

## **Process for Incoming High School Students**

1. Complete West Valley College DESP application.
2. Obtain necessary documents from your high school (see “Documents Needed for College”)
3. Bring completed documents to the front desk of the Disability and Educational Support Program (DESP), located in the Learning Services building.

Our hours are: Monday, Wednesday and Thursday from 8:30 a.m.- 4:30 p.m. Tuesdays until 6:00 p.m. and Fridays from 8:30 a.m. to 2:00 p.m.

4. Complete an application to West Valley College. (Incoming summer and fall high school students complete the application in April.)

**INSTRUCTIONS:** Log on to the West Valley College website. Click on “Apply Now” at the top of the page just under the West Valley College logo. Follow the directions. You will receive an e-mail confirmation from the college that we have received your application followed by a second e-mail with your college I.D. number and PIN. Print a copy of the second e-mail and bring it to DESP when you drop off your documents. If you have any problem with the application process and need assistance, please call 741-2010.

5. Once all documents are turned in at the DESP front desk, College placement testing will be scheduled and a counseling appointment made.

### **Disability and Educational Support Program**

West Valley College  
14000 Fruitvale Ave.  
Saratoga, CA 95070  
[www.westvalley.edu/desp](http://www.westvalley.edu/desp)  
(408) 741-2010 TTY 741-2658

**All DESP information is available in alternate formats upon request.**

Rev. 11/09