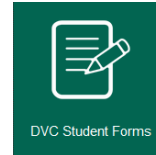


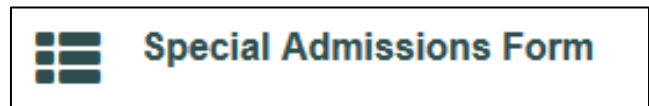
# ¿Cómo completar el formulario, 'Special Admission Recommendation'?

1. Ir a <http://m.4cd.edu> (o use el InSite app) e inicie sesión con su nombre de usuario y contraseña.

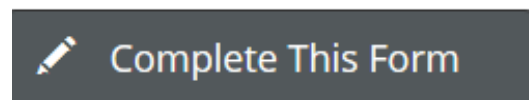
2. Haga clic en el "DVC Student Forms" icono.



3. Haga clic en el "Special Admissions Form".



4. Haga clic en "Complete This Form".



5. Ingrese el nombre y correo electrónico de su padre o tutor legal. Además, ingrese el nombre y correo electrónico de su director o consejero, luego haga clic en "continue".

6. La siguiente página le dará las pautas de inscripción simultánea, las responsabilidades del estudiante y las instrucciones. Lea esto detenidamente y luego presione "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 Schooled Students.
3. Submit an official or unofficial High School transcript for verification of prerequisite.
4. Students below the junior level or students enrolling in PE courses must register in person.
5. All concurrent students must register in person with a completed Special Admissions Recommendation Form.
6. Incomplete forms will be kept by the Admissions Office, and a new form will be required.

Save Progress    Next

7. En la parte superior del formulario, seleccione el semestre en el que se está registrando.



**TURN OVER**

# ¿Cómo completar el formulario, 'Special Admission Recommendation'?

**8. Parte de la información se completará automáticamente (nombre, correo electrónico y número de identificación de estudiante). Es necesario que complete su escuela secundaria, un número de teléfono y su nivel de grado.**

**Part I - Student**

- Students in the 11th or 12th grade must register online beginning on the first day of special admit/concurrent registration.
- Students below the 11th grade must indicate a course section number and obtain the instructor's signature or authorization and register on the first day of concurrent registration.
- All students enrolling in a P.E. class must indicate a course section number and obtain the instructor's signature.
- The principal or designee must write in the box below the approved courses. Form must be completed with courses identified prior to submission. Incomplete forms will be not be processed.
- Home schooled 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.
- Courses with a prerequisite must be cleared prior to enrollment. The Prerequisite Equivalency Form and transcript (official or unofficial) are to be submitted with the form.

Please select your high school:

First Name:  Last Name:  Student ID:

Phone:  Email:  Grade level:

**9. A continuación, completará la sección de la clase que le gustaría tomar. Debe ingresar el número de sección, el nombre del curso, el nombre y el apellido del instructor.**

Section ex. 0001	Course Name ex. HIST-120	Instructor First Name ex. John	Instructor Last Name 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. Se requiere una firma en el formulario. Hay una sección en la que puede hacer clic para proporcionar una firma electrónica. Aparecerá un cuadro para que ingrese su nombre y presione firmar electrónicamente.**

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.

\*  \_\_\_\_\_ Date \_\_\_\_\_

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

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 understand 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.

Bella

Albright

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. Finalmente deberá enviar el formulario. El mismo se va a enviar automáticamente a su padre/guardian y a la escuela secundaria para su aprobación. Debe monitorear su correo electrónico InSite para cualquier alerta cuando se procesa el formulario.**