

Process for Incoming High School Students

The following is the process for incoming high school students to attend West Valley College for the summer and fall sessions:

1. Complete West Valley College DESP Intake/Interview Booklet.
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 (see map on reverse side). 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.

(Note: during the week of Spring Break March 30th thru April 4th, we will be open March 30th, April 1st and 2nd only from 8:30 a.m. to 2:30 p.m.)

4. Complete an application to West Valley College.

INSTRUCTIONS: Beginning **April 1st, 2009**, logon 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 they 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, schedule placement testing and a counseling appointment. Confirm with the front office personnel if you would like to attend Summer Institute at this time.

Disability and Educational Support Program

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

All DESP information is available in alternate formats upon request.

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