



Disability Support Services Step by Step Guide For Fall 2018 new students

- Complete an application for admission online at www.dvc.edu/apply
 - Create an Open CCC account
 - My username is _____ My password is _____
- You must apply to DVC for Summer 2018 (even if you do not plan on taking summer courses):
 - Apply for Summer 2018 as a high school graduate/first time in college
- Check your email and write down the following:
 - Student ID number: _____ (this is a 7 digit numeric number)
 - Insite user name _____ Insite password _____
- Documentation of Disability:
 - Provide most current IEP & psycho-educational report and/or 504 plan
 - Documentation of disability must be sent via email to kkoch@dvc.edu
 - **All documents must be submitted by your English Assessment date**
- Complete DVC online orientation at www.dvc.edu/orientation
 - Print completion orientation for your records
- Take Math Assessment at home:
 - www.dvc.edu/issa
 - Print your math assessment scores
- Schedule in person English assessment with extra time
 - Contact Katie Koch at 925-969-2175 or kkoch@dvc.edu to schedule your English assessment
 - You must contact Katie to register for the English assessment. Walk ins will not be accepted.
 - **Bring a copy of your high school transcript with you to the assessment, an unofficial copy is fine**
 - **REMINDER: your documentation of disability MUST be turned in prior to taking the English assessment**
- Assessment Dates and Times:
 - March 19, 2018 1pm – 4pm
 - April 2, 2018 1pm – 4pm
 - April 5, 2018 9am-12pm
 - April 9, 2018 1pm-4pm
 - April 11, 2018 9am-12pm
 - **On your assessment date you must bring photo ID, \$3 to pay for a parking permit and your unofficial high school transcript**
- DSS Registration Workshop
 - After the English Assessment, you will schedule your DSS registration workshop with a DSS Counselor
 - In this workshop you will register for your Fall 2018 courses
 - All other steps listed above must be completed to be enrolled in this workshop
 - Be on time for the class