

# How Do I complete the Special Admissions Recommendation Form?

1. Go to <http://m.4cd.edu> (or use the InSite app) and sign in using your username and password.

2. Click the "DVC Student Forms" tile.



3. Click "Special Admissions Form".

Special Admissions Form

4. Click on "Complete This Form".

Complete This Form

5. Fill in your Parent or legal guardian's name/email. Also, fill in your Principal or Counselor's name/email, then click continue.

Instructions

Parent/Legal Guardian

First Name Last Name Email

Principal/Counselor/Designer

First Name Last Name Email

6. The next page will give you the concurrent enrollment guidelines, student responsibilities, and instructions. Read this thoroughly and then hit next.

- Instructions:
1. Complete an online Application for Admissions prior to in-person registration.
  2. Home-schooled students must provide verification of an Affidavit for Home School.
  3. Submit an official or unofficial High School Transcript or verification of previous school.
  4. Students below the junior level or students enrolling in PE courses must register.
  5. All concurrent students must register in person with a completed Special Admissions Form.
  6. Incomplete forms will be kept by the Admissions Office, and a new form will be provided.

7. At the very top of the form, please select the term you are registering for.



Special Admissions Recommendation Form

Select term



**TURN OVER**

Rev 02/02/21

# How Do I complete the Special Admissions Recommendation Form?

Continued...

**8. Some of the information will be automatically filled out for you (Name, email and ID number). It is required for you to fill in, your High School, a phone number and your grade level.**

**Part I - Student**

- Students in the 10th or 12th grade must register online beginning on the first day of special admissions registration.
- Students in the 11th grade must indicate a course section number and obtain the instructor's signature or authorization and a job or the list.
- All students enrolling in a PE class must indicate a course section number and obtain the instructor's signature.
- The principal or designee must write in the box below the appropriate course. Form must be completed with student's identified phone number. Incomplete forms will be not be processed.
- Home school students must attach a copy of their Dept. of Education Private School Affidavit.
- The original form must be returned to Admissions and Records at the time of registration.
- Classes with a prerequisite must be observable to enrollment. The prerequisite Equivalency Form and transcript (if any or unmet) are to be so provided.

Please enter your info:

First Name:  Last Name:  Student ID:

Phone:  Email:  Grade level:

**9. Next you will fill out the section for the class that you would like to take. You need to enter the section number, course name, instructor first name, and instructor last name.**

| Section<br>ex. 0001  | Course Name<br>ex. HIST-120 | Instructor First Name<br>ex. John | Instructor Last Name<br>ex. Viking |
|----------------------|-----------------------------|-----------------------------------|------------------------------------|
| <input type="text"/> | <input type="text"/>        | <input type="text"/>              | <input type="text"/>               |
| <input type="text"/> | <input type="text"/>        | <input type="text"/>              | <input type="text"/>               |
| <input type="text"/> | <input type="text"/>        | <input type="text"/>              | <input type="text"/>               |
| <input type="text"/> | <input type="text"/>        | <input type="text"/>              | <input type="text"/>               |

**10. A signature is required on the form. There is a section for you to click to provide an electronic signature. A box will then pop up for you to fill in your name, and hit sign electronically.**

I declare under penalty of perjury that the statements submitted by me in connection with this recommendation form are true and correct. All materials submitted by me for purposes of admission become the property of Diablo Valley College. I understand that falsification, withholding pertinent data, or failure to report data changes may result in my dismissal.

(click to sign)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

[Click here to read the Disclosure/Consent](#)

Please read the **Disclosure/Consent** before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understood the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

First Name

Last Name

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

**11. Finally you will need to submit the form. It will be sent to your parent/guardian and High School for approval. You should monitor your InSite email for an alert when the form is processed.**