

**Instructions for how to apply to DVC for the 2011 Engineering,
Construction and Manufacturing Summer Camp**

- Step 1-- Go to: www.dvc.edu
- Step 2-- Click on “APPLY ONLINE NOW” (in the middle of the homepage)
- Step 3-- Under “Apply to DVC” click on “Apply online through CCC Apply”
- Step 4-- Scroll down to the end of the page and click “Begin Application for Contra Costa Community College District”
- Step 5-- Click the “New User” box and fill out information
- Step 6-- The application will guide you through the step-by step process and allow you to submit your application online once you have correctly entered all of the required information.

Please note the following:

- In order to be uniquely identified in our system, it is strongly recommended that you provide your Social Security Number. Providing your SSN is the best way to make sure your records are accessible when you need them. All CCCApply institutions are required by law to keep your SSN private and secure and not to reveal it without your permission.
- You will also need to **submit a valid email address** in order to receive a welcome email which will provide you with your Student ID number and instructions for how to access WebAdvisor, DVC’s online student records system. You should receive this email within 48 hours of completing the application process.

Once you have been issued a student ID number, please submit the “**Schedule Request**” form with your signature (fill out only the areas highlighted in yellow; do not worry about entering the course information or obtaining an instructor signature). You must submit this form along with the “**Special Admission Recommendation**” form with Principal and Parent signatures. Your “**Contra Costa Engineering, Construction & Manufacturing Summer Camp Field Trip Permission Slip**” and **release forms** must also be submitted in order to secure your spot in the camp.

- If you are a **graduating** senior, you will NOT need to submit a “Special Admission Recommendation” form. However, you will be charged enrollment fees as a college student. If you are a California resident, this amounts to approximately \$26.00* since you are required to enroll in a 1 unit course to participate in the camp.
- If you are not a California resident, to participate in this camp, you are required to pay an enrollment fee of \$221.00*. A student is considered a California resident for tuition purposes if they are a citizen, permanent resident or person on an eligible immigration status who has established both physical presence and intent to make California their permanent home for at least one year and one day prior to the start of the semester.

**Instructions for how to apply to DVC for the 2011 Engineering,
Construction and Manufacturing Summer Camp**

Once **all** forms are completed, please **mail** them to the following address:

Diablo Valley College

Attn: Vicki Brown

Instruction Office

321 Golf Club Road

Pleasant Hill, CA 94523

Admission to the camp is provided on a first-come, first-served basis based on receipt of completed application packets:

- ✓ Schedule Request
- ✓ Special Admission Recommendation Form (except if you are a graduating senior)
- ✓ Permission Slip
- ✓ Release Forms

If you have any questions or would like to submit your application materials in-person, please contact Vicki Brown at (925) 685-1230 X2674 or email vbrown@dvc.edu **in advance** of visiting the campus.

*All enrollment fees are subject to change by the state legislature. Check www.dvc.edu/fee for updated fee information.