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

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<table>
<thead>
<tr>
<th>High school (child)</th>
<th>College (Adult)</th>
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</thead>
<tbody>
<tr>
<td>- IDEA</td>
<td>ADA &amp; Section 504</td>
</tr>
<tr>
<td>- Student has IEP</td>
<td>Student must provide documentation and request services</td>
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<tr>
<td>- Teachers/parents advocates</td>
<td>Student advocates</td>
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<tr>
<td>- Staff initiates accommodations</td>
<td>Student initiates accommodations</td>
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<tr>
<td>- Students attendance is required and monitored</td>
<td>Students have more choice and freedom</td>
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<td>- Teachers don’t drop students</td>
<td>Professors have the option to drop students</td>
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<td>- Curriculum can be modified</td>
<td>No modifications to curriculum</td>
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<tr>
<td>- Parent can access student records</td>
<td>Parent must have permission to access records</td>
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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 26th** – Deadline for documents to be sent to DSS
- **Week of April 5th** – Academic Accommodation Plans and DSS applications sent to students for signature
- **April 19th** – Deadline for signed Academic Accommodation Plan and DSS application to be sent back to DSS
- **April 26th** – Deadline to register for Fall 2021 Registration Workshop held on April 27th (workshop invitation will be sent to every student who returns a signed Academic Accommodation Plan) **No late workshop registrations will be accepted**
- **April 30th** – Drop in day for incoming freshman to discuss Fall 2021 course schedule with a counselor. Information on this drop in day will be provided at the registration workshop

**Please note that ALL communications will be sent to student’s DVC Insite email address**
This step-by step checklist will be your guide from applying to DVC through registration in Fall 2021 courses. This process also includes registering with Disability Support Services and receiving your Academic Accommodation Plan.

If you do not have a copy of this checklist you can find it at www.dvc.edu/student-services/disability-support-services/information-for-parents.html

There is a link to the checklist under the deadlines on the above webpage.
Apply to DVC

- Complete an application for admission online at www.dvc.edu/apply
- Create an Open CCC account
- This is a 2 part applications. After creating your Open CCC account you must apply for Summer 2021 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
- You can find a How To video on completing the DVC application at the Disability Support Services Graduating High School Seniors webpage
If you have never applied to a California Community College before then you will need to create an Open CCC account. If you have applied to a California Community College and cannot remember your Open CCC log in information you can click on help and call the phone number provided for assistance.
On the Education page in the application choose the option First Time in College After Leaving High School
The high school transcript information will have no effect on admission or placement. The information entered in the application is for research purposes only.
Within 24 hours after submitting your application you will receive an email with the title “CCCApply Application Verification.” Click on the button within the email to verify.

If you do not receive the Application Verification email contact Contra Costa Community College IT Helpdesk at helpdesk@4cd.edu or 925-229-6888. Be sure to check your spam folders as well.
You will then receive a 2nd email within 3 hours 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.
You will use your DVC username to log onto Insite. The first time you log on you will use your 6 digit birthdate (MMDDYY) as your password. You will then be prompted to create your Insite password. You can find the link to Insite at the top of www.dvc.edu.
Please note that ALL communications will be sent to student’s DVC Insite email address.
After logging into Insite you can access the Online Orientation on the Orientation tile.
COMPLETE MATH AND ENGLISH PLACEMENT

At the link: https://www.dvc.edu/enrollment/assessment/ you will answer the following questions using information from your high school transcript:

**English**
1. What status did you receive on the EAP/CAASP English Test?
   • You will have the option to choose Didn’t take the EAP or Don’t know
2. Select the English class you took your Junior year (11th grade) and the grade you earned in the second semester
3. Unweighted GPA from high school transcript

**Math**
1. What status did you receive on the EAP/CAASP Math Test?
   • You will have the option to choose Didn’t take the EAP or Don’t know
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 from down options
3. Unweighted GPA from high school transcript
Note: For students who received P/NP or C/NC last year due to Covid-19 you should enter the grade you would have received in the class as there is not a P/NP or C/NC option in the placement process.

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.
DOCUMENTATION OF DISABILITY

- All students enrolling in Disability Support Services must provide documentation of disability in order 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 documentation must be sent to DSS at dssoutreachactivities@dvc.edu by March 26th in order to be invited to the DSS Registration Workshop in April. If this documentation is not received by March 26th then you must take Couns 095 to continue with course enrollment and contact DSS when you are enrolled in Fall classes.
During the week of April 5th students will receive a copy of their Academic Accommodation Plan from DocUsign. This will be sent to the student's DVC email address. This plan details a student's approved student accommodations, including priority registration. This plan must be signed in order 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 19, 2021 in order to receive an invitation to the DSS Registration Workshop on April 27th.

If this the Academic Accommodation Plan is not signed by April 19th then students must take Couns 095 to continue with course enrollment and contact DSS when enrolled in Fall classes.
Registration Workshop

Students who have completed the steps in the Getting Started checklist and have a signed Academic Accommodation Plan with DSS by April 26\textsuperscript{th} will receive an invitation to the DSS Registration workshop held on April 27, 2021. The deadline to RSVP for this workshop is April 26, 2021 and the Zoom link will be sent to registered student’s DVC email addresses on April 27, 2021.

Registration Assistance

Assistance with the registration process will be available on April 28\textsuperscript{th} and 29\textsuperscript{th}. The registration assistance zoom link and information will be provided to workshop attendees. This is assistance with the Insite registration process only. Individual academic counseling will not be available to incoming students until the drop in day on April 30\textsuperscript{th}.

Important:

Students who do not attend this registration workshop will need to register for Couns 095 to receive academic advising for Fall 2021 courses.
Drop In Day
Friday, April 30<sup>th</sup> 10:00 – 2:00

Students can register immediately following the workshop on April 27<sup>th</sup>. DSS counselors will be available for 10-15 minute drop in meetings over Zoom on Friday, April 30th from 10:00 – 2:00. The Zoom link will only be provided to workshop attendees. The only topic that will be discussed at the drop in day is fall classes. Students will have the opportunity to meet with a DSS counselor over the summer to discuss additional accommodations, if necessary. Comprehensive educational planning appointments will be available to incoming students in the Fall.
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 2021 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.
PARENT NIGHTS

Parent Information Night
for Incoming
Fall 2021 DSS Students
Please join us for a DVC Disability Support Services Parent Information Night on one of the following evenings:

February 16   5:30-7:00PM
February 24   5:30-7:00PM
March 4       5:30-7:00PM

Agenda items will include Outreach Process while Remote, Step by Step Guide, Accommodation Overview and Documentation Required for Services

Please complete the RSVP form found at https://forms.gle/tTzW1TYyHP4CDka9 in order to receive the Parent Night zoom link
If students need any assistance logging into Insite, checking their DVC email, locating the online orientation or completing the English/Math placement process they can send an email to DSSHighTechCenter@dvc.edu with the subject line: “Incoming 2021 Freshman” and high tech center staff person will respond to you with a zoom link that students can log on to for real time assistance.

You can find additional information and assistance on the DSS Graduating High School Seniors webpage: https://www.dvc.edu/student-services/disability-support-services/information-for-parents.html

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 2021 classes. These steps to registering for Couns 095 can be found at this link: https://www.dvc.edu/future/steps/high-school-senior.html

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.