

# DVC ENROLLMENT CHECKLIST

## Graduating High School Seniors 2026



*This checklist provides detailed information about DVC's enrollment process for graduating High School Seniors. Please read each section carefully to ensure you have correctly completed each step. QR Codes will lead you to "How To Guides." Additional help and support resources can be found on the second page.*



Apply

### Step 1: Apply to DVC for SPRING 2026

Select **Enrolling in High School and College at the Same Time** in the education status section of the application. The purpose of this application is to allow you to enroll in your education planning course, COUNS-95NC or COUNS-96 (for student athletes,) which you will take while you are still in high school.

Your application will take 24 hours to process. Once processed, you will receive an email with your InSite username, password, and your DVC ID number. InSite is the name of our DVC portal. Once you receive your InSite username and password, all email communication will be sent to your InSite email, NOT your personal email. Please check this email account regularly. **If you need technical support with CCCApply, please call 1-877-247-4836.**

Approximate time to complete: 30 minutes

[www.dvc.edu/apply](http://www.dvc.edu/apply)



Financial Aid

### Apply for Financial Aid

Paying for college can be easier than you think! All DVC students are encouraged to apply for financial aid—you might be eligible for more than you expect.

- If you are a U.S. citizen or eligible non-citizen, fill out the Free Application for Federal Student Aid (FAFSA).
- If you are undocumented and qualify for AB 540, complete the California Dream Act Application (CADAA).

Apply as early as possible—processing can take time, and early applicants may qualify for more support.

Also, don't forget to look into scholarships, grants, and student discounts—there are lots of ways to save as a college student!

<https://www.dvc.edu/financial-aid>



Orientation

### Step 2: Online Orientation

Orientation is how you will learn more about DVC's student support services and policies. Completing the orientation is a prerequisite to register for COUNS-95NC/COUNS-96.

Approximate time to complete: 30 minutes

[www.dvc.edu/orientation](http://www.dvc.edu/orientation)



Placements

### Step 3: English and Math Placement

The English and Math placement is required to know which English and Math class you should take your first semester at DVC. You will need your high school transcript to complete this step.

Completing these placements is a prerequisite to register for COUNS-95NC/96.

Approximate time to complete: 5-10 minutes

[www.dvc.edu/placement](http://www.dvc.edu/placement)



Log into Insite

### Step 4: Complete the Special Admissions Form for COUNS-95NC/COUNS-96NC

COUNS-95NC/COUNS-96 is the class you take to learn what classes you will register for in fall 2026. This is your academic counseling/education planning meeting with a DVC counselor.

This form is sent to a parent/guardian **AND** a high school designee. Once signed by both, the DVC Admissions and Records Office will process your form. If you do not complete this form, you will not be able to register for COUNS-95NC/COUNS-96. To complete the form, log into Insite and select the "DVC Student Forms" tile. On the drop-down menu, select "Special Admissions Form." **Note:** COUNS-96 is for student athletes.

After this form is processed, **an email will be sent to your DVC InSite email (not your personal email)** telling you that you can register for COUNS-95NC/96. [www.4cd.edu/inSITE/](http://www.4cd.edu/inSITE/)



COUNS-95

**Step 5: Register for COUNS-95NC/COUNS-96**

You can register for any COUNS-95NC/96 class, regardless of the section you wrote on your Special Admission Form. You can register for this class through your InSite portal.

Save the **date of your COUNS-95NC/96 class, so you don't forget attend!**



Apply

**Step 6: Apply for Summer 2026 as a FIRST-TIME COLLEGE STUDENT**

Select **First-Time College Student** in the education status section of the application.

This application tells DVC you have graduated from high school. It is VERY important to complete this step. If you do not complete this step, you will not be able to register for fall 2026 classes.

Approximate time to complete: 30 minutes

**Step 7: Register for Fall 2026 classes on your assigned registration date and time**

Classes fill up, so be sure to register on your registration date.

You can find your registration date and time on InSite under this tile:



Check course descriptions for the classes you want to take to see if any have prerequisites.



Class Registration

## Questions and Support

<b>"How To" Guides</b>	How to Guides: <a href="http://www.dvc.edu/welcomeservices">www.dvc.edu/welcomeservices</a>	
<b>Welcome &amp; Connect Services</b>	<b><u>Pleasant Hill Campus</u></b> Phone: 925-969-2106 Email: <a href="mailto:welcome@dvc.edu">welcome@dvc.edu</a>	<b><u>San Ramon Campus</u></b> Phone: 925-551-6209 Email: <a href="mailto:srcinfo@dvc.edu">srcinfo@dvc.edu</a>
<b>Admissions and Records</b>	<b><u>Pleasant Hill Campus</u></b> Phone: 925-685-1310 Email: <a href="mailto:admissions@dvc.edu">admissions@dvc.edu</a>	<b><u>San Ramon Campus</u></b> Phone: 925-866-1822 Email: <a href="mailto:admissions@dvc.edu">admissions@dvc.edu</a>
<b>Financial Aid</b>	<b><u>Pleasant Hill Campus</u></b> Email: <a href="mailto:financialaid@dvc.edu">financialaid@dvc.edu</a> Phone: 925-969-2009	<b><u>San Ramon Campus</u></b> A drop-in representative will be available for one-on-one in-person appointments every Wednesday from 9 AM to 4 PM
<b><u>Enrollment Lab</u></b> The DVC Enrollment Lab is a computer lab on campus where you can get help with registering for classes, completing forms, applying for financial aid, and more.	<b><u>Pleasant Hill Campus</u></b> <b>Location:</b> Student Services Center (SSC) 119  <b>Hours:</b> Monday to Thursday - 9:00-5:00 Friday - 9:00-3:00*  *Summer hours may vary.	<b><u>San Ramon Campus</u></b> <b>Location:</b> SRC W-Lobby  <b>Hours:</b> Monday to Thursday - 9:00- 5:00 Friday - Closed
<b><u>EOPS/CARE, Forster Youth Services (START+NextUp)</u></b>	Phone: 925-969-2117 EOPS/CARE Email: <a href="mailto:eopscare@dvc.edu">eopscare@dvc.edu</a> Start/ Next Up Email: <a href="mailto:start@dvc.edu">start@dvc.edu</a>	
<b><u>Disability Support Services</u></b>	Phone: 925-969-2182	
<b><u>DVC Technical Support</u></b>	Phone: 925-229-6888	
<b><u>CCCApply Student Help Desk</u></b>	Email: <a href="mailto:support@openccc.net">support@openccc.net</a> Phone: (877) 247-4836	