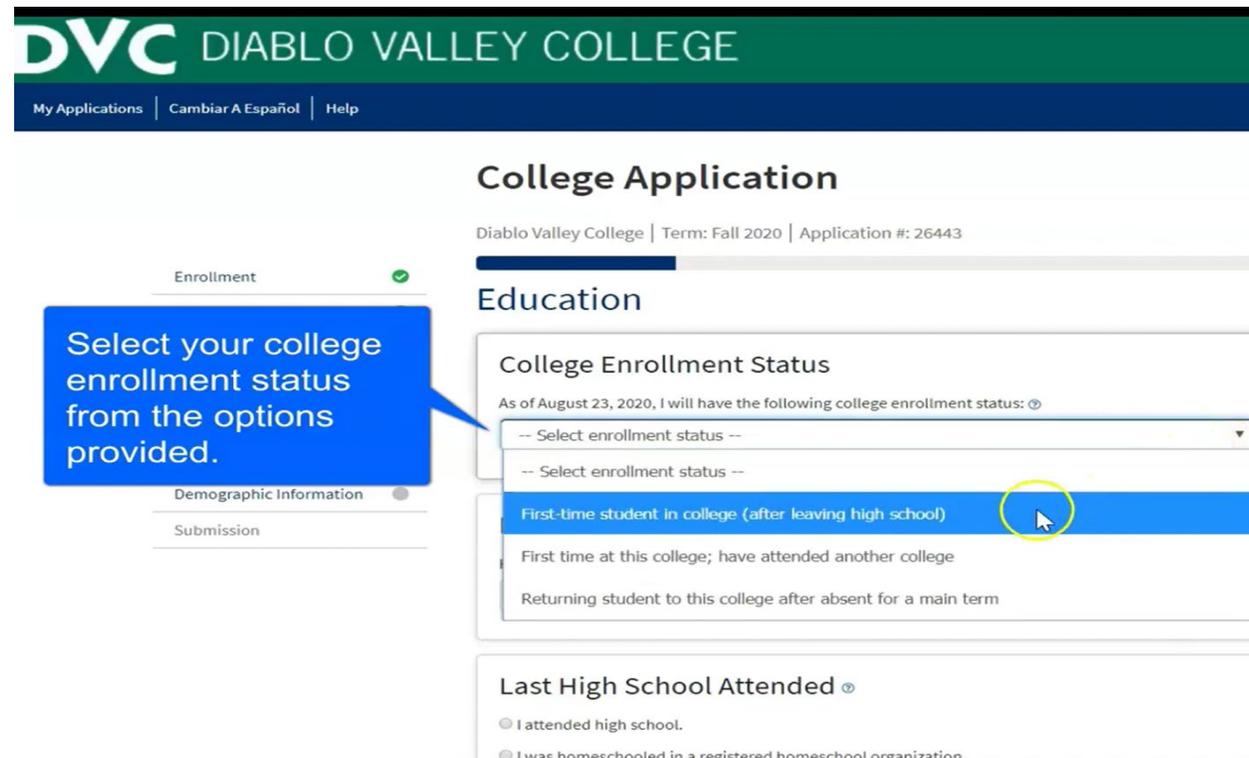
If you have never applied to a California Community College before then you will need to create an CCCApply account. If you have applied to a California Community College and cannot remember your CCCApply log in information you can click on help and call the phone number provided for assistance. **Even if you have taken a class at DVC or is currently enrolled in a class at DVC you still need to reapply as a high school graduate.**



The screenshot shows the DVC (Diablo Valley College) application page. At the top, there is a green header with the DVC logo and the text "DIABLO VALLEY COLLEGE". On the right side of the header, there is a blue button labeled "Cambiar A Español". Below the header, the main content area is titled "Application to College". Under this title, there is a paragraph stating: "Before applying to college you must first have an OpenCCC account. The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges. OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure." At the bottom of this section, there are two options: "Create an Account" (a blue link) and "Sign In" (a blue button). A yellow circle highlights the "Create an Account" link, with a mouse cursor pointing to it. Below the main content area, there is a grey footer containing the text "A SERVICE OF THE California Community Colleges Chancellor's Office" and four links: "HELP", "TERMS OF USE", "PRIVACY POLICY", and "ACCESSIBILITY". At the very bottom, there is a small copyright notice: "COPYRIGHT 2012-2020 BY CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE".

APPLY TO DVC CONT.

On the Education page in the application choose the option First Time in College After Leaving High School



DVC DIABLO VALLEY COLLEGE

My Applications | Cambiar A Español | Help

College Application

Diablo Valley College | Term: Fall 2020 | Application #: 26443

Education

College Enrollment Status

As of August 23, 2020, I will have the following college enrollment status: ☺

-- Select enrollment status --

-- Select enrollment status --

First-time student in college (after leaving high school)

First time at this college; have attended another college

Returning student to this college after absent for a main term

Last High School Attended ☺

I attended high school.

I was homeschooled in a registered homeschool organization.

Enrollment

Demographic Information

Submission

Select your college enrollment status from the options provided.

APPLY TO DVC CONT.

The high school transcript information will have no effect on admission or placement. The information entered in the application is for research purposes only.

DVC DIABLO VALLEY COLLEGE

My Applications | Cambiar A Español | Help

High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.

What was your unweighted high school GPA (grade point average)? Please enter a value between 0.00 and 4.00. If you are still in high school, enter your cumulative unweighted GPA as of the end of 11th grade.

What was the highest English course you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

-- Select --

What was the highest math course you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

-- Select --

Save Continue

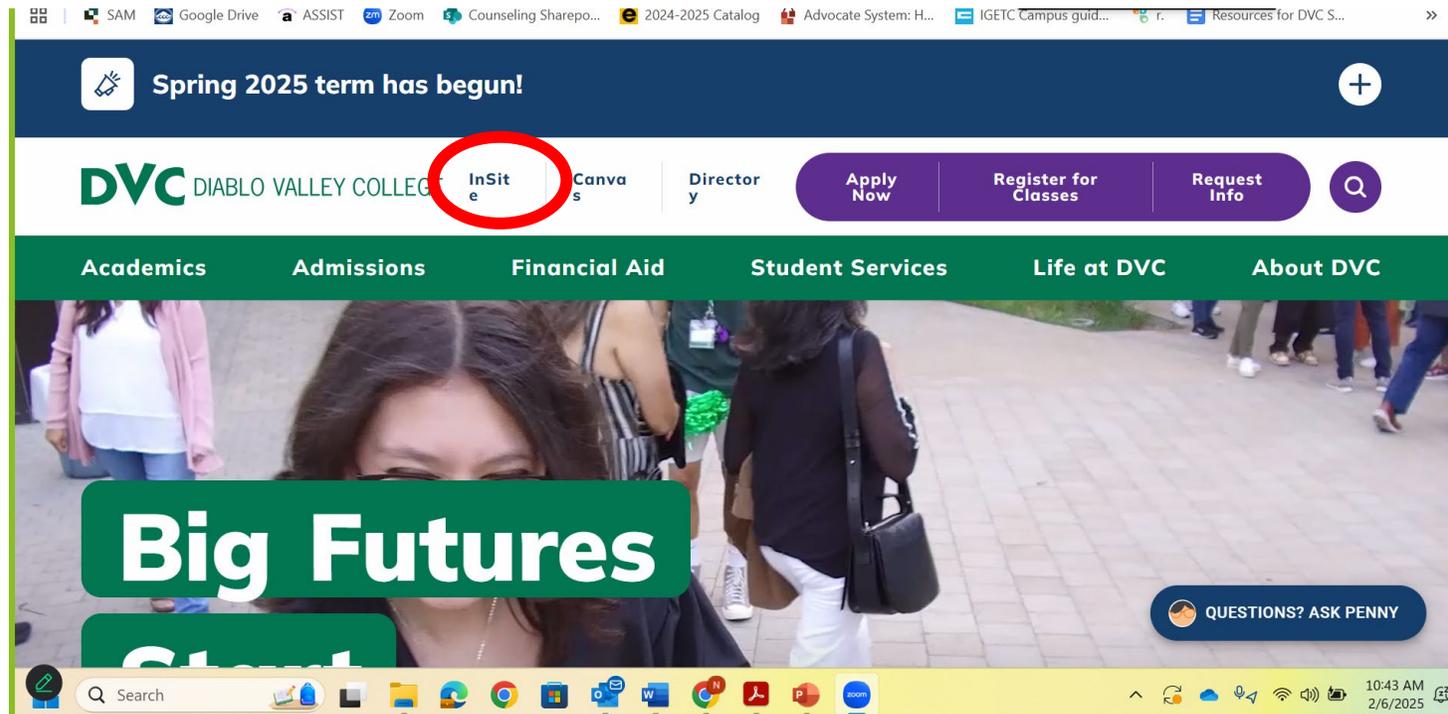
APPLY TO DVC CONT.

Within 24 hours of submitting your application you will receive an email with the subject line “Important Information Regarding Your Student Account.” This email contains your DVC student ID number and your log in username. Once you have this information you can move on to the next steps on the checklist.

If you do not receive an email with your DVC student ID number and log in username within 24 hours, you will need to contact DVC Admissions and Records (admissions@dvc.edu) with a copy of your photo ID.

LOG ONTO INSITE

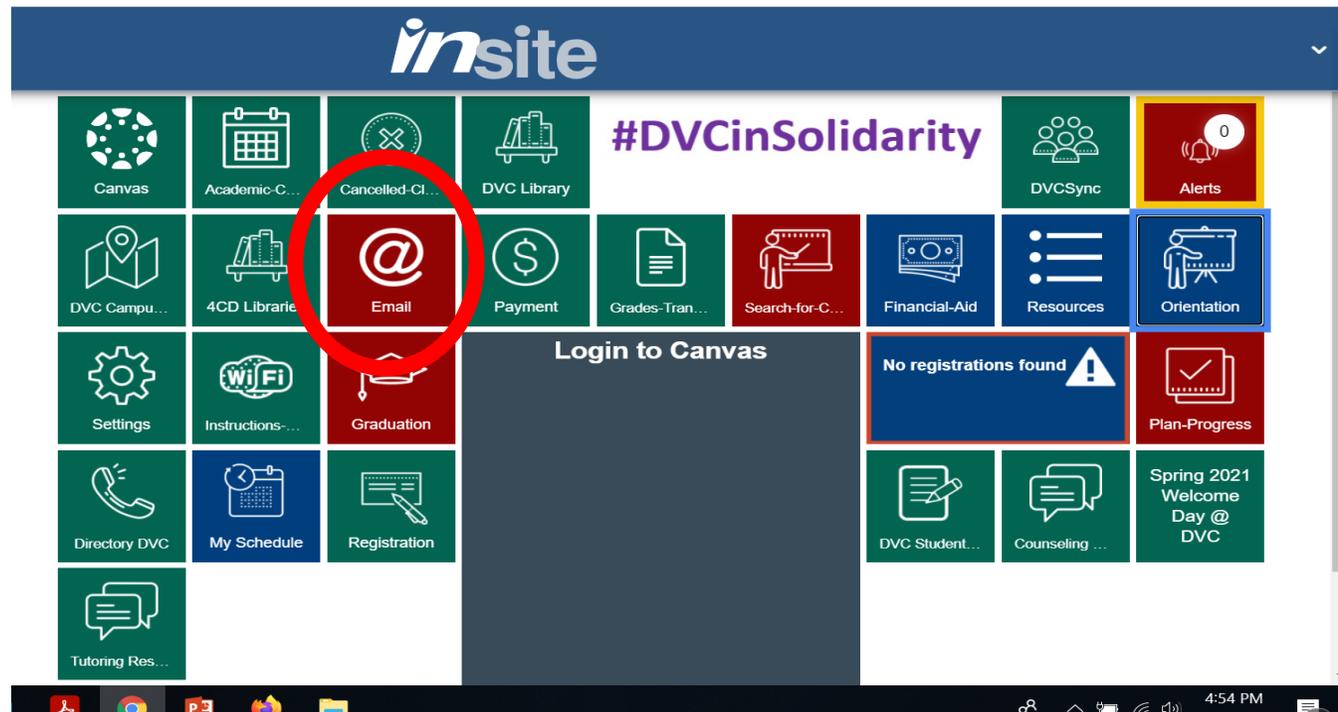
You will use your DVC username to log onto Insite. The first time you log on you will use the password Welcome2DVC followed by the last four digits of the phone number entered on the application. You will then be prompted to create your Insite password. You can find the link to Insite at the top of www.dvc.edu.



DVC EMAIL

Please note that ALL communications will be sent to student's DVC Insite email address

You can view a video on [How To Access Your DVC Email](#) if you need assistance



COMPLETE ONLINE ORIENTATION

After logging into Insite you can access the Online Orientation on the Orientation tile.



COMPLETE THE PLACEMENT PROCESS

On the [Placement Process](#) webpage, you will answer the following questions using information from your high school transcript:

1. Unweighted GPA from high school transcript
2. Select the highest level high school Math class you completed (with at least two semesters) and the grade you earned second semester
 - If you took Algebra II/Trig choose Trigonometry from the options
3. Choose your intended major.

COMPLETE THE PLACEMENT PROCESS

In order to receive a priority registration date, all students must complete the [Placement Process](#), even if you do not plan on taking English or Math.

Once you have completed the placement process, you will receive your results immediately.

All students are placed into college level English and Math. It may be recommended or required that you take a support course with your English or Math class. Placement results and support courses will be discussed further in the DSS Registration Workshop held in April.

If you need assistance with the process, you can view a how to video on the DVC [Placement Process](#) website.

DOCUMENTATION OF DISABILITY

- All students enrolling in Disability Support Services must complete an [DSS Application For Services](#) and provide documentation of disability to receive services.
- Student may use their IEP or 504 plan from high school as documentation of disability
 - Exceptions from this are students who are being served under the category Emotional Disturbance or Other Health Impairment – additional documentation stating a diagnosis may be required if the diagnosis is not stated in the IEP
 - A diagnosis must be stated on 504 plans otherwise additional documentation is required
 - Psychoeducational reports are helpful as well

Important:

This document must be uploaded to the [Application for Services](#). If this application is not completed, including document upload, by March 12th then you must take Couns 095 to continue with course enrollment and contact DSS in the summer to create your accommodation plan.

DSS APPLICATION FOR SERVICES

It is very important that you choose YES on the drop down that asks “Are you a high school senior expecting to graduate?”

You must upload documentation of disability to be eligible for DSS



dynamicforms.ngwebsolutions.com/Submit/Page?form=672a66f3-c197-42aa-bed9-c3720f2618c1&page=425067&token=hza2OTfXLXinOlbj-l47OQy...

Have you received services at LMC or CCC? If Yes please complete the Consent to Share Disability Documents

Have you received services at any other community college or University? If Yes please complete the Consent to Share Disability Documents

Documentation Required for Services

- High School IEP, Psychoeducational Report or State 504 document OR
- An IEP or 504 plan from your most recent school, or a verification from your medical professional listing your disability and functional limitations. A doctor's note must be signed and on letterhead from the medical office. Upload below.

Are you a high school senior expecting to graduate?

Upload your IEP, 504, or other documentation of disability. Please do not password protect your file.
 No file chosen
Files over 25 MB will not be accepted

Upload your IEP, 504, or other documentation of disability. Please do not password protect your file.
 No file chosen
Files over 25 MB will not be accepted

Check all disabilities with which you have been diagnosed:

<input type="checkbox"/> ADHD	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Autism	<input type="checkbox"/> Physical Mobility
<input type="checkbox"/> Acquired Brain Injury (BRI)	<input type="checkbox"/> Speech
<input type="checkbox"/> Deaf/Hard of Hearing	<input type="checkbox"/> Temporary Disability (Describe)
<input type="checkbox"/> Recovery from Chemical Dependency	<input type="checkbox"/> Vision, Low/Blind
<input type="checkbox"/> Intellectual Disabilities	<input type="checkbox"/> Learning Disability (from High School IEP or LD Assessment)
<input type="checkbox"/> I feel I have a learning disability and would like testing	

10:51 AM 2/14/2023

ACADEMIC ACCOMMODATION PLAN

On March 13th students will receive a copy of their Academic Accommodation Plan. This will be sent to the student's DVC email address and will come from **Forms@dvc.edu** with the subject line: **Dynamic Forms: Academic Accommodation Plan - Signature Request.**

This plan details a student's approved student accommodations, including priority registration. This plan must be signed to enroll in Disability Support Services and attend the Disability Support Services Registration Workshop in April. There will be an opportunity for students to discuss additional accommodations with a counselor over summer, if necessary.

The Academic Accommodation Plan needs to be signed by April 3, 2026 in order to receive an invitation to the DSS Registration Workshop otherwise students will need to take Couns 095 to continue with Fall 2026 course enrollment.

REGISTRATION WORKSHOP

Registration Workshop

Students who have completed the steps in [DSS Registration Guide 2026](#) and have a signed Academic Accommodation Plan with DSS by April 3rd will receive an invitation to the DSS Registration workshop. These workshops will be held in person on the DVC Pleasant Hill campus on the following dates:

Tuesday, April 21st, Wednesday, April 22nd, Thursday, April 23rd
&
Saturday, April 25th

Students will need to RSVP for a DSS Registration workshop and only students who have completed the steps in the [DSS Registration Guide 2026](#) by the deadlines will be invited to a DSS Registration Workshop

Students who do not attend this registration workshop will need to register for Couns 095 to receive academic advising for Fall 2026 courses

DISABILITY SUPPORT SERVICES ORIENTATION DAY

A DSS Orientation Day will be held in August prior to the start of the semester. At this Orientation Day students will meet the DSS staff and learn how to request use of their approved accommodations for the Fall 2026 semester.

Invitations to the DSS Orientation Day will be sent to incoming students with signed Academic Accommodation Plans. These invitations will be sent to student's DVC Insite email over the summer.

IMPORTANT TAKEAWAYS

ALL COMMUNICATIONS FROM DSS & DVC WILL BE SENT TO THE STUDENT'S DVC INSITE EMAIL ADDRESS

If the deadlines in this process are not met the student must follow the process of taking Couns 095 and contact Disability Support Services after they are registered for Fall 2026 classes.

- **March 12th** – Deadline to complete DSS application (this includes uploading disability documentation)
- **March 13th** – Academic Accommodation Plans sent to students for signature
- **April 3rd** – Deadline for signed Academic Accommodation Plan to be sent back to DSS
- **April 6th** - Registration workshop invitations will be sent to students who have completed all of the below steps. Students must RSVP to one of the Registration Workshop dates in order to attend.

Consult the [DSS Graduating High School Seniors webpage](#) for further information

FULL TIME FREE TUITION AWARD

- Full-time students qualify for free tuition through the Full Time Free Tuition Award. Up to two years eligibility for fall and spring semesters. Summer term is excluded.
- Must be enrolled in a minimum of 12 units, **or 9 units if you are a DSS student**. Must be a California resident or qualify for in-state residency exemption.

ADDITIONAL NOTES

- If the deadlines in this process are not met the student must follow the process of taking Couns 095 and contact Disability Support Services after they are registered for Fall 2026 classes. Students can get assistance in registering for Couns 095 through the [DVC Welcome & Connect Services](#).
- Students will have the opportunity to discuss additional accommodations with a DSS counselor over the summer
- Educational planning information will be provided by DSS Counselors at the registration workshop in April
- Students will have the opportunity to meet individually with a DSS counselor in the Fall to discuss long term education plans

DVC DISABILITY SUPPORT SERVICES INFORMATION NIGHT FOR INCOMING FALL 2026 STUDENTS

February 10th 5:30-7:00PM

To join the Feb 10th presentation click this [Zoom Link](#)

February 25th 5:30-7:00PM

To join the Feb 25th presentation click this [Zoom Link](#)

This will take place over zoom and agenda items will include Outreach Process, DSS Registration Guide, Accommodation Overview and Documentation Required for Services.

Students and parents/guardians are encouraged to attend. We recommend attending the live session, if you are able, as there will be time set aside at the end for Q&A.

ADDITIONAL QUESTIONS?

If you have questions about the DVC application you can find resources for assistance at [DVC Welcome & Connect Services webpage](#)

If you have DSS questions that cannot be answered through resources on our [DSS Graduating High School Seniors webpage](#) you can send an email to DSSOutreachActivities@dvc.edu.

(Please note that this email is only checked on Fridays)