



Disability Support Services Step by Step Guide For Fall 2019 new students

- Complete an application for admission online at www.dvc.edu/apply
 - Create an Open CCC account
 - My username is _____ My password is _____
- You must apply to DVC for Summer 2019 (even if you do not plan on taking summer courses):
 - Apply for Summer 2019 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 at www.dvc.edu/orientation
 - Print completion orientation for your records
- Documentation of Disability:
 - Provide most current IEP & psycho-educational report and/or 504 plan
 - Documentation of disability must be sent via email to DSSOutreachActivities@dvc.edu
 - **All documents must be submitted by email**
- Schedule Multiple Measures
 - On the Friday after your documentation of disability has been received you will be sent an email with a link to choose a date to come to DVC campus and complete the multiple measures
 - Walk ins will not be accepted.
 - **Bring a copy of your high school transcript with you to Multiple Measures, an unofficial copy is fine**

Multiple Measures Dates and Times:

 - April 9, 2019 9am – 10am
 - April 11, 2019 1pm – 2pm
 - April 16, 2019 1pm-2pm
 - April 18, 2019 9am-10am
 - April 24, 2019 1pm-2pm

On your multiple measures date you must bring photo ID, \$3 to pay for a parking permit and your unofficial high school transcript
- DSS Registration Workshop
 - After the Multiple Measures, you will schedule your DSS registration workshop with a DSS Counselor
 - In this workshop you will register for your Fall 2019 courses
 - All other steps listed above must be completed to be enrolled in this workshop
 - Be on time for the class