RESOURCE GUIDE
For AB-540 Students
DVC
DIABLO VALLEY COLLEGE
Purpose

At Diablo Valley College, we recognize the dignity and value of the individual and continuously strive to provide opportunities for all those who seek an education. As advocates for the creation and maintenance of a safe place that supports education for all members of our community, we offer this Resource Guide to those who have been marginalized by an undocumented status. This guide explains the resources that are available and outlines the rights in accordance to the passing of laws under the California DREAM Act, Assembly Bill 540 and Senate Bill 150.

Education is no longer just a dream, it is a reality!

Disclaimer
The information in this booklet is general in nature and serves as a guide. Some of the campus information is subject to change without notice.
We encourage all who would like more information on the DREAM Act and any legislation pertaining to undocumented individuals to please go to www.E4FC.org. Educators for Fair Consideration (E4FC) aids undocumented students in their pursuit of a U.S. college education.
Immigration laws are complex, subject to change, and broad in their interpretation. This is not an immigration guide. Immigration questions should be referred to immigration attorneys.

We welcome you to Diablo Valley College and look forward to helping you reach your educational goals!

For more information about DVC’s services for undocumented students visit our DREAMers website: www.dvc.edu/studentservices/dvc_dreamers
Frequently Asked Questions

1. **What does it mean to be undocumented?**
   An undocumented person is a non-citizen who entered the United States without legal immigration status or who stayed after the period she/he was authorized to be here.

2. **If I am undocumented, can I go to college?**
   YES! If you are an undocumented student you can go to any college or university in California as long as you are admitted/accepted. To avoid paying out-of-state fees at a public college or university you must meet the AB540 requirements. Please confirm this information with any private college or university you may be considering.

3. **How do I qualify to pay in-state enrollment fees?**
   In order to qualify for in-state enrollment fees (at a public California college or university) under AB540 you must:
   - Complete 3 years of high school in California
   OR
   - Attain credits earned in California from a California high school equivalent to 3 or more years of full time high school coursework and have attended a combination of elementary, middle and/or high schools in California for a total of 3 or more years
   AND
   - Graduate or obtain the equivalent of a high school diploma or certificate of completion
   - You must also complete an AB540 affidavit (California Non-Resident Tuition Exemption Request form) at the college/university that you will attend stating that you meet AB540 eligibility requirements.
Enrollment Process

**STEP #1 APPLICATION**
All students must create a DVC account by submitting an online application at [www.dvc.edu](http://www.dvc.edu). Important! Before you complete your application, determine when you plan to take COUNS 095 (Step #4). You should apply for the term in which you plan to take COUNS 095, which may be the current term. Once your application has been processed, you will receive an e-mail which provides you with your DVC student information.

If you have questions regarding your status, please contact the Admissions and Records Office at 925-685-1310.

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**a. Eligible High School Graduates – AB540**
After completing high school, submit an AB540 form (affidavit) and an unofficial copy of your high school transcript showing that you have completed 3 years of high school in California and graduated or obtained the equivalent of a high school diploma or certificate of completion to our Admissions and Records Office. The AB540 form can be accessed at [www.dvc.edu/enrollment/a-and-r/pdfs/ab540form.pdf](http://www.dvc.edu/enrollment/a-and-r/pdfs/ab540form.pdf).

**b. High School Students - SB 150**
Concurrently enrolled students (high school students enrolled in college classes) who are classified as non-resident students for fee/tuition purposes may be eligible for the SB150 waiver of non-resident fees while still in high school. Students must be part-time (enrolled in 11 units or less) students who currently reside in California and are attending high school in California. Students wishing to take advantage of this exemption should complete a California Residency Reclassification Request form and attach a copy of high school transcripts showing current enrollment. Forms and attachments should be submitted to the Admissions and Records Office.

**c. Apply for financial aid**
You may be eligible to receive free money for college! Fill out the CA DREAM application and Board of Governors Fee Waiver (BOG). (See page 10 for more information).
Enrollment Process (continued)

STEP #2 ONLINE ORIENTATION
Learn important information you need to know to be a successful student. You must complete this step online prior to taking the College Assessments (Step #3). Go to www.dvc.edu/orientation. For in-person assistance in completing the online orientation, visit the Enrollment Lab. You must complete this step prior to taking the assessment.

STEP #3 ASSESSMENT
Knowing your ability levels in math, English or English as a Second Language will help you register for the classes that will be just right for you. Go to www.dvc.edu/assessment for more information or to make an appointment. You must complete this step prior to enrolling in COUNS 095 (Step #4).

STEP #4 ACADEMIC ADVISING/EDUCATIONAL PLANNING
Start your college career on the right path by enrolling in Counseling 095 and meeting with a counselor and learning more about the transfer/degree paths as well as the resources, policies and procedures at DVC. (Note: Non-resident high school students wishing to take advantage of the SB150 waiver of non-resident fees should complete a California Residency Reclassification Request form (http://www.dvc.edu/enrollment/a-and-r/pdfs/ab540form.pdf) and attach a copy of their high school transcripts showing current enrollment. Forms and attachments should be submitted to the Admissions and Records Office.)

STEP #5 REGISTER
Review the educational plan you created with the counselor and enroll in your classes via WebAdvisor at www.dvc.edu/webadvisor.
Non-resident students are required to pay “out-of-state” or “non-resident” fee to attend California’s public colleges and universities. These fees are much higher.

<table>
<thead>
<tr>
<th></th>
<th>California Resident/AB540 Qualified</th>
<th>Non-resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Per Unit</strong></td>
<td>$46.00</td>
<td>$269.00</td>
</tr>
<tr>
<td>Student Union Fee</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Fee is per unit but shall not exceed $10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Refund for this fee can be requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td>$52.00</td>
<td>$275.00</td>
</tr>
</tbody>
</table>

Below is an example of what the cost would be for a full-time student (Based on enrollment in 12 units for the 2015-2016).

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<th>Non-resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost for 12 units</strong></td>
<td>$552.00</td>
<td>$3,228.00</td>
</tr>
<tr>
<td>Student Union Fee</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
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<td>Fee is per unit but shall not exceed $10.00</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td>$567.00</td>
<td>$3243.00</td>
</tr>
</tbody>
</table>

Please note: The above fees apply to all California Community Colleges as adopted by the Board of Governors-Education Code section 76300. The regulations appear as sections 58500-58509 of title 5 of the California Code of Regulations. The Board’s regulations on enrollment fee waivers are set forth at title 5, sections 58600 et seq.
Additional Support Services

EOPS, CARE and CalWORKs
California Dream Act students are eligible to participate in these programs for terms beginning on or after January 1, 2013.

Extended Opportunity Programs and Services (EOPS)
EOPS is committed to meeting the unique educational needs of students hindered by language, social, and economic disadvantages. Eligible students may receive a wide variety of services including, but not limited to, individualized academic and personal counseling, peer support, book vouchers, priority registration and academic and transfer assistance.

To be considered for EOPS, you must meet the following criteria:
• Meet California residency or AB 540 criteria
• Enroll full-time (12.0 or more units) during their semester of application (NOTE: Exceptions may be made for those with disabilities. Students who are parents and foster youth may apply with 9.0-11.9 units)
• Qualify to receive the Board of Governors fee waiver (BOGW).
• Not be a recipient of an Associate’s Degree or higher or have completed more than 70 degree applicable college units
• Be considered educationally disadvantaged as determined by EOPS state guidelines.

For more information, go to www.dvc.edu/EOPS.

Cooperative Agencies Resources for Education (CARE)
CARE provides eligible students support services such as study-time child care grants, meal tickets, parking permits, specialized workshops and events and parent support groups.

To qualify for CARE, you must meet the following criteria:
• Be deemed an eligible EOPS students
• Be a CalWORKs/TANF participant
• Have at least one child fourteen years of age or younger
• Be part of a single parent assistance unit household as determined by county CalWORKs criteria

For more information, go to www.dvc.edu/EOPS and click on the CARE home page link.
California Work Opportunity & Responsibility to Kids (CalWORKs)
CalWORKs assist welfare to work recipients in meeting their education and career goals.

To qualify for CalWORKs, you must meet the following criteria:
• Receive cash assistance from the Employment and Human Services Department
• Be enrolled at Diablo Valley College
• Have education be deemed part of your county Welfare to Work activities plan

For more information, go to www.dvc.edu/calworks

Enrollment Lab
Enrollment Lab staff members provide in-person computer assistance. This is a great resource if you need assistance with completing the online admissions application, enrolling in classes or other functions of InSite Portal/WebAdvisor, online orientation, the Free Application for Federal Students Aid (FAFSA), and other DVC online functions.

For more information, go to www.dvc.edu/admissions and click on the “Enrollment Lab” link located in the left-hand column.

Counseling Center
The Counseling Center welcomes all students and provides in-person, phone and Skype appointments. It is highly recommended that you meet with a counselor during you first semester at DVC, and thereafter once a semester. In your first appointment, the counselor will create an education plan for you that is aligned with your current academic and career goals. If you change your major or career path, please notify your counselor so your educational plan can be adjusted accordingly.
Counselors can assist you with the following:

- Discuss issues or concerns you may about any academic challenges
- Discuss any personal issues that could be affecting your studies (residency status, family troubles, relationships, financial hardships and etc.)
- Check your completion status towards a DVC Associate Degree or Certificate
- Explain graduation and transfer requirements for various Universities/Colleges
- Explain the transcript evaluation from another institution *(Please make sure your official transcript from the other college/university was received by DVC’s Admissions and Records Department prior to scheduling a counseling appointment.)*
- Help you understand career pathways (ex. Business major to Certified Public Accountant)

**Career Employment and Transfer Services**

DVC Career and Transfer Services is a one-stop shop for students and alumni looking for answers to their career and transfer related questions. Our staff can help you get ready for a new job or a new university.

**Career Services**

Whether you are a student, employer, or faculty/staff member, DVC Career Services is eager to help you achieve your goals. No matter what brings you here, our dedicated staff are ready to support you every step along your way.

- Career assessments
- Job search guidance and support
- Searching for internship and volunteer opportunities
- Resume and cover letter feedback
- Interview preparation assistance
- Online Job Board access for DVC students and alumni
- An annual spring Career and Internship Fair, as well as weekly employer campus visits
- Information on how to utilize LinkedIn for networking
**Transfer Services**

Transfer Services offers assistance to students on the transfer process. We offer drop-in times Monday through Thursday to meet with a DVC Counselor, appointments and drop-in sessions with visiting college representatives, and workshops and materials on how to transfer. The Transfer Services staff also provides one-on-one help with 4-year college applications.

Transfer Services include:

- College and major research
- Application assistance
- Labs and workshops to teach you how to transfer
- Personal Statement reviews
- Drop-in counseling assistance for basic transfer questions
- GPA calculations
- Bi-annual Transfer fairs, as well as daily college representative campus visits

**Financial Aid**

Undocumented students who qualify for AB540 are eligible for state financial aid which includes:

1. Broad of Governor’s Fee Waiver
2. Cal Grant
3. Chafee Grant

**To apply, students must:**

1. Complete the California Dream Act Application online at [www.caldreamact.org](http://www.caldreamact.org) (Cal Grant has a March 2nd deadline date)
2. Submit GPA Verification form for Cal Grant by March 2nd
3. Submit the California Nonresident Tuition Exemption Request form to the Admissions and Records Office to determine AB540 eligibility
4. Check Insite Portal email account for further instructions and "Missing Information Checklist" email
Scholarship Program
High school students entering Diablo Valley College, continuing students, and students transferring to four-year colleges and universities will find many opportunities to compete for scholarships. AB540/Undocumented students are encouraged to apply. These scholarships have been established for DVC students by individual sponsors, local state, and national organizations. The Diablo Valley College Scholarship Program online application offers a variety of scholarships through one convenient application.

Eligibility: Scholarship awards are based on a variety of criteria. Some of the major areas of consideration are grade point average, financial need, and community service experience. The majority of scholarships require that students have a cumulative grade point average of at least 2.0 for consideration.

Other Scholarships: There are additional scholarship opportunities available from outside sources. Applications for these scholarships are also available in the Scholarship Program Office. These applications have varying application deadlines. It is important to check the Scholarship Program Office regularly to avoid missing deadlines. We also offer other resources to assist students in their scholarship search. Workshops are made available throughout the Scholarship season.

The DVC Scholarship Office is located in the Student Services Center 1st floor in the EOPS Suite. Hours of operation are: Mon.-Thur. 9 am-5 pm. San Ramon Campus drop in hours are Mon.-Thur. 10am-6 pm. Please visit the DVC Scholarship website for additional information: www.dvc.edu/scholarships

Welcome Services
Welcome Services is a great starting point for prospective and new students who have questions about the enrollment process. They also provide referrals to campus offices and assistance with general questions about DVC. Welcome Services is also the meeting place for campus tours guided by Student Ambassadors.

Please visit the Welcome Services website for additional information: www.dvc.edu/welcomeservices
Student Privacy

The Family Educational Rights and Privacy Act (FERPA) is designed to protect students from having their records released to persons or institutions without the student’s written consent. FERPA also provides students with the right to review their education records to insure that no inaccurate or otherwise inappropriate information has been included in their file. If the student discovers that there is inaccurate information in their record, they can challenge the content of such record.