




# Steps to Becoming a DSS Student

MORENO VALLEY COLLEGE

# First Time College Student

- ▶ 1. Apply for college  
**IMPORTANT:** Application must reflect Moreno Valley College as the home college.
- ▶ 2. Complete your Assessment Testing.

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- ▶ **3.** Complete the Online Orientation and Student Education Plan on Web Advisor  
You can do this approximately 48 hours after you take the assessment test.
  
  - ▶ **4.** Acquire necessary disability verification documents.  
Most recent Individualized Education Plan (IEP) and Psychological Educational report from high school.

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- ▶ 4. Acquire necessary disability verification documents. (continued)

- 504 plan

- Disability Verification Form Any form of documentation.

- ▶ 5. Schedule your DSS Intake appointment, (951) 571-6138

- Make sure to bring your IEP and Psychological Education report or disability verification documentation.


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- ▶ 6. During your initial Intake appointment an additional appointment will be scheduled:

DSS Counselor will create a Student Educational, verify which accommodations you qualify for, and provide a 1-on-1 tutorial on how to request accommodations.

- ▶ 7. Request your academic accommodations for the semester.

# Continuing Students

- ▶ Continuing Student: *A continuing student is a student who has maintained continuous attendance.*

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- ▶ Request your academic accommodations for the upcoming semester by completing the forms below and turning them in to the DSS office, LIB 230.

Request for Accommodations form per semester

Letter to Instructor for each class that you will be using accommodations


Testing Contract per semester if you will be taking tests in our office

Alternate Media Form if you need E-text, large print or braille

# Returning Student

- ▶ Returning Student: *A student who has attended Moreno Valley College but missed a major term (Spring/Fall).*
- ▶ *1. Apply for college*
  - IMPORTANT: Application must reflect Moreno Valley College as the home college.



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- ▶ **2.** Request your academic accommodations for the upcoming semester by completing the forms below and turning them in to the DSS office, LIB 230.

Request for Accommodations form per semester

Letter to Instructor for each class that you will be using accommodations

Testing Contract per semester if you will be taking tests in our office

Alternate Media Form if you need E-text, large print or braille

# RCC/Norco Students

- ▶ RCC/ Norco Student: *Any student changing their home school from Riverside City or Norco Colleges.*

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- ▶ **1.** Please request your file be sent to Moreno Valley College DSS. It may be emailed to [DSS@mvc.edu](mailto:DSS@mvc.edu)
  - ▶ **2.** Call MVC DSS to verify file was received and make an appointment to see a disability specialist.

# Transfer Student

- ▶ Transfer Student: *A student who has completed college coursework at a different institution*
- ▶ *1. Apply for college*  
IMPORTANT: Application must reflect Moreno Valley College as the home college.



▶ 2. Send your college transcripts via:

Mail: Moreno Valley College  
ATTN. Admission and Records  
16130 Lasselle St  
Moreno Valley, CA 92551  
Email: [etranscripts@mvc.edu](mailto:etranscripts@mvc.edu)



▶ **3. Acquire necessary disability verification documents:**

Most recent Individualized Education Plan (IEP) and Psychological Educational report from high school

504 plan

Disability Verification Form

Any form of documentation

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- ▶ 4. Schedule your DSS Intake appointment,  
(951) 571-6138

Make sure to bring your IEP and  
Psychological Education report or  
disability verification documentation

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- ▶ **5.** During your initial Intake appointment an additional appointment will be scheduled:

DSS Counselor will create a Student Educational, verify which accommodations you qualify for, and provide a 1-on-1 tutorial on how to request accommodations.

- ▶ **6.** Request your academic accommodations for the semester





# Welcome to Disability Support Services!