



Disability Support Services Step by Step Guide For Fall 2020 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 2020 (even if you do not plan on taking summer courses):
 - Apply for Summer 2020 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
 - Print completion orientation for your records
- Complete the Online Math and English Placement Process
 - Math and English placements are determined by entering information from your high school transcript at this link: <https://www.dvc.edu/enrollment/assessment/>
 - Before beginning the process make sure you have a copy of your high school transcript to refer to
 - You can view a How To video at this link: <https://www.youtube.com/watch?v=FqVhGL4kkiw&feature=youtu.be>
This video can also be found at the bottom of the Assessment Center's webpage listed above
 - If you would like in person assistance with this process bring a copy of your high school transcript to the DSS High Tech Center in SSC 250 Monday – Thursday between 9:00am – 4:00pm
- 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
 - Please note that this email address will only be checked on Fridays
 - **All documents must be submitted by email by April 15, 2020**
- DSS Registration Workshop
 - **All steps listed above must be completed by April 15, 2020 to be invited to this workshop**
 - On the Friday after your documentation of disability has been received you will be sent an email with a link to sign up for a DSS registration workshop where you will choose and register for your Fall 2020 DVC classes
 - These workshops will be held during the first two weeks of May
 - This is a student only workshop, parents will not be allowed to sit in
 - **Students must register for this workshop, no walk ins will be taken**