

DVC Frequently Asked Question's

DVC Contact Information

- Admissions & Records Office: admissions@dvc.edu and 925-969-2106
- General questions: outreach@dvc.edu or welcome@dvc.edu
- IT Department: (925) 969-2576

Can college courses be added to my high school transcript?

- Per MDUSD policy, students may receive high school **elective credit for up to four courses** that are not offered at the high school.
- Students **cannot** receive high school credit for courses taken outside of College Park if we already offer the course here.
- Foreign language courses are the only classes taken outside of the high school that may be applied toward graduation requirements, beyond elective credit.

How do I complete the Special Admissions Form?

Linked is a "[How To Guide](#)" for submitting the form and a link to DVC's [concurrent enrollment page](#). If you have questions, please contact welcome@dvc.edu

Steps

1. Please complete this [FORM](#) first if you are thinking about taking a class at a community college.
2. Submit an [application](#) to DVC
3. Browse the [Course Catalog](#) for the name of the course/s you would like to register for
4. Once you've been accepted, submit your Special Admissions Form via [InSite](#)
5. Check your application status
6. Check for [prerequisites](#)
7. Sign up for classes!

Here's what you'll need:

- The email address and name of your school contact (your counselor or principal)
- Your parent/guardian's name and email

The special admissions form must be:

- Submitted each term
- Filled out by the high school principal or counselor and list the courses the student wishes to take
- Signed by the student, parent, and high school principal or counselor
- Submitted online to Admissions and Records

By submitting the form, you will be given permission to register for the course online provided all signatures are received, the course is open, and you meet any [prerequisites](#). After submitting your form, you can register for classes!

****Signed forms with no courses listed will not be accepted. You can only enroll in the course(s) listed on the form.**

I'm trying to register for a class, but it says that I do not have permission to enroll in the class, what do I do?

- You may not have the [prerequisites](#) complete and will need to submit a form showing that you have completed the required classes.
- You may need to contact the DVC Admissions & Records Office at admissions@dvc.edu or call 925-969-2106 to figure out what the issue is.

I'm having trouble logging in and my account is locked or will be locked soon.

- IT Department: (925) 969-2576
- You can submit a ticket for tech support [here](#)

What classes should I take as a high school student?

- [High school friendly course list](#)

What do I do after I finish a class at DVC that I want added to my high school transcript?

- Once the course is complete and your final grade is posted, request an [official transcript](#) from DVC's website and send that to your high school counselor.