<table>
<thead>
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<th>High school (child)</th>
<th>College (Adult)</th>
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<td>IDEA</td>
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<tr>
<td>Student has IEP</td>
<td>Student must provide documentation and request services</td>
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<td>Teachers/parents advocates</td>
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<td>Staff initiates accommodations</td>
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<td>Parent can access student records</td>
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</tbody>
</table>
PREPARING FOR COMMUNITY COLLEGE WHILE STILL IN HIGH SCHOOL

- Wean off 1:1 aides
- Start thinking about a potential major
  - Community colleges will require that freshman choose a major at the time of application. This major can be changed, but will may drive the type of courses that a student takes, even at the general education level
Work with your child on learning about their disability, their challenges, their needs, and their strengths

- This will help them in the process of learning what they should self-advocate for in college and beyond

- Have your child start to participate in their own IEP meetings
  - This is a great step in the process of passing on the advocacy responsibilities from you to your child…both exciting and scary

- Make sure student fills out their own application and participates in DVC application process (use their e-mail…, FERPA….)
• Prepare for a potential change in accommodations or the way accommodations are administered
• Know the process for requesting or activating accommodations at your community college
• Visit the campus in the summer when it is not crowded and learn where classes, student services, tutoring center, etc. are on campus
• Attend any Welcome Day, Orientation Day, etc. that is offered at the community college prior to the start of Fall semester
• We do not recommend taking summer courses the summer prior to beginning college
CONFIDENTIALITY

- Unlike in high school, instructors at DVC will not be informed of student accommodations until the student has requested to use their approved accommodations in a specific course
  - All student information remains confidential within DSS unless the student has given permission to release information
  - Instructors are not made aware of students in their class registered with DSS
  - Students must request that their instructors be notified for each service each semester (e.g. request extended testing time in MA 142 Statistics for fall 2022)
- Disclosing to instructors is an individual decision
- Disclosure can be done in email or in person, preferably during an instructor’s office hour
- If unsure whether to disclose or how to disclose your disability work with a DSS counselor during an appointment or a drop in
COMMON ACCOMMODATIONS IN POST SECONDARY EDUCATION

Your student may be eligible for some or all of the below accommodations:

- Testing accommodations
- Kurzweil text to speech
- Notetaking services
  - Smartpens, peer notetaker, Glean
- Priority registration
- Academic counseling
REQUESTING USE OF APPROVED ACCOMMODATIONS

- Although students only need to sign their Academic Accommodation Plan one time, they do need to request to use their approved accommodations each semester.
- Accommodations are not automatically put into place after they are approved for reasons such as confidentiality or necessity.
- Students will request use of their approved accommodations for the Fall semester at our Orientation Day in August.
Online testing accommodations can include additional time on exams and quizzes.

In person testing accommodation can include additional time on exams and quizzes and the student can take the exam/quiz in the DSS Testing Center with reduced distraction.
Notetaking services includes three different options for students:

**Peer Notetaker**
A Peer Notetaker is another student enrolled in the class who will email a copy of their notes at the end of each day. Students may use this as their primary copy of notes or as a supplement to their own notes.

**SmartPen**
A SmartPen is a pen that has a recording device built into it. The SmartPen is used with a notebook made to use with the pen so students can easily find the portions of audio that are needed from the lecture’s recording.

**Glean**
Glean is a webservice that records online lectures and allows you take notes over the recording. It can also annotate the recording so you can return to it later to review or fill in your notes.
Kurzweil is a text to speech software that will read text to the user. It has many useful features for students and they can use the DVC Kurzweil license to put Kurzweil on their personal computers. Students with learning disabilities, ADHD, or a disability that affects their reading comprehension or concentration may benefit from use of Kurzweil.

Students still need to purchase textbooks, but the DSS Alternate Media Specialist can upload the purchased books into the student’s individual Kurzweil library.

Dragon Naturally Speaking is a speech to text software that is also available for students use through DSS. This can be a useful software for students with mobility impairments or learning disabilities.

Students can contact the DSS High Tech Center for 1:1 training on Kurzweil or Dragon Naturally Speaking.
DSS offers tutoring in many subjects, including

- Math up to pre-calculus, including Statistics
- English and other courses that require written papers
- Biology, Chemistry, and Physics

Further information on accessing tutoring can be found at the [DSS home page](#)
DSS counselors provide a range of services including:

- Academic counseling and planning
- Accommodation planning
- Support in academic issues
- Referrals to campus services
- Assistance with communication among individuals and departments on campus
Counseling Appointments

**Drop In**
Drop ins are for quick questions, no more than 15 minutes in length. Drop ins should be utilized for accommodations issues, quick questions/check ins, and immediate needs.

**1 Hour Appointments (1 per semester)**
Counseling appointments should be utilized for comprehensive education planning, discussing classes, and disability/accommodation plans.

In person and virtual counseling appointments and drop ins are open to students.

Please note that individual counseling appointments are not available to high school students.
Students registered with DSS receive priority registration as an accommodation. This means that the student’s registration date will be in the first two days of the registration period before it begins to open up to the general college population.

It is very important that a student pay attention to their registration dates as registering on a priority registration date is the only way to receive priority registration.

It is imperative that students meet the outreach process deadlines set by DSS, otherwise incoming students will not be able to utilize their priority registration accommodation for first semester registration.
Currently, incoming freshman with an IEP or 504 plan who are following this DSS process should NOT take Couns 095, they should follow the process outlined on the DSS Registration Guide.
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 25\textsuperscript{th} – Deadline to complete DSS application (this includes uploading disability documentation)
  - Week of March 28\textsuperscript{th} – Academic Accommodation Plans sent to students for signature (sent to DVC Insite email)
  - April 15\textsuperscript{th} – Deadline for signed Academic Accommodation Plan to be sent back to DSS
  - April 26\textsuperscript{th} – Registration workshop zoom links will be sent to students who have completed ALL of the required steps

Please note that ALL communications will be sent to student’s DVC Insite email address.
This step-by-step DVC DSS Registration Guide will be your guide from applying to DVC through registration in Fall 2022 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 guide you can find it on our [Graduating High School Seniors DSS page](#).

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

- Complete an application for admission online through CCCApply
- Create a CCCApply account
- After creating your CCCApply account you must apply for Summer 2022 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 view this guide to assist with the application: How Do I Apply Online?
- If you need one-on-one assistance with the application, please complete the Virtual Lab request form to schedule an appointment for assistance from DVC Welcome Services.
If you have never applied to a California Community College before then you will need to create an CCCApply account. If you have applied to a California Community College and cannot remember your CCCApply log in information you can click on help and call the phone number provided for assistance or complete the Virtual Lab request form to schedule an appointment for assistance from DVC Welcome Services. Even if your student has taken a class at DVC or is currently enrolled in a class at DVC they still need to reapply as a high school graduate.
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

You can view a video on [How To Access Your DVC Email](#) if you need assistance
After logging into Insite you can access the Online Orientation on the Orientation tile.
In order to receive a priority registration date all students must complete the English/Math placement process, even if you do not plan on taking English or Math.

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.

If you need assistance with the process you can view a how to video on the DVC Assessment Center website: https://www.dvc.edu/enrollment/assessment/
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
Proof of COVID-19 vaccination is required to register for in-person classes or use in-person services starting January 3, 2022. You can learn more about this requirement at COVID-19 Safety FAQ.
VACCINE REQUIREMENTS

- To register for in-person classes or to utilize in-person services, **students must provide proof of vaccination or receive an approved exception.**

- Students who do not provide proof of vaccination or receive an approved exception will be restricted from registering for in-person classes. Students will not be able to register for in-person classes until they become fully vaccinated or receive an approved exception. Once proof of vaccination is submitted, **allow three to seven days** for registration holds to be removed.

- Students who are attending **only online classes** and who will not be visiting campus at all, may choose not to upload their vaccine

- More information on the vaccine mandate and the vaccine card upload can be found at this link: [https://www.dvc.edu/about/safety/health-advisories/covid-19-safety-faq.html](https://www.dvc.edu/about/safety/health-advisories/covid-19-safety-faq.html)
DOCUMENTATION OF DISABILITY

- All students enrolling in Disability Support Services must complete the DSS Application for services and 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 document must be uploaded to the DSS Application for services. If this application is not completed, including document upload, by March 25th then you must take Couns 095 to continue with course enrollment and contact DSS in the summer to create your accommodation plan.
During the week of March 28th students will receive a copy of their Academic Accommodation Plan. This will be sent to the student’s DVC email address and will come from Forms@dvc.edu with the subject line: Dynamic Forms: Academic Accommodation Plan - Signature Request.

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 15, 2022 in order to receive an invitation to the DSS Registration Workshop otherwise students will need to take Couns 095 to continue with Fall 2022 course enrollment.
Registration Workshop
Students who have completed the steps in Registration Guide and have a signed Academic Accommodation Plan with DSS by April 15th will receive an invitation to the DSS Registration workshop. Two workshops will be held, students only need to attend one of the workshops. These will be held on April 27th and April 28th from 4:00PM – 6:00PM. The Zoom link will be sent to all students who completed the steps in the DSS Registration Guide. This link will be sent to students’ DVC email addresses on April 26, 2022.

Registration Assistance
If you need assistance in registering for classes, complete the Virtual Lab request form to schedule an appointment for assistance from DVC Welcome Services. Note that the Virtual Lab does not advise on class selection, but can assist with the process of registering for classes through Insite.

Important:
Students who do not attend this registration workshop will need to register for Couns 095 to receive academic advising for Fall 2022 courses.
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 2022 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 over the summer.
If students need any assistance logging into Insite, checking their DVC email, locating the online orientation or completing the the English/Math placement process they can complete the Virtual Lab request form to schedule an appointment for assistance from DVC Welcome Services.

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 2022 classes. These steps to registering for Couns 095 can be found at this link: https://www.dvc.edu/future/steps/high-school-senior.html or students can get assistance in registering for Couns 095 through the Virtual Lab request form.

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
IMPORTANT TAKEAWAYS

ALL COMMUNICATIONS FROM DSS & DVC WILL BE SENT TO THE STUDENT’S DVC INSITE EMAIL ADDRESS

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 2022 classes. These steps to registering for Couns 095 can be found at this link: https://www.dvc.edu/future/steps/high-school-senior.html

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- **April 26**<sup>th</sup> – Registration workshop zoom links will be sent to students who have completed ALL of the required steps on the Registration Guide

Consult the [DSS Graduating High School Seniors webpage](https://www.dvc.edu/future/steps/high-school-senior.html) for further information.
FIRST-TIME + FULL-TIME = FREE TUITION (FT3) PROGRAM

REQUIREMENTS

- Submit Pledge by the first-year semester deadline
  - November 1st (Fall Semester Start)
  - April 1st (Spring Semester Start)
- Attend a 4CD college full-time (at least 12 units per semester)
- Submit a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application by December 1st (Fall) or May 1st (Spring)
- CA Resident or meet residency exemption
- To maintain eligibility:
  - Complete a minimum of 12 units per semester
  - Maintain a 2.0 GPA for higher

NOTE: Students enrolled in DSS are eligible for the FT3 program with 9 units per semester

Important Information

- Student tuition charges are waived or refunded (if paid upfront) after each primary semester
- Appeal available if student fails to meet deadlines, course completion, or GPA requirements
  - Link available on 4CD FT3 FAQ webpage
- Student may send inquiries to collegepromise@dvc.edu
Counselors can assist with a wide variety of counseling questions, but are unable to answer questions regarding topics that are outside of the scope of the DSS or Counseling departments.

Here are department links that you may find helpful:

- Admissions and Records [https://www.dvc.edu/enrollment/admissions-records/](https://www.dvc.edu/enrollment/admissions-records/)
- Transfer Center [https://www.dvc.edu/enrollment/transfer/](https://www.dvc.edu/enrollment/transfer/)
- Welcome Services [https://www.dvc.edu/enrollment/welcome/](https://www.dvc.edu/enrollment/welcome/)
- Bookstore [https://www.bookcenter.dvc.edu/default.asp](https://www.bookcenter.dvc.edu/default.asp)
- Academic Support Center (ASC) [https://www.dvc.edu/current/tutoring-services/academic-support-center.html](https://www.dvc.edu/current/tutoring-services/academic-support-center.html)
- DVC Website Search Box
If you have questions that cannot be answered through resources on our DSS High School Seniors webpage or the Virtual Lab request form you can send an email to DSSOutreachActivities@dvc.edu.

Please note that this email is only checked on Fridays.