

## **Class of 2016 Enrollment Guide**

### **HIGH SCHOOL GRADUATING SENIORS**

This guide provides detailed instructions on how to complete each step needed to enroll in our college. Carefully review the instructions before beginning the application and enrollment process.

#### **Step #1 APPLICATION** (pages 2-3)

All students must create a DVC account by submitting an online application.

#### **Step #2 ONLINE ORIENTATION** (page 3)

Important information you need to know to be a successful student. You must complete this step prior to taking the English and math assessments. (See Step #3)

#### **Step #3 ASSESSMENT** (pages 3-5)

Assessment tests are tools designed to place you into appropriate English and math courses. You must complete both English and math assessments prior to taking a COUNS 095 class. (See Step #4)

#### **Step #4 ACADEMIC ADVISING/EDUCATIONAL PLANNING**

**COUNS 095** (pages 6-7)

Start your college career on the right path by meeting with a counselor and creating an educational plan. Learn more about our transfer/degree/certificate paths as well as our resources, policies, and procedures.

#### **Step #5 REGISTRATION** (page 7-8)

Don't delay! Register for classes on your assigned registration date.



## Step #1: APPLICATION

### First:

- To participate in COUNS 095 between March 19 and May 23 apply for **SPRING 2016.\***
  - **You must submit two (2) applications:**
    1. **FIRST application:** Apply for SPRING 2016 and in the Education section select "enrolling in high school and college at the same time" under Entry Level because you will be considered a concurrent enrollment high school student. This is so that you can enroll in a COUNS 095 class that will be held between March 19 and May 23.
    2. **SECOND application:** Apply for SUMMER 2016 as a first-time college student. *This is a necessary step in order for you to receive an early registration date.*
- \*Summer applications will be accessible on February 16\***

### Next:

- Complete an application for admission online at [www.dvc.edu/apply](http://www.dvc.edu/apply).
- If you are a new user you will need to create an account.
- If you are a returning OpenCCC user and need assistance finding your account, click the "I Forgot My Username" button on the sign in page.
- After you create a new account or sign into your OpenCCC account, there will be several pages of the application to complete – including providing your educational background, interests and other personal information. When complete, be sure to submit on the final page.

***\*Why should you complete COUNS 095 so early?***  
***To receive academic advising and earn the earliest possible registration date!***

### **You must submit TWO (2) applications**

- ☐ I submitted my 1<sup>st</sup> application for SPRING 2016 as a concurrent enrollment high school student on

\_\_\_\_\_ Date

- ☐ I submitted my 2<sup>nd</sup> application for SUMMER 2016 as a new college student on

\_\_\_\_\_ Date

.....

### ☐ **I applied**

Write down your OpenCCC username:

\_\_\_\_\_ and your  
OpenCCC password:  
\_\_\_\_\_

↓

Also write down your OpenCCC security question answer and pin # and keep this information in a safe place. You will need this if you forget your username and password.

## Check your email

- After submitting the online application, check your email for a "Thank you for applying to Diablo Valley College" email stating that your application has been submitted.
- Check your spam/junk folder in case the emails are misdirected.
- Within 24 hours you will also receive an email which provides your DVC student ID#, Insite Portal username and Insite e-mail address. The title of this email is "Important Information Regarding Your Student Account". You should **read** this email carefully and **save** it for future reference. It will take **an additional 24 hours** from the time you receive your student ID number for you to be able to log into the InSite Portal and begin using all of DVC's online services, such as making an assessment appointment.
- Begin using your DVC InSite email and check it regularly. This is how the college will communicate with you about your registration, financial aid, appointments, and classes.
- Stay informed via text message and receive up-to-date information about the college and your classes (e.g. class cancellations, wait list availability), as well as appointment confirmations. Go to Insite Portal and click on "Opt-in for Text Messages".

### ☐ I received my DVC student information

Write down your  
DVC student ID number:

InSite Username:

InSite Password:

InSite e-mail address:

## Step #2: ONLINE ORIENTATION

The Online Orientation is a mandatory step to receive an early registration date. It is a resource intended to provide you with information that will help you reach your educational goal at DVC. You will learn how the college operates, what support services are available, how to navigate the online student portal, and how to ensure your path to success.

- You will need to login to Insite Portal in order to access the Online Orientation. You must complete the Online Orientation prior to taking the assessments and to receive an early registration date.
- Go to [www.dvc.edu/orientation](http://www.dvc.edu/orientation) to access and complete this requirement.
- You must complete this prior to enrolling in COUNS 095 for Academic Advising and Educational Planning.

### ☐ I completed the Online Orientation on:

\_\_\_\_\_ Date

## Step #3: ASSESSMENT

Be sure to take this crucial step seriously. Completing your English or ESL and math assessments ensures that you take the most appropriate courses for you and provide a starting point for you to successfully reach your educational goals. Review sample questions for each subject by visiting the Assessment Center's website at [www.dvc.edu/assessment](http://www.dvc.edu/assessment). Knowing what types of questions to expect and the assessment format will help prepare you for the test.


### How to make an assessment appointment

- You must apply to DVC and complete the Online Orientation (Steps # 1 and #2) **before** you can take the assessments.
- Assessments are offered on our Pleasant Hill or San Ramon campuses by appointment only. Check for days and times of assessment appointments and make an appointment online by visiting [www.dvc.edu/assessment](http://www.dvc.edu/assessment).
- Check your Insite email for an appointment confirmation and reminder.
- Plan to arrive 10 minutes early for your assessment appointment. If you are late, you will be unable to take the assessments. If taking the assessment at the Pleasant Hill campus, you will need time to purchase a daily parking permit, available at machines in the parking lots.
- You must bring your student ID number and a photo ID with you to the test.
- If you are unable to keep your appointment time, be sure to cancel or you may be blocked from making future appointments. See the Assessment Center website for policies on "no-shows" and missing appointments.

## Prepare for an English or English as a Second Language (ESL) course

Most students will take an English/ESL assessment. Read the information below carefully to determine if you need to make an English assessment appointment or if you need to submit other documentation to prove you are exempt.

### English Testing Exemptions

- Completion of an English assessment at another California Community College within the last two years
-  Passing the English portion of the EAP/CAASPP with a score of "CSU Ready/Standard Exceeded" or "CSU Ready – Conditional/Standard Met" in combination with successful completion of the ERWC course from a recognized high school. Please note that EAP scores are only valid for registration for 1 year after high school graduation.

☐ **I am prepared for an English or ESL course**

If taking the assessment, write down your English/ESL assessment appointment date/time:

\_\_\_\_\_

If you are exempt, see Page 5 – "Show proof of assessment exemptions" for further instructions.

## Prepare for a Math course

Most students will take one of two of our math assessments. Read the information below carefully to determine which math assessment is best for you, if you need to take a math assessment or if you need to submit other documentation to prove you are exempt.

### INFORMED STUDENT SELF-ASSESSMENT (ISSA)

If you have not taken Algebra II or higher and passed with a 'C' or better within the last two year, take the online Informed Student Self-Assessment (ISSA).

- The ISSA is designed to be taken via the internet at your convenience from home or computer lab. Students do not need to take this exam in the Assessment Center. To take this exam log into [www.dvc.edu/issa](http://www.dvc.edu/issa) with your Insite Portal username and password.
- The ISSA may be taken multiple times.
- This assessment is used for placement into Math 75 (Arithmetic and Pre-algebra), Math 80AA (Accelerated Algebra I), Math 90/90E (Elementary Algebra), Math 94 (Statway I), Math 114 (Geometry), Math 120 (Intermediate Algebra) or Math 150AB (Accelerated Algebra II).

Which ISSA test was taken?

- ☐ Math Readiness Algebra I
- ☐ Math Readiness Algebra II

Write down your recommended placement:

\_\_\_\_\_

### COLLEGE LEVEL MATH

If you have taken Algebra II or higher and passed with a 'C' or better within the last two years and still feel confident in your skills, take the College Level Math assessment.

- The College Level Math assessment measures your ability to solve problems that involve college-level mathematics concepts. There are no calculators allowed on this assessment.
- Follow instructions on page 3 regarding how to make an assessment appointment.

If you need the **College Level Math** assessment:

Write down your Math appointment date/time:

\_\_\_\_\_

Write down your placement result:

\_\_\_\_\_

## Prepare for a Math course (continued)

### Math Exemptions

- Completion of a math assessment at another California Community College within the last two years.
- Passing the math portion of the EAP/CAASPP with a score of "College Ready/Standard Exceeded" (we do not accept a "Conditional/Standard Met" score). Please note that EAP scores are only valid for registration for 1 year after high school graduation.

## Show proof of assessment exemptions (if applicable)

If you qualify for assessment testing exemptions, submit proof to the appropriate office(s):

- Take high school EAP/CAASPP scores to the Assessment Center (and your high school transcript if you have taken an ERWC class).
- Take California Community College assessment results to the Assessment Center.
- Take AP exam scores to Admissions and Records. (For prerequisite clearance only.)
- Take transcripts with an attached Prerequisite Form to Admissions and Records Office. You can obtain the Prerequisite Form by going to the Admissions and Records Office webpage at [www.dvc.edu/admissions](http://www.dvc.edu/admissions). Click on the "Forms" link in the left hand column. Then, click on "Prerequisite Form".
- You may also submit all of these documents to San Ramon Campus Admissions and Records Office.

**I need to show proof  
of exemptions for:**

- ☐ English
- ☐ Math

Complete this step  
only if needed

## Step #4: **ACADEMIC ADVISING/EDUCATIONAL PLANNING**

### **COUNSELING 095**

- New college students cannot make individual appointments with DVC counselors; COUNS 095 is the only way that new students receive initial academic advising.
- COUNS 095 provides an overview of general education requirements, reviews important college information, and allows you to work on a first semester education plan with a counselor.
- **Students must also attend COUNS 095 to get an earlier registration date** Make sure you have applied for the semester in which you want to take COUNS 095. (see Page 2)
- You must complete the online orientation and take your assessment before you can enroll in a COUNS 095 class.

**Note:**

- You will need to bring a completed Special Admissions Recommendation form to your assessment appointment in order to be registered for COUNS 095.
  - If your high school has not scheduled a special assessment session, you will need to submit a completed Special Admissions Recommendation form **in person** at Admissions and Records. Download the Special Admissions form at [www.dvc.edu/admissions](http://www.dvc.edu/admissions). Click on the "Forms" link in the left hand column. Then, click on "Special Admission Recommendation Form".
- Remember, students get an early registration date for completing COUNS 095, so take this class as soon as possible!

☐ **I am registered for COUNS 095**

Write down your class information:

section # \_\_\_\_\_  
date(s) \_\_\_\_\_  
time \_\_\_\_\_  
building \_\_\_\_\_  
room \_\_\_\_\_

**IMPORTANT NOTE!**

Prior to enrolling in COUNS 095, you must:

- Complete the Online Orientation
- Take the English and math Assessments

Bring the following to your COUNS 095 course:

- A copy of your Assessment results
- A copy of your high school transcript

### **Attend and Complete COUNS 095**

- Review the course schedule and college catalog in advance at [www.dvc.edu/classes](http://www.dvc.edu/classes).
- Think about your academic goals and be prepared to ask any questions you may have for the counselor.
- You must arrive on time and attend the entire session.
- If you signed up for a 2-day class, you must attend both sessions to get credit for attendance.
- Take a copy of your assessment results or write down scores from WebAdvisor.
- Take an unofficial copy of your high school transcript.
- Be sure to take notes and keep any handouts the counselor gives you.

☐ **I attended COUNS 095**

Be on time and attend the entire session(s)

## Clear prerequisites (if needed)

- Some courses have a prerequisite requirement to ensure that a student has the appropriate knowledge and skills to be successful.
- If you completed the prerequisite at another educational institution (high school or college) the Admissions and Records Office will need to clear your prerequisite requirement **prior to your registration appointment time**, so plan ahead.
- Submit transcripts to clear prerequisite requirements. High school transcripts are not required for admission to DVC; however, students who want to enroll in a course with a prerequisite must satisfy the prerequisite requirement before they are permitted to register.
- Sufficient completion of a prerequisite is a C grade or better. To clear a prerequisite you must submit a completed Prerequisite Form to the Admissions and Records Office and attach your supporting documentation.
- For more information about prerequisites, see [www.dvc.edu/prerequisites](http://www.dvc.edu/prerequisites).

☐ **I need to clear the following prerequisites**

\_\_\_\_\_  
\_\_\_\_\_  
Complete this step only if required

## Step #5: Registration

- Your registration date can be viewed on the main page of the InSite Portal under "My Registration Date(s).
- This is an **online** registration appointment, not in person.
- Register online using the Student Planning link in Insite Portal on your assigned registration date and time.
- Make sure you know how to log in and use Insite Portal and Student Planning **before** your registration day. Assistance with online services is provided at the Pleasant Hill Enrollment Lab or the San Ramon Learning Commons.
- Be sure to follow the instructions carefully and **print a copy** of your schedule.

☐ **I registered for classes**

My online registration date

\_\_\_\_\_  
and time  
\_\_\_\_\_

## Pay fees and/or apply for financial assistance

- You can pay fees on InSite Portal/WebAdvisor with a credit card when you register online. Payments may also be made in person at the Cashier located on the 1<sup>st</sup> floor of the Student Services Center in Pleasant Hill, or at the San Ramon Admissions Office.

### OPTIONAL

- Financial Aid is available at DVC! Don't forget to apply to see if you qualify for free tuition and free money for books, supplies, transportation, housing, etc. Applications are available online at [www.fafsa.gov](http://www.fafsa.gov). Visit [www.dvc.edu/financialaid](http://www.dvc.edu/financialaid) for more information about how to apply, types of financial aid, drop in hours at the Pleasant Hill and San Ramon campuses, and more.
- The Scholarship Office is also located at Pleasant Hill or you can learn more by visiting [www.dvc.edu/scholarships](http://www.dvc.edu/scholarships).
- Extended Opportunity Programs and Services (EOPS) offers many services for students hindered by social and economic disadvantages. Visit the office at Pleasant Hill or learn more by visiting [www.dvc.edu/eops](http://www.dvc.edu/eops).

☐ **I paid my fees**

☐ Optional: I applied for financial assistance and completed all necessary steps of that process

## Get ready for class!

- Textbooks can be purchased or rented online or in person. The Book Center will have the list of books required for each class. Visit in person at either Pleasant Hill or San Ramon, or online at [www.bookcenter.dvc.edu](http://www.bookcenter.dvc.edu). You may also review the syllabus that your instructor gives you on the first day of class to learn what books are required.
- If you will be parking at the Pleasant Hill Campus, purchase a **parking permit** online through WebAdvisor under the "Academic Services" menu. Parking permits are not required in San Ramon.
- Take any photo ID and a copy of your class schedule to the Student Life Office in the Student Union Building or to the Library at Pleasant Hill (or Student Services W109 in the Learning Commons at San Ramon) to obtain your **DVC student ID card**. This free card is required to use the library and/or printers around campus.
- Print out a copy of your class schedule, get a campus map from Welcome Services, SRC West Lobby, or online at [www.dvc.edu/org/campuses](http://www.dvc.edu/org/campuses), and then familiarize yourself with building and room locations before the first day of classes. View our virtual campus tour or schedule a guided tour with a DVC Student Ambassador at [www.dvc.edu/tours](http://www.dvc.edu/tours).
- Remember to **bring a printout of your class schedule with you on the first day of classes** so that you can locate the buildings and rooms for each of your courses.
- Learn about **campus resources**. You can obtain more information about Disability Support Services (DSS), Student Life, Veterans Services and many other programs that will enhance your success as a student. Visit [www.dvc.edu/student-services](http://www.dvc.edu/student-services) to learn more.
- Be sure to **have a photo ID with you at all times**. If you need help in campus offices, you will need to show an ID for assistance so that staff can access your student record.
- Regularly **check your InSite email** as well as any alerts and announcements posted on InSite so that you can stay informed of important registration, financial aid, academic and other information during the semester.

### ☐ I am ready for the first day of class

- ☐ Printed my schedule
- ☐ Purchased parking permit
- ☐ Purchased books
- ☐ Visited campus to find all my classrooms
- ☐ Got my DVC student ID card
- ☐ Started learning about campus resources

*Hands-on help with completing an online application, using InSite Portal/WebAdvisor, the Student Planning Tool and many other online services:*

#### **Pleasant Hill Campus**

Visit the Enrollment Lab  
1<sup>st</sup> floor Student Services Center

#### **San Ramon Campus**

Visit the Learning Commons in person or  
contact Ann Uawithya at [auawithya@dvc.edu](mailto:auawithya@dvc.edu)



**COUNS 095 sections meeting at the PLEASANT HILL CAMPUS in Spring 2016**

Course & Section	Days	Start Time	End Time	BUILD	ROOM	Start Date	End Date
COUNS 095-7099	S	9:00AM	12:00PM	ATC	113		
	S	1:00PM	3:50PM	ATC	113	3/19/2016	3/19/2016
COUNS 095-7100	W	4:00PM	6:50PM	HSF	292	3/30/2016	4/6/2016
COUNS 095-7114	S	9:00AM	12:00PM	L	149		
	S	1:00PM	3:50PM	L	149	4/16/2016	4/16/2016
COUNS 095-7115	S	9:00AM	12:00PM	ATC	115		
	S	1:00PM	3:50PM	ATC	115	4/16/2016	4/16/2016
COUNS 095-7116	S	9:00AM	12:00PM	ATC	113		
	S	1:00PM	3:50PM	ATC	113	4/16/2016	4/16/2016
COUNS 095-7118	S	9:00AM	12:00PM	ATC	112		
	S	1:00PM	3:50PM	ATC	112	4/16/2016	4/16/2016
COUNS 095-7120	W	4:00PM	6:50PM	HSF	292	4/20/2016	4/27/2016
COUNS 095-7124				GOFF	ONLINE		
	W	4:00PM	6:50PM	L	148	4/20/2016	4/27/2016
COUNS 095-7125	S	9:00AM	12:00PM	HSF	292		
	S	1:00PM	3:50PM	HSF	292	4/23/2016	4/23/2016
COUNS 095-7126	S	9:00AM	12:00PM	ATC	113		
	S	1:00PM	3:50PM	ATC	113	4/23/2016	4/23/2016
COUNS 095-7139	S	9:00AM	12:00PM	ATC	112		
	S	1:00PM	3:50PM	ATC	112	4/23/2016	4/23/2016
COUNS 095-7140	S	9:00AM	12:00PM	ATC	115		
	S	1:00PM	3:50PM	ATC	115	4/23/2016	4/23/2016
COUNS 095-7151	S	9:00AM	12:00PM	ATC	113		
	S	1:00PM	3:50PM	ATC	113	4/30/2016	4/30/2016
COUNS 095-7152	S	9:00AM	12:00PM	ATC	115		
	S	1:00PM	3:50PM	ATC	115	4/30/2016	4/30/2016
COUNS 095-7153	S	9:00AM	12:00PM	HSF	292		
	S	1:00PM	3:50PM	HSF	292	4/30/2016	4/30/2016
COUNS 095-7154	S	9:00AM	12:00PM	ATC	112		
	S	1:00PM	3:50PM	ATC	112	4/30/2016	4/30/2016
COUNS 095-7145	M/W	4:00PM	6:50PM	HSF	292	5/2/2016	5/4/2016
COUNS 095-7155	T/TH	4:00PM	6:50PM	HSF	292	5/3/2016	5/5/2016
COUNS 095-7162				GOFF	ONLINE		
	T	4:00PM	6:50PM	ATC	115	5/3/2016	5/10/2016
COUNS 095-7157	S	9:00AM	12:00PM	ATC	113		
	S	1:00PM	3:50PM	ATC	113	5/7/2016	5/7/2016
COUNS 095-7158	S	9:00AM	12:00PM	ATC	115		
	S	1:00PM	3:50PM	ATC	115	5/7/2016	5/7/2016
COUNS 095-7159	S	9:00AM	12:00PM	HSF	292		
	S	1:00PM	3:50PM	HSF	292	5/7/2016	5/7/2016

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**COUNS 095 sections meeting at the PLEASANT HILL CAMPUS in Spring 2016**  
continued

Course & Section	Days	Start Time	End Time	BUILD	ROOM	Start Date	End Date
COUNS 095-7166	W/TH	4:00PM	6:50PM	L	148	5/11/2016	5/12/2016
COUNS 095-7170	S	9:00AM	12:00PM	ATC	112		
	S	1:00PM	3:50PM	ATC	112	5/21/2016	5/21/2016
COUNS 095-7172	S	9:00AM	12:00PM	ATC	115		
	S	1:00PM	3:50PM	ATC	115	5/21/2016	5/21/2016
COUNS 095-7173	S	9:00AM	12:00PM	HSF	292		
	S	1:00PM	3:50PM	HSF	292	5/21/2016	5/21/2016
COUNS 095-7178	S	9:00AM	12:00PM	ATC	113		
	S	1:00PM	3:50PM	ATC	113	5/21/2016	5/21/2016
COUNS 095-7179	MT	4:00PM	6:50PM	HSF	292	5/23/2016	5/24/2016

**COUNS 095 sections meeting at the SAN RAMON CAMPUS in Spring 2016**

Course & Section	Days	Start Time	End Time	BUILD	ROOM	Start Date	End Date
COUNS 095-9002	TW	4:00PM	6:50PM	SRC	E161	4/5/2016	4/6/2016
COUNS 095-9004	WTH	4:00PM	6:50PM	SRC	E161	4/20/2016	4/21/2016
COUNS 095-9006	MT	4:00PM	6:50PM	SRC	E164	4/25/2016	4/26/2016
COUNS 095-9007	TW	4:00PM	6:50PM	SRC	E161	4/26/2016	4/27/2016
COUNS 095-9008	MT	4:00PM	6:50PM	SRC	E161	5/9/2016	5/10/2016
COUNS 095-9214	WTH	4:00PM	6:50PM	SRC	E161	5/18/2016	5/19/2016

*General questions about DVC enrollment and campus tours:*

**Welcome Services**  
1<sup>st</sup> floor Student Services Center  
welcome@dvc.edu  
925-969-2106

