

Welcome to the Contra Costa Community College District and InSite

These instructions will demonstrate how to log into InSite and how to manage your user account.

Part 1 – Your First Login

- Update your Password
- Provide your Challenge Answers
- Enroll your Mobile Phone using Text or Voice Message
- Choose your Cell Phone Message Options

Part 2 - Manage your User Account

- Forgotten Password
- Forgotten Username
- Change (Reset) your Password
- Manage your Security Questions and Phone Numbers



Part 1 – Your First Login

Click either the InSite button or InSite logo to Login

Access InSite at m.4cd.edu, or download the new InSite app for your mobile device. Search for the keyword "InSite" in the Apple App Store or Google Play, or click on the links below:

Apple App Store: Google Play Store:

You'll be prompted to enter your Username and Password

Click **Login** to continue



Username:

Password:

Show password

[Forgot Password?](#)

[Lookup Username](#) [Change Password](#)

Update your Password

- 1) Confirm your username.
- 2) Enter a new Password.
- 3) Continue to the next step.

Password Complexity Rules

- Must be at least 8 characters long
- Must have at least 1 lowercase character
- Must have at least 1 uppercase character
- Must have at least 1 numeric character

Set Password
Please provide your username below then click the 'Continue' button

Password Expired
Your password has expired and you must reset it.

Username
rtest100



Set Password
Please provide your new password, confirm it then click the 'Set Password' button

Username
rtest100

New Password
••••••

Confirm New Password
••••••

Show password



Set Password

Password Successfully Set

[Click here to try to continue logging in.](#)

Provide Your Challenge Answers

- 1) Confirm your username and password.
- 2) Answer 3 of the 10 security questions.
- 3) Continue to the next step.

Enrollment - Challenge Answers
Please enter your current password and click the button below to enroll your challenge answers. You can skip this enrollment 5 more times before being forced to enroll.

Username: rtest100

Password: [masked] Show password

Continue Skip



InSite Portal
Please answer at least 3 of the 10 questions below

Username: cmcstudent100

1) What was your high school mascot?
[input field]

2) What school did you attend for sixth grade?
[input field]

3) What was your first car?
[input field]

4) In what city was your first job?
[input field]

5) What was the name of your first stuffed animal?
[input field]

<< >> Cancel

Answers remaining: 3 optional



InSite Portal

Action Successful

[Click here to try to continue logging in.](#)

Enroll Your Mobile Phone

- 1) Enter your mobile phone number and service provider.
- 2) Receive a text or voice message containing a one-time-password.
- 3) Enter your one-time-password.
- 4) Continue to InSite.

Enrollment - Mobile Phone

Please enter your phone number in order to register your phone. A test message will be sent immediately for confirmation. You can skip this enrollment but you will be asked to enroll again during your next login unless you click on permanently suppress reminders.

If you select phone as being able to receive text (SMS) message then this phone number will automatically be entered into the District's emergency communications system. You will receive a text (SMS) message in the event of an emergency situation such as campus shutdown, gas leaks, power outage, etc. On the next page you will be provided with an opportunity to select if you want to receive other college information via text (SMS) message.

Username
rtest100

Password
•••••• Show password

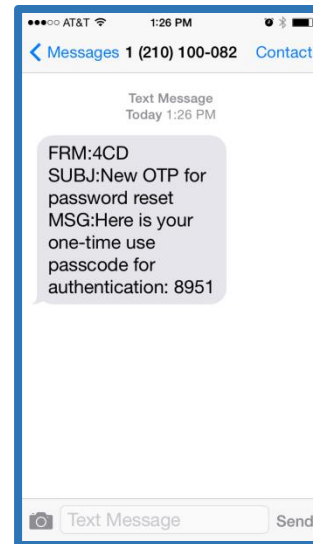
Country
United States

Phone Number

This phone can receive SMS/text messages
 This phone **cannot** receive SMS/text messages

Phone Provider
AT&T

Permanently Suppress Reminders



InSite Portal

A One-Time Password (OTP) has been sent to your phone. It could take 10-15 seconds to be delivered. Upon receipt, please enter the One-Time Password (OTP) below and click the button to continue.

Username
rtest100

One-Time Password

[Problems with the One-Time Password\(OTP\)?](#)



InSite Portal

Action Successful

[Click here to try to continue logging in.](#)

Choose your Cell Phone Message Options

- 1) Choose which types of information you would like to receive as text messages.
- 2) Click Submit to continue to the next step.



Cell Phone Message Options

Thank you for registering your cell phone number with the District's emergency communication system. In addition to receiving an email, you will also be sent a text message in the event of a future emergency situation. If you would like to receive Text (SMS) messages about other important information, please select 'yes' on the appropriate category.

Enrollment information

Enrollment related messages such as when a seat becomes available for you on waitlist, class cancellation notification and other messages related to enrollment/registration

- Yes**
 No

General college information

General college information and/or announcements such as financial aid, tutoring and other student services

- Yes**
 No

Counseling/Assessment Appointment Reminders

A friendly reminder of upcoming counseling/assessment appointments

- Yes**
 No



Submit

After completing these three steps, you will be taken to InSite.

Your security questions and phone enrollment are complete.



Part 2 – Manage Your User Account

Forgotten Password

If you've forgotten your password, click the **Forgot Password** link on the login screen.

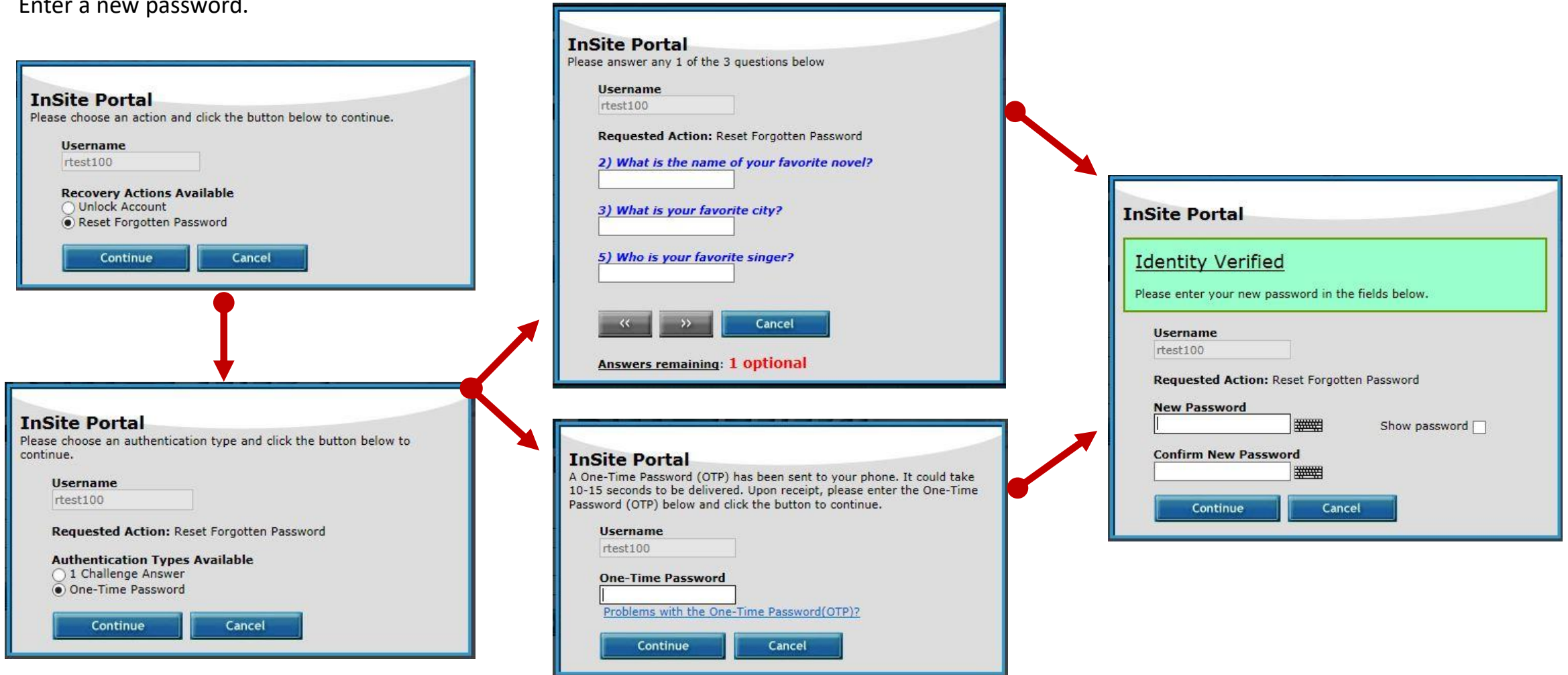


Password Complexity Rules

- Must be at least 8 characters long
- Must have at least 1 lowercase character
- Must have at least 1 uppercase character
- Must have at least 1 numeric character

Forgotten Password

- 1) After confirming your username, choose to reset a forgotten password.
- 2) Choose to answer one of your security questions OR to receive a text or voice message containing a one-time-password.
- 3) Answer the question, or enter the one-time password.
- 4) Enter a new password.



Forgotten Username

If you've forgotten your Username, click the **Lookup Username** link on the login screen.

The screenshot displays a login interface with the following elements:

- Logos for DVC, CCC, and LOS MEDANOS COLLEGE.
- Username field: **Username** with the value `rtest100`.
- Password field: **Password** with masked characters (dots).
- Checkbox: Show password
- Link: [Forgot Password?](#)
- Link: [Lookup Username](#) (highlighted with a red arrow)
- Link: [Change Password](#)
- Button: **Login**

Forgotten Username

1) Enter the information to identify yourself.

NOTE: You must either provide your 7-digit Student ID or have previously provided your Social Security Number. If you are unable to use either of these options, contact the Help Desk for assistance at 925-229-6888 or helpdesk@4cd.edu.

2) Click OK to receive your Username.

What's My Username?

To find your username, please enter your Last Name, Date of Birth and either your Student/Employee ID or the last four digits of your Social Security Number.

If you experience difficulty or if you need other technical assistance, please email it-help@4cd.edu or call our Help Desk at (925) 229-6888. Please include your **Student/Employee ID** in all communications.

* Please enter your **Last Name**.

* Please enter your **Date Of Birth**.

* Please enter either your **Student/Employee ID** or the **last 4 digits** of your **Social Security Number**.

Student/Employee ID

OR

Last 4 digits of SSN



What's My Username?

This is your username: **rtest100**

[Click here](#) to login to the Insite Portal

[Click here](#) if you need to reset your password



Change (Reset) Password

If you know your password and would like to change it, click the **Change Password** link on the login screen.

The screenshot shows a login interface with the following elements:

- Logos for DVC, CCC, and LOS MEDANOS COLLEGE.
- Username field:
- Password field:
- Checkbox: Show password
- Links: [Forgot Password?](#), [Lookup Username](#), [Change Password](#) (highlighted with a red arrow), and a blue [Login](#) button.

Password Complexity Rules

- Must be at least 8 characters long
- Must have at least 1 lowercase character
- Must have at least 1 uppercase character
- Must have at least 1 numeric character

Change (Reset) Password

- 1) Enter your username.
- 2) Enter your current Password.
- 3) Choose a new Password.

Password Complexity Rules

- Must be at least 8 characters long
- Must have at least 1 lowercase character
- Must have at least 1 uppercase character
- Must have at least 1 numeric character

Set Password
Please provide your username below then click the 'Continue' button

Username
rtest100

Continue Cancel

Set Password
Please provide your current password then click the 'Continue' button

Username
rtest100

Password
..... Show password

Continue Cancel

Set Password
Please provide your new password, confirm it then click the 'Set Password' button

Username
rtest100

New Password
 Show password

Confirm New Password

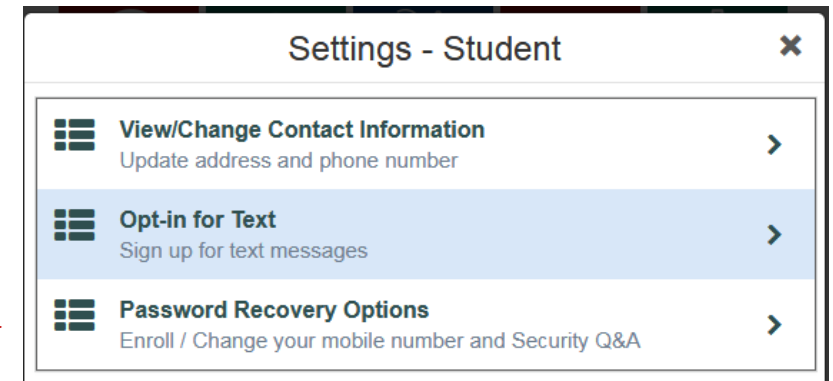
Reset Password Cancel

Manage your Security Questions and Phone Numbers

If you wish to change your security questions or add a phone number, start by selecting the **Settings** tile within InSite. (If you personalized your display, the **Settings** tile might be in a different location for you.)



Then click on the “Password Recovery Options” link in the Settings menu.




Manage your Security Questions and Phone Numbers

- 1) Click on the Challenge Questions link
- 2) Click on “Change my answers” to change your answers, or “Clear my answers” to clear them and to be prompted again upon your next login.

Account Management Logged in as: [jdvctest624](#) | [Log Out](#)

[Account Details and Activity](#)

 Account Details & Activity

Last Login:
6/20/2018, 5:12:18 PM

Last Password Change:
2/06/2018, 8:44:11 AM

Last Password Reset:
[Never]

[Challenge Questions](#) ←


[OTP Delivery Methods](#)

[Registered Phones](#)

Account Management Logged in as: [jdvctest624](#) | [Log Out](#)

[Account Details and Activity](#)

[Challenge Questions](#)

 Challenge Questions

Required: Answer 3 of 10 questions

Number Answered: 3

Enrolled On: 10/10/2017, 1:03:56 PM

[Change my answers](#) ←

[Clear my answers](#) ←

[OTP Delivery Methods](#)

[Registered Phones](#)

Manage your Security Questions and Phone Numbers

- 1) Click on the “Registered Phones” link.
- 2) Click on “Remove” to remove a phone number, or “Add new phone” to add additional numbers.

Account Management Logged in as: *jdvttest624* | [Log Out](#)

[Account Details and Activity](#)

[Challenge Questions](#)

Challenge Questions

Required: Answer 3 of 10 questions
Number Answered: 3
Enrolled On: 10/10/2017, 1:03:56 PM

[Change my answers](#)
[Clear my answers](#)

[OTP Delivery Methods](#)

[Registered Phones](#) ←

Account Management Logged in as: *jdvttest624* | [Log Out](#)

[Account Details and Activity](#)

[Challenge Questions](#)

[OTP Delivery Methods](#)

[Registered Phones](#)

Registered Phones

Phone	Enrolled	Action
(916) 213-1303 [US] (mobile)	10/10/2017, 1:05:04 PM	Remove

[Add new phone](#) ←

[OPT-IN for Text Messages from College](#)



For further assistance with your InSite
User Account, please contact our Help Desk
925-229-6888 or helpdesk@4cd.edu

Thank You



Welcome!

Welcome to Diablo Valley College from your international student counseling team, Matt Munday and Maria Dawson! The counseling department, along with all staff and faculty at DVC are here to help you find success and work toward your educational goals.

The information provided here is separated into a number of different areas and topics which should cover many of the most common questions and challenges. Information, rules, and policies can often change, and it is a good idea to meet with a counselor regularly and at least once per semester.

Printed copies of this shouldn't be relied on to be completely up to date, as only the online document is regularly updated and current.

Find current version at this link: <https://tinyurl.com/usfpon5>

Before Arrival: Your Foundation

You will want to work with our International Student Office regularly. If you have any questions or concerns about travel, passports, I-20's, Visas, Health Insurance, or preparing to arrive at Diablo Valley College (DVC), you will want to check in with their office: iso@dvc.edu.

As part of the admissions process you will take or have already taken the **online international student orientation** which will provide you with a great deal of information and walk you through the steps of creating your educational plan and choosing your first courses. Included in this guide are some additional resources that can help in determining how to select courses and register for classes especially in your first semester.

Where do I access my DVC InSite Portal?

[InSite](#) is your portal to DVC services including your education plan. Each InSite tile represents a menu or service. To access and create/update your education plan select the Plan-Progress tile.

What if I lost my password for InSite?

Your password is your 6 digit birthday MMDDYY. If you are still having trouble logging in, contact our IT department [here](#). Additional information for correcting issues with InSite can be found through [DVC Welcome Services](#).

Who can I contact with questions? **(Always include your student ID number in any emails.)**

1. [DVC Admissions](#) (admissions@dvc.edu): Questions about registration dates, submitting transcripts, clearing prerequisite courses, priority registration, etc.
2. [DVC Assessment Office](#) (assessmentcenter@dvc.edu): Questions about assessment
3. [DVC International Student Office](#) (iso@dvc.edu): Questions about passports, immigration, visas, I-20, travel, check-in sessions, etc.
4. [DVC Cashier's Office](#): Questions about payments, fees, tuition

What else should I do to prepare?

Before leaving your country, I would recommend requesting 2-3 official copies of your high school transcripts (translated if possible). You may need these to clear math prerequisites at DVC. You will also need them when you get accepted to the university. These documents can also demonstrate the UC requirement of proficiency in a language other than English for IGETC.

Educational Plans, Registration, & Navigating InSite

How do I create my educational plan?

Your educational plan is both a planning and registration tool for all your courses here at DVC. Information on creating your educational plan is provided in the online international student orientation but if you need additional support, there is a good instructional video which offers a [Step by Step Guide on Creating Your 2 Semester Education Plan](#). Other helpful videos are available in the [DVC Counseling Video Library](#). It is a good idea to put some courses into your plan early so that your registration date is not delayed. **Any courses that you put into your education plan can be changed later** and you should meet with a counselor once you arrive or the semester begins to accurately and efficiently plan out your courses. Information on choosing courses for your major is presented in the next section. Additional support for creating your educational plan can be found through [Welcome Services](#).

What if I choose the wrong courses or put the wrong courses into the educational plan?

Don't worry. You can always make changes before the semester begins and you won't be charged for courses until after the 2nd week of the semester. Putting the courses into your educational plan is the first step in getting registered and when you meet with a counselor upon arrival, we can help you make the necessary changes, add, or drop courses based on your goals. It is important to review and know all of the [dates and deadlines](#) for dropping courses and for getting refunds.

What if the courses I want are already full?

If the course has a waitlist, you will want to sign up for the waitlist. If space opens up and you are on the waitlist, you will be notified when a space becomes available. On the first day of the semester, you will want to show up in person to any courses you are still hoping to add. If the course is online you can email the instructor on record to express interest in adding the course section. Many students add and drop courses in the first couple weeks of the semester so spots often become available. Students can check the [important dates](#) to find out when the last day is to add, drop, or get a refund.

When do I need to pay my tuition?

Technically, you don't have to pay until you intend to register for courses in the following term. For example, if you are taking courses in the fall, you don't have to pay for your tuition until you want to sign up for your spring courses. However, you will need to follow deadlines for paying for your student health insurance on time. You can of course pay earlier and it is important to know all of the [dates and deadlines](#) for dropping courses and for getting refunds. You will want to pay your tuition before your registration date to avoid any possible delays in signing up for courses and pay your student insurance fee early. **Students who have signed up for summer classes can also sign up for fall before paying their summer tuition without issue.**

What if I lost my password for InSite?

Your password is your 6 digit birthday MMDDYY. If you are still having trouble logging in, contact our IT department [here](#).

Should I choose the courses listed on InSite under "My progress"?

No. The "My progress" area of InSite should not be relied on for the most accurate information as it does not reflect transfer requirements. It is best to choose the courses recommended by your counselor which will depend on your transfer goals, math and English placement, and other factors.

What if my major listed on InSite is wrong?

You can change your major at DVC as many times as you like. In general, the major listed on InSite will in no way prevent you from signing up for courses that may be for a new major and won't have any impact on transfer. Your major that is listed on InSite in no way will limit your ability to change majors or apply for a different major when you submit your transfer applications to the university. To officially change your major at DVC, you can update your major through the 'Plan-Progress' tile in InSite.

What if I don't know my major yet?

Don't worry. There is plenty of time and we can still help you in choosing courses that will help you work toward transfer and others that are designed to help you think about your identity, clarify your goals, and research various interests, majors, and careers. Some good courses to choose to help you think about your major and goals are Counseling 120: Student Success or Career 110: Career & Life Planning (But not both). Talk to a counselor for more information and to best prepare for transfer. You can also review additional course recommendations under "Unsure of Major: in the [Choosing Your First Term Classes](#) section

English & English Placement

All students at DVC, including U.S. students, will take the [guided self-placement](#) in order to determine the most appropriate level of English and math that a student should begin with in order to start with a strong foundation.

The guided self-placement can be taken while you are still in your home country and will allow you to sign up for English 122 (First-Year College Composition and Reading), English 122AL (First-Year College English for Multilingual Students), or any of the prerequisite and foundational English or ESL courses.

What English course should I sign up for on my registration date?

After completing the guided self placement, you will have the option to take English 122, 122L, or 122AL. Students can still choose to take courses such as English 117 or ESL 117A etc. but all international students will have the option of starting with English 122, 122L, or 122AL in their first semester.

What's the difference between English 122, English 122L, & English 122AL?

All variations of English 122 are at the same English level and satisfy the 1st semester English requirement for the university. English 122 is a 3-unit class. English 122L is a 5-unit class with 2 units of support built in. English 122AL is a 5-unit class with 2 units of support built in and is designed specifically for multilingual students. Out of the five units, only 3 are counted toward the 60 needed to transfer.

What's the difference between English 123 or 126?

Engl 123 and 126 are 2nd semester English composition courses. Both courses are at the same English level and just focus their reading and writing in different areas and subjects. One is not necessarily harder or better than the other. English 123 (Critical Thinking: Composition and Literature) uses literature as the primary texts (short fiction, poetry, drama) and English 126 (Critical Thinking: The Shaping of Meaning in Language) uses argument-based writings often based on logic and facts. Students may take a different critical thinking course in lieu of English 123 or 126 (Check IGETC) but taking the English 123 or 126 is the most universally acceptable course and the best way to ensure that you don't have to take a 3rd writing course after transfer or in preparation for graduate programs.

What's the difference between English 116, 117, 118, and ESL 117A?

All of the courses are at the level just below our college-level English course, English 122. They can help you prepare for Engl 122 and improve your English writing, reading, and speaking skills.

- ESL 117A: 5 credits & **UC-transferable**. Combined reading and writing.
- English 117: 5 credits. Not UC-transferable. Combined reading and writing.
- English 116 & 118: 3 credits each. Not UC-transferable. Separated reading and writing and must be taken together.

What if I have more questions about assessment/placement?

Visit the [FAQ area](#) of the DVC Assessment Center. You can also contact them with any questions at assessmentcenter@dvc.edu.

Math & Math Placement

All international students at DVC will take the [guided self-placement](#) in order to determine the most appropriate level of math and English that a student should begin with in order to start with a strong foundation (exceptions explained below).

It is important to know that the math classes you will take will depend on the major and transfer universities you choose. It is best to speak with a counselor soon after arriving in the U.S. to discuss all of your options and plans. Suggested courses are listed in the Choosing Your First Semester Classes section.

Do I have to take math my first semester?

No. However, it is best to talk with a counselor once you arrive to talk about your major, transfer plan, and time at DVC. Taking math your first semester may save you time depending on your goals and major. Remember, even if classes are full by the time you arrive or classes start, students continue to add and drop classes through the first weeks of the semester.

What math classes do I need for my major?

If you are studying majors like Economics, Business, Computer Science, Engineering, Architecture, Biology, Chemistry, Actuarial Science, Data Science, Math, or Statistics, you will want to get cleared and register for Math 192 (Calculus) depending on your previous math experience from high school

If you are studying majors like Art, Communications, Media Studies, Sociology, Chinese, Japanese, English, Political Science, Global Studies, or Psychology you will want to register for Math 142 (Statistics) depending on your previous math experience from high school

How do I get cleared to register in a higher level math (Math 191: Precalculus or Math 192: Calculus)?

- If you have A-level, O-level, or AP exam scores, you should submit them using the Prerequisite Clearance Request form through [Admissions & Records](#).
- If you have taken and passed calculus or pre-calculus in high school (and it states “pre-calculus” or “calculus” on your high school transcript), submit an English version of your using the Prerequisite Clearance Request form through [Admissions & Records](#).
- If you have taken and passed calculus or pre-calculus in high school (and it says “Math” on your high school transcript), submit an English version of your transcript along with a detailed course syllabus or a letter from your high school math instructor explaining the content of the course. Submit this information using the Prerequisite Clearance Request form through [Admissions & Records](#).

Where can I find the list of all of the math courses and the order they are taken in?

It can be found [here](#).

Courses & Credits From Other Colleges Universities

If you have taken courses from other colleges or universities, it is important to discuss this with a counselor in your first semester to avoid any issues. As in all cases, the counselors are here to help you avoid spending any unnecessary time or money and to help you move toward your goals as efficiently as possible.

What should I do if I took courses at another college in the U.S.?

You should request that copies from your previous college or university be sent to the DVC Admissions & Records Office. Once they have been received, you should request an appointment through the [Counseling Office](#) “with an evaluation” so that we can help you figure out what requirements those credits may have met, what courses can transfer, and what the impact of those previous courses and grades may have on your transfer plans.

What should I do if I took courses at another college outside of the U.S.?

If your goal is to transfer, you should try to set up a meeting with one of the campus representatives that visit DVC to talk about your previous courses and credits. DVC cannot confirm which courses and credits the next university might accept from colleges and universities outside of the United States. If you are interested in transferring to UC Berkeley, you can set up an appointment with [UCB Transfer Admissions](#) to review your foreign coursework.

If I took courses and credits outside of the U.S., do I need to have the transcripts translated or evaluated?

No. Each university will review your coursework that you completed outside of the United States on a case-by-case and school-by-school basis. The only time you would want to have your transcripts translated or evaluated is if you are hoping to apply any of the credits to a DVC Associate degree. Talk with a counselor before going through the process to make sure it would be the most appropriate step given your goal and to avoid spending money unnecessarily. If you are going to have your transcripts evaluated and translated, you will want to work with any [approved credential evaluation service](#).

Could the courses I took before DVC have an impact on transfer?

Yes. If you went to a college or university before DVC, those credits would be evaluated and considered as part of your complete transfer application. Transfer Universities will often take your most recent academic performance into higher consideration.

Do I have to tell DVC or the university that I went to another college?

Yes. Both DVC and the universities expect students to be honest and reveal all previous colleges and coursework. Students who are found to have hidden or who have been dishonest about previous university coursework, risk having their admission cancelled or being dismissed from the university.

What if I have a degree from my country?

If you already have a BA/BS degree from your country, you should talk with a counselor immediately. The majority of universities do not allow students to pursue a 2nd bachelor's degree and it is highly recommended to meet with college representatives to discuss admissions requirements for Master's degree programs as soon as possible. Planning early can help save a great deal of time, money, and avoiding taking unnecessary courses.

Choosing Your First Term Classes

As a general rule, in the first semester I recommend that you avoid too many courses for your major (depending on the major), and focus on mastering English, adjusting to teaching and cultural differences, and exploring your interests. In the first semester, the most important thing is to get comfortable and familiar in your new surroundings.

You will notice that it is always advised that you start with English in your first semester, this provides a good foundation going forward. The order that the courses are listed are my order of priority or recommendation for each major.

Actuarial Mathematics (Combination of 12-16 credits from the list below)

- English (check course levels in English section) - 5 credits
- Math 192 or highest course based on placement - 5 credits
- Counseling 120: Student Success for International Students - 3 credits
- [IGETC: Any courses from areas 3, 4, or 5 \(Check IGETC section for information\)](#)

Architecture (Combination of 12-16 credits from the list below)

- English (check course levels in English section) - 5 credits
- Architecture 120 - 3 credits
- Architecture 130 - 3 credits
- Counseling 120: Student Success for International Students - 3 credits
- Math 192 or highest course based on placement - 5 credits
- [IGETC: Any courses from areas 3, 4, or 5 \(Check IGETC section for information\)](#)

Business (Combination of 12-16 credits from the list below)

- English (check course levels in English section) - 5 credits
- Math 192 or highest course based on placement - 5 credits
- Counseling 120: Student Success for International Students - 3 credits
- [IGETC: Any courses from areas 3 or 5 \(Check IGETC section for information\)](#)

Chemistry or Chemical Engineering (Combination of 12-16 credits from the list below)

- English (check course levels in English section) - 5 credits
- Math 192 or highest course based on placement - 5 credits
- Chemistry 108 (If no prior chemistry experience) - 5 credits **OR**
- Chemistry 120 (if prior high school chem and after [chemistry placement exam](#)) - 5 credits
- [IGETC: Any courses from areas 3 or 4 \(Check IGETC section for information\)](#)

Computer Science (Combination of 12-16 credits from the list below)

- English (check course levels in English section) - 5 credits
- Math 192 or highest course based on placement - 5 credits
- Physics 129 (unless you took & passed physics in high school) 4 credits **OR**
- Physics 130 (if prior high school physics - submit high school transcript using the Prerequisite Clearance Request form through [Admissions & Records](#)) - 4 credits
- Comsc 110: Intro to Programming - 4 credits
- Counseling 120: Student Success for International Students - 3 credits
- [IGETC: Any courses from areas 3, 4, or 5 \(Check IGETC section for information\)](#)

Economics (Combination of 12-16 credits from the list below)

- English (check course levels in English section) - 5 credits
- Math 192 or highest course based on placement - 5 credits
- Counseling 120: Student Success for International Students - 3 credits
- [IGETC: Any courses from areas 3 or 5 \(Check IGETC section for information\)](#)

Any Engineering (Combination of 12-16 credits from the list below)

- English (check course levels in English section) - 5 credits
- Math 192 or highest course based on placement - 5 credits
- Possibly chemistry depending on which engineering - 5 credits
- Counseling 120: Student Success for International Students - 3 credits
- [IGETC: Any 1 course from areas 3 or 4 \(Check IGETC section for information\)](#)

Math/Statistics (Combination of 12-16 credits from the list below)

- English (check course levels in English section) - 5 credits
- Math 192 or highest course based on placement - 5 credits
- Counseling 120: Student Success for International Students - 3 credits
- [IGETC: Any courses from areas 3 or 5 \(Check IGETC section for information\)](#)

Psychology (Combination of 12-16 credits from the list below)

- English (check course levels in English section) - 5 credits
- Math 142 - 4 credits
- Counseling 120: Student Success for International Students - 3 credits
- [IGETC: Any courses from areas 3 or 5 \(Check IGETC section for information\)](#)

Political Science/Peace & Conflict (Combination of 12-16 credits from the list below)

- English (check course levels in English section) - 5 credits
- Math 142 - 4 credits
- Counseling 120: Student Success for International Students - 3 credits
- [IGETC: Any courses from areas 3 or 5 \(Check IGETC section for information\)](#)

Unsure of Major (Combination of 12-16 credits from the list below)

- English (check course levels in English section) - 5 credits
- Counseling 120: Student Success for International Students - 3 credits **OR**
- Career 110: Career & Life Planning - 3 credits
- ***You should only take either Counseling 120 or Career 110 but not both**
- [IGETC: Any courses from areas 3, 4, or 5 \(Check IGETC section for information\)](#)

Where should I go to learn more about choosing classes/GE/ Math & English?

Check out our most recent videos on YouTube on topics including: Choosing Classes, understanding Math and English choices, General Education, and Transfer!

[Munday's Check-In: Videos for International Students at DVC](#)

INTERNATIONAL STUDENT WELCOME PACKET: TRANSFER STUDENTS



Pre-Arrival Checklist

I-20 SEVIS RECORD TRANSFER

- Give your current international student office a copy of your acceptance letter and discuss your plans to transfer to DVC.
 - Request your SEVIS record be transferred to DVC if applicable.
-

ORIENTATION AND PLANNING

- Complete [online orientation](#).
 - Complete your [Student Education Plan](#).
 - Complete the guided self-placement (see directions on page 2).
 - Confirm attendance at mandatory in-person orientation (<https://forms.gle/qJsWNarvf7KWoBC8A>).
 - Visit the [International Student Office](#) website for resources and information about DVC.
-

ACADEMICS AND CLASS REGISTRATION

- Review the DVC International Student Counseling Welcome Guide.
- Recommended:** Get a copy of your **official** high school transcripts for placement and course evaluation.
- Register for classes **BEFORE** you arrive.

Visit the [Counseling Center Video Library](#) for additional resources and support:

PREPARE FOR ARRIVAL

- Make flight and ground transportation arrangements if necessary.
 - Review the [International Student Handbook](#).
 - Find housing (<https://www.dvc.edu/international/resources/housing.html>).
 - Find us on Social Media
 - Facebook: [@dvciso](#)
 - Instagram: [isoatdv](#)
-

Guided Self-Placement Directions



Step 1: Go to DVC's Assessment Center Website
<https://www.dvc.edu/enrollment/assessment/index.html>

Step 2: Click "Additional Options" under Online Placement Process

Online Placement Process

Select your high school status from the tabs below:



Step 3: Click "Guided Self-Placement" icon to complete placement questionnaire
Online Placement Process

Select your high school status from the tabs below:

categories listed below please use our **Guided Self-Placement process**.

- graduated more than 10 years ago
- graduated from a foreign high school or are an international student
- have completed a GED
- earned a high school proficiency certificate
- completed an adult education program
- attended an unaccredited high school
- currently enrolled high school students

Answer the questions as honestly as you can; there are no right or wrong answers. Placements are loaded into the system four times per day.

Additional Options tab instructions are at [07:19](#) in the video below.

GUIDED SELF-PLACEMENT

Step 4: Login to InSite portal using your DVC Username and Password

INTERNATIONAL STUDENT WELCOME PACKET: NEW STUDENTS



Pre-Arrival Checklist

I-20 SEVIS RECORD

- [Pay \\$350 I-20 SEVIS](#) at least three days before visa interview
 - Schedule visa interview at the nearest US embassy or consulate. Visit [Study in the States](#) for more information related to preparing for your visa.
 - Email International Student Office when you get your visa (iso@dvc.edu)
-

ORIENTATION AND PLANNING

- Complete [online orientation](#)
 - Complete your [Student Education Plan](#)
 - Complete the guided self-placement (see directions on page 2)
 - Confirm attendance at mandatory in-person orientation (<https://forms.gle/qJsWNarvf7KWoBC8A>)
 - Visit the [International Student Office](#) website for resources and information about DVC ()
-

ACADEMICS AND CLASS REGISTRATION

- Review the DVC International Student Counseling Welcome Guide
- Recommended:** Get a copy of your **official** high school transcripts for placement and course evaluation
- Register for classes **BEFORE** you arrive

Visit the [Counseling Center Video Library](#) for additional resources and support:

PREPARE FOR ARRIVAL

- Make flight and ground transportation arrangements
- Review the [International Student Handbook](#)
- Find housing (<https://www.dvc.edu/international/resources/housing.html>)

- Find us on Social Media
 - Facebook: [@dvciso](#)
 - Instagram: [isoatdv](#)

Guided Self-Placement Directions



Step 1: Go to DVC's Assessment Center Website:
<https://www.dvc.edu/enrollment/assessment/index.html>

Step 2: Click "Additional Options" under Online Placement Process

Online Placement Process

Select your high school status from the tabs below:



Step 3: Click "Guided Self-Placement" icon to complete placement questionnaire
Online Placement Process

Select your high school status from the tabs below:

Graduating This Year Graduated Within 10 Years **Additional Options**

categories listed below please use our **Guided Self-Placement process**.

- graduated more than 10 years ago
- graduated from a foreign high school or are an international student
- have completed a GED
- earned a high school proficiency certificate
- completed an adult education program
- attended an unaccredited high school
- currently enrolled high school students

Answer the questions as honestly as you can; there are no right or wrong answers. Placements are loaded into the system four times per day.

Additional Options tab instructions are at [07:19](#) in the video below.

GUIDED SELF-PLACEMENT

Step 4: Login to InSite portal using your DVC Username and Password

INTERNATIONAL STUDENT WELCOME PACKET: BRIDGE STUDENTS



Pre-Arrival Checklist

I-20 SEVIS RECORD

- [Pay \\$350 I-20 SEVIS](#) at least three days before visa interview.
 - Schedule visa interview at the nearest US embassy or consulate. Visit [Study in the States](#) for more information related to preparing for your visa.
 - Email International Student Office when you get your visa (iso@dvc.edu).
-

ORIENTATION AND PLANNING

- Complete [online orientation](#).
 - Complete the guided self-placement (see directions on page 2).
 - Visit the [International Student Office](#) website for resources and information about DVC.
-

ACADEMICS AND CLASS REGISTRATION

- Review the DVC International Student Counseling Welcome Guide.
- Recommended:** Get a copy of your **official** high school transcripts for placement and course evaluation.
- Register for classes **BEFORE** you arrive.

Visit the [Counseling Center Video Library](#) for additional resources and support.

PREPARE FOR ARRIVAL

- Make flight and ground transportation arrangements.
 - Review the [International Student Handbook](#).
 - Find housing (<https://www.dvc.edu/international/resources/housing.html>).

 - Find us on Social Media:
 - Facebook: [@dvciso](#)
 - Instagram: [isoatdv](#)
-

Guided Self-Placement Directions



Step 1: Go to DVC's Assessment Center Website:
<https://www.dvc.edu/enrollment/assessment/index.html>

Step 2: Click "Additional Options" under Online Placement Process

Online Placement Process

Select your high school status from the tabs below:



Step 3: Click "Guided Self-Placement" icon to complete placement questionnaire
Online Placement Process

Select your high school status from the tabs below:

Graduating This Year Graduated Within 10 Years **Additional Options**

categories listed below please use our **Guided Self-Placement process**.

- graduated more than 10 years ago
- graduated from a foreign high school or are an international student
- have completed a GED
- earned a high school proficiency certificate
- completed an adult education program
- attended an unaccredited high school
- currently enrolled high school students

Answer the questions as honestly as you can; there are no right or wrong answers. Placements are loaded into the system four times per day.

Additional Options tab instructions are at [07:19](#) in the video below.

GUIDED SELF-PLACEMENT

Step 4: Login to InSite portal using your DVC Username and Password

Diablo Valley College Tuition Fee Payments

Tuition and fees are paid to DVC each term. These fees can be paid three different ways:

- 1) Online through your DVC InSite Student Portal with a credit card
- 2) Wire Transfer
[Western Union wire transfer](#) Information on wiring payments for tuition, fees and insurance.
[GEOSWIFT](#) Wire transfers information for students from China through Western Union.
- 3) Cash or check at the DVC cashier's office located on the first floor of the first floor of the Student Services Center.

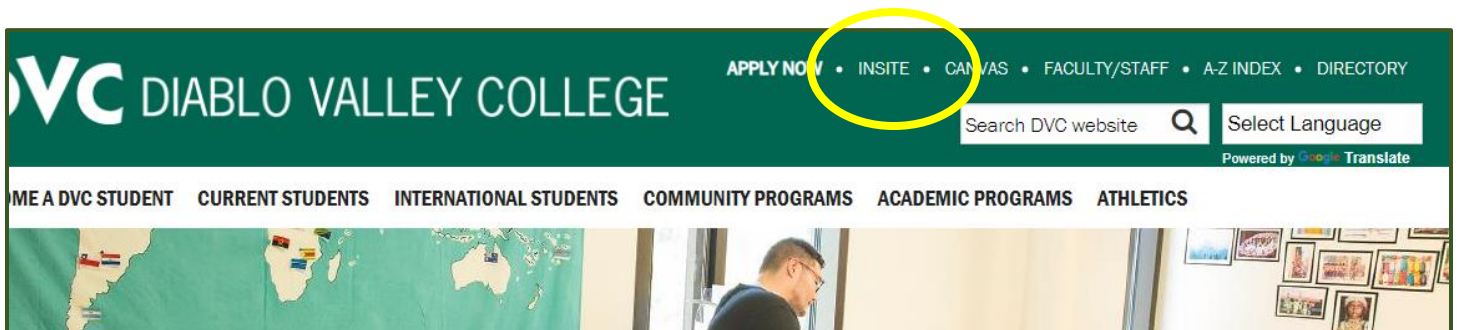
Once you register for classes, an invoice is created for you. This information can be found in your DVC InSite Portal (see directions below). **Fees are due at the time of registration.** If fees are not paid by the end of the first month of the semester, a hold will be placed on your account preventing you from registering for classes for the following term.

The mandatory health insurance required for all students studying in the United States is **due no later than the second Friday of the semester.** If the insurance is not paid, a hold will be placed on your account preventing you from registering for classes for the following term. **NOTE:** If you are studying outside the US, you are not required to pay the health insurance fee.

- General Tuition and Fees information click [here](#).

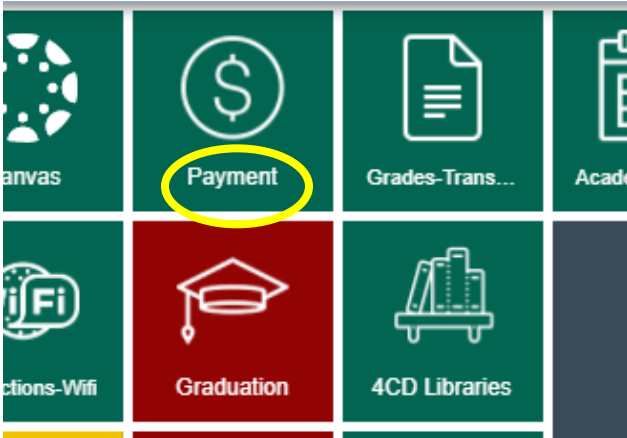
Accessing your InSite Portal to Pay Tuition Fees

Step 1: Visit www.dvc.edu. Click the Insite link at the top of the page.

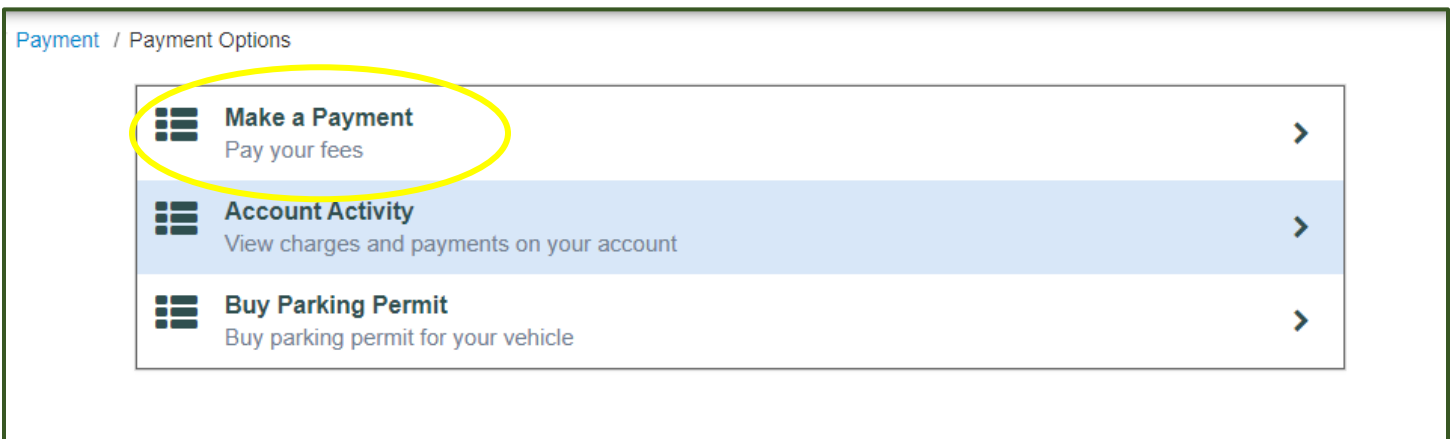


Step 2: Login to InSite using your DVC username and password.

Step 3: Click the *Payment* tile.



Step 4: Click *Make a Payment*



Step 5: Pay your fees using a Visa or MasterCard. DVC only accepts Visa and MasterCard. If you are not able to pay with a Visa or Mastercard, please see the wire transfer information at the top of the first page of this document.

DVC PLEASANT HILL CAMPUS MAP

updated 7-6-20

**OVERFLOW
PARKING LOT**



SSC Student Services Center
 Admissions and Records
 Assessment
 Cashier's Counter
 Counseling Center
 Financial Aid



BLDG	PROGRAM	BLDG	GRID
Administration	AB	C2	
Admissions and Records Office	SSC	C3	
Advanced Technology Center	ATC	C1	
Arena Theater	AR	BC4	
Art Offices	AO	B3	
Art/Photography Gallery	A	B3	
Assessment Center	SSC	C3	
Book Center	BC	C3	
Building and Grounds	W	B6	
Business and Foreign Language	BFL	B2	
Cafeteria	HSF	B3	
Career, Employment, and Transfer Services	SSC	C3	
Cashier's Office	SSC	C3	
College 4 Kids	L	D2	
Community Conference Center	CCC	B2	
Community Education	L	D2	
Computer Center	L	D2	
Counseling Center	SSC	C3	
Culinary	HSF	B3	
Dental Clinic	LHS	D1	
Diablo Room	HSF	B3	
Disability Support Services (DSS)	SSC	C3	
Early Childhood Education North	ECN	B2	
Early Childhood Education South	ECOS	B2	
Educational Talent Search (ETS)	SSC	C3	
Engineering Technology	ET	D3	
Enrollment Lab	SSC	C3	
EOPS, CARE, CalWORKs	SSC	C3	
Faculty Offices	FO	C2	
Faculty Office Annex	FOA	D2	
Financial Aid Office	SSC	C3	
Forum	L	D2	
Garden	GARDEN	AB6	
Gymnasium	GYM	C5	
Horticulture	OH	B6	
Hospitality Studies and Food Court	HSF	B3	
Humanities	H	B2	
Human Resources	AB	C2	
Instruction Office	AB	C2	
International Students Services	SSC	C3	
Kinesiology (Physical Education)	KIN	B5	
Kinesiology (Physical Education Offices)	KINO	C5	
Learning Center	LC	C2	
Learning Communities Annex	LCA	C2	
Liberal Arts	LA	C2	
Library	L	D2	
Life and Health Sciences	LHS	D1	
Mathematics	MA	C3	
Math Lab	LC	C2	
Men's Locker Room	ML	C5	
Music	M	CD4	
Norseman Restaurant	HSF	B3	
Performing Arts Center	PAC	B4	
Performing Arts Office	PA	B4	
Physical Science	PS	D2	
Planetarium	PL	D1	
Police Services	POL	D4	
Pool	POOL	C5	
President's Office	AB	C2	
Press Box	PB	D4	
Printshop	AB	C2	
PUMA Center	LCA	C2	
Receiving	W	B6	
Scholarship Office	SSC	C3	
Science Center	SC	D1	
Student Life Office	SU	C4	
Student Services Center	SSC	C3	
Student Union	SU	C4	
Study Abroad	FO	C2	
Television Studio	ATC	C1	
Tennis Courts	COURTS	A6	
Tutorial Services	LC	C2	
Veterans Services	LCA	C2	
Viking Field/Stadium	VF	D4	
Warehouse	W	B6	
Welcome Services	SSC	C3	
West Library Classrooms	WLC	D2	
Woman's Locker Room	WL	C5	
WorkAbility III Program	SSC	C3	
Workforce Development	AB	C2	
Year-up	ET	D3	

DIVISION OFFICES		
Applied and Fine Arts	BFL 204	B2
Biological and Health Sciences	PS 263	D2
Business Education	MA 267	C3
Counseling and Library	C 112	D2
English	FO 136	C2
Math and Computer Science	MA 267	C3
Physical Education, Athletics, Dance	PE 104	C5
Physical Science and Engineering	PS 263	D2
Social Science	FO 136	C2

If you need mobility assistance, contact Disability Support Services 925-969-2185

- Accessible ramp
- Accessible parking*
- Parking Permit Machine
- Cafe
- Elevator
- Restroom
- Gender Neutral Restroom
- Construction Zone

*Vehicles with an accessible placard or plate can park in any parking spot and no permit is necessary. Excludes loading zones and metered parking.

Dear DVC Transfer Student,

Congratulations on your admission to Diablo Valley College for **spring term 2021**. Spring term classes begin 01/25/2021. Orientation is scheduled for 01/21/2021.

You should have received your formal acceptance email from DVC recently. Please refer to that email for more information about registering for classes and other details to help you prepare for your arrival to DVC. As a transfer student, you must request your current school to transfer your SEVIS record to Diablo Valley College. Please provide a copy of this letter and your acceptance email from DVC to your current school's International Student Office and/or Designated School Official.

Diablo Valley College does not use transfer forms. We do not accept SEVIS records that are not in ACTIVE status. **Please submit this email to your current school's international office and ask them to release or transfer your current SEVIS I-20 record to Diablo Valley College SEVIS Code: SFR214F01867000.**

After your current/previous school has transferred your SEVIS I-20 record to DVC, we will be able to issue DVC I-20 and we will let you know by email when it is ready.

If you would like to have your credit transferred, you should request official transcripts from your current school / previous school and submit those to the DVC Admissions and Records Office for evaluation. You can wait until the end of your current term to do this.

If you have any questions about your I-20 transfer to Diablo Valley College, please do not hesitate to contact us at iso@dvc.edu. Please include your complete name, date of birth and student ID in your email. We look forward to welcoming you at Diablo Valley College.

Sincerely,



Sara Proctor
International Education Coordinator
International Student Office
Diablo Valley College
iso@dvc.edu

