Disability Support Services Step by Step Guide
For Fall 2021 New Students
For further information or assistance with the below steps please visit the DVC DSS website

IMPORTANT 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

☐ 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

☐ 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
  • Link to Orientation can be found on the Steps to Enroll webpage: https://www.dvc.edu/future/steps/new.html
  • 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

☐ Documentation of Disability (All documents must be submitted by email by March 26, 2021)
  • Provide most current IEP & psycho-educational report and/or 504 plan
  • Documentation of disability must be sent via email to DSSOutreachActivities@dvc.edu Please send from your DVC Insite email address

☐ Sign the Academic Accommodation Plan sent from DocuSign by April 19, 2021 in order to receive priority registration and an invitation to the DSS Registration Workshop. There will be an opportunity to discuss additional accommodations with a counselor over the Summer or in the Fall, if necessary

☐ Attend DSS Registration Workshop on April 27, 2021 (Deadline to register for workshop is April 26, 2021 – No exceptions)
  • All steps listed above must be completed in order to be invited to this workshop

☐ Attend the Disability Support Services Orientation in August
  • Invitations will be sent to student’s DVC Insite email over the summer