



## Disability Support Services Step by Step Guide For Fall 2019 new students

- Complete an application for admission online at [www.dvc.edu/apply](http://www.dvc.edu/apply)
  - Create an Open CCC account
  - My username is \_\_\_\_\_ My password is \_\_\_\_\_
- You must apply to DVC for Summer 2019 (even if you do not plan on taking summer courses):
  - Apply for Summer 2019 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 \_\_\_\_\_
- Complete DVC online orientation at [www.dvc.edu/orientation](http://www.dvc.edu/orientation)
  - Print completion orientation for your records
- Documentation of Disability:
  - Provide most current IEP & psycho-educational report and/or 504 plan
  - Documentation of disability must be sent via email to [DSSOutreachActivities@dvc.edu](mailto:DSSOutreachActivities@dvc.edu)
  - **All documents must be submitted by email**
- Schedule Multiple Measures
  - On the Friday after your documentation of disability has been received you will be sent an email with a link to choose a date to come to DVC campus and complete the multiple measures
  - Walk ins will not be accepted.
  - **Bring a copy of your high school transcript with you to Multiple Measures, an unofficial copy is fine**

Multiple Measures Dates and Times:

  - April 9, 2019      9am – 10am
  - April 11, 2019    1pm – 2pm
  - April 16, 2019    1pm-2pm
  - April 18, 2019    9am-10am
  - April 24, 2019    1pm-2pm

**On your multiple measures date you must bring photo ID, \$3 to pay for a parking permit and your unofficial high school transcript**
- DSS Registration Workshop
  - After the Multiple Measures, you will schedule your DSS registration workshop with a DSS Counselor
    - In this workshop you will register for your Fall 2019 courses
  - All other steps listed above must be completed to be enrolled in this workshop
  - Be on time for the class