

CLASS OF 2020 ENROLLMENT CHECK LIST

Please review the Class of 2020 Enrollment Guide for detailed information about the enrollment process.

Step #1: APPLICATION

Create a CCCApply account (The system is case sensitive)

My username is _____ My password is _____

***Write down any other information that you create (e.g. Pin #, security answers)*

Submit an application

I submitted an application for SUMMER 2020 as a new college student on _____.

Check your e-mail

I received my DVC student information

Student ID number: _____ InSite Username: _____

InSite Password: _____ InSite E-mail: _____

Step #2 ORIENTATION

I completed the Online Orientation on _____

Step #3 PLACEMENT

My English Placement is: _____

My math placement is: _____

I have sent a copy of my high school transcript to DVCMMAP@dvc.edu.

ASSESSMENT EXEMPTION (only if applicable)

- I need to show proof of exemption for: English and/or math
- High school transcripts, EAP results, and/or AP Scores

Step #4 ACADEMIC ADVISING

I have registered for COUNS 095 via my Insite student portal account.
Section # _____ Day/Date(s) _____ Time _____ Building/Room # _____

I have completed the COUNS 095 class and have an educational plan for summer and/or fall 2020.

Step #5 REGISTRATION

My early registration date is _____ (Check your date on InSite!)

PREREQUISITE REQUIREMENTS (only if applicable)

I have checked the course descriptions of all of the classes I want to enroll in to see if any have prerequisites.

I need to clear the following prerequisites: _____

I am ready to register for my classes online via Insite/Student Planning Tool on my registration date.

I registered for my classes and printed my class schedule.