Student Information System (SIS)

STEP-BY-STEP GUIDE

DCC

Danville Community College

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Who do you want to be tomorrow?

General Login/Logout Information

Find your Username

1. Go to www.danville.edu
2. Click MyDCC tab in the upper right corner
3. Click "Forgot Username" link
4. Check the box stating "I'm not a robot" and follow any instructions
   Click the Continue button
5. Enter personal information: First Name, Last Name, Date of Birth and EMPLID or SSN Press Next button.
6. You will be presented with your username
7. For assistance, email passwordreset@danville.edu or call 434-797-8500

Find or Reset Your Password

1. Go to www.danville.edu
2. Click MyDCC tab in the upper right corner
3. Click "Forgot Password" link
4. Enter your MyDCC username
5. Answer your security questions
   If you have not set your security questions, proceed to step 7
6. Enter a new password two times
   Click the OK button
7. For assistance, email passwordreset@danville.edu or call 434-797-8500

How to Set Your Security Questions

1. Go to www.danville.edu
2. Click MyDCC tab in the upper right corner
3. Enter your MyDCC username and password
   Click Sign In
4. Click the Account Security tab in the upper right corner
   You may be asked to re-enter your MyDCC password
5. Click the Get Started button under Account Recovery Settings
6. Set up five security questions by selecting preset questions or creating your own
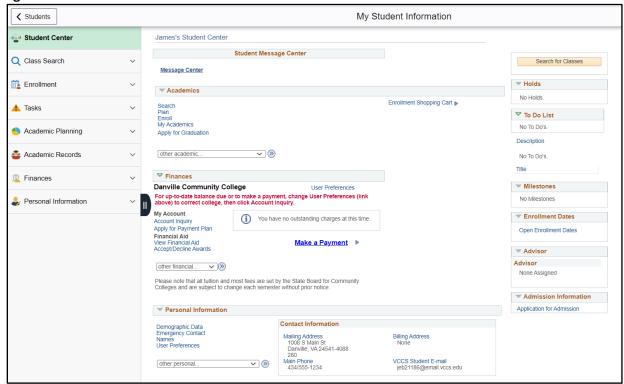   Click the Submit button

Sign Out

Always remember to click Sign Out in the upper right corner of the window to end your session and to ensure the security and privacy of your account information.

How to Access the Student Center in SIS (Student Information System)

1. Go to www.danville.edu
2. Click MyDCC tab in the upper right corner
3. Enter your MyDCC username and password
   Click Sign In
4. Click the SIS (Student Information System) icon
5. Click the My Student Information icon to access the Student Center

Figure 1: Student Center in SIS:

THE FOLLOWING ACTION STEPS ALL START WITH THE STUDENT ACCESSING THE STUDENT CENTER IN SIS

Academics

Search Classes
1. Access the Student Center in SIS
2. Under the Academic section, click Search
3. Select Danville Community College as the Institution
4. Select the desired Term
5. Enter or select the Subject (i.e. ENG, MTH, HIS, etc.)
6. Enter the Course Number (i.e. 101, 111, 200)
7. Enter Additional Search Criteria as needed (not required)
8. Click the Search button
9. If a box appears with a message, click OK
10. For future reference, record the five-digit class number for classes you plan to enroll in

Enroll in a Class
1. Access the Student Center in SIS
2. Under the Academics section, click Enroll
3. Select the appropriate Term and click the Continue button
4. Enter the 5-digit code for class numbers and click the Enter button
   (If you do not know the 5-digit code then use search to look up it up)
5. Review the Class Notes for more information about the class
6. Click the Next button to add the class to your shopping cart
7. Repeat steps 4-6 until you have added all desired courses to your shopping cart
8. Click Proceed to Step 2 of 3 to confirm your classes
9. Click Finish Enrolling to complete the process
10. Review your enrollment status
    (If you see the Success message or a green check mark, then you have successfully completed the enrollment for that class. However, if you see an Error message or a red X, then you have been blocked from enrollment for that class.)
11. Be sure to make your payment by the tuition deadline to avoid enrollment cancellation
12. For assistance, email admissions@danville.edu or call 434-797-8467

FAQs

When is the last day to add a class?
- These dates are published in the Academic Calendar. Provided seats are available, enrollment is typically allowed up until the start date of the class.
- Instructor/divisional approval is required to add a class after the set dates. Contact your advisor or your division for more details.

How can I determine what classes I need?
- Degree seeking students have the ability to run an Academic Requirement Report in SIS. This report provides an unofficial evaluation of your degree progress by showing course requirements that have been satisfied and course requirements that remain unsatisfied.
- Degree seeking students can also review their program requirements in the college catalog or consult with an academic advisor.

Should I consult with an advisor before adding classes?
- DCC strongly recommends that degree seeking students contact an academic advisor for guidance selecting courses each semester. Non-degree seeking students are also welcome to contact an academic advisor for guidance selecting courses.
- Keep in mind that courses outside of your program will not be covered by financial aid or scholarship award. In addition, improper course selection can delay your graduation date.

Drop a Class

1. Access the Student Center in SIS
2. In the Academics section, find the other academic... box and click the down arrow
3. Select Enrollment: Drop, and click the Go button
4. Select the appropriate Term and click the Continue button
5. Select class(es) to be dropped
6. Click the Drop Selected Classes button
7. Click the Finish Dropping button
8. Review your enrollment status and read any messages
   (If you see the Success message or a green check mark, then you have successfully completed the drop for that class. However, if you see an Error message or a red X, then you have been blocked from dropping that class.)
9. Verify your schedule

FAQs

Should I consult with an advisor before dropping a class?
- DCC strongly recommends that degree seeking students contact an academic advisor prior to dropping a class. In addition to impacting your graduation timeline, dropping a class can also impact financial aid and/or scholarship award. For more information regarding financial impact, contact the appropriate office.

What happens if I drop a class before the tuition refund date?
- The class will be removed from your attempted credits for the term, the class will not appear on your transcript, no grade will be awarded, and you will receive a full tuition refund.

What happens if I drop a class after the tuition refund date but before the last day to withdraw without mitigating circumstances?
- The class will count toward your attempted credits for the term, the class will appear on your transcript, a grade of "W" will be awarded to avoid GPA impact, and you will be charged for the class.

What happens if I drop a class after the last day to withdraw without mitigating circumstances?
- The class will count toward your attempted credits for the term, the class will appear on your transcript, a grade of "F" will be assigned, and you will be charged for the class. This will be treated as failing the class.
- A student withdrawing after the last day to withdraw without mitigating circumstances can only receive a "W" grade if mitigating circumstances exist and the student is passing the course.

What are considered mitigating circumstances?

- Mitigating circumstances include but are not limited to personal illness, illness or death in family, geographic transfer or a change in the hours or the conditions of employment, financial emergency of the student, and/or active duty military service to include active duty for training.

Where can I find dates for each class?
- The tuition refund date and the last day to withdraw without mitigating circumstances for full-term classes (marked *Regular* on your class schedule) are published in the Academic Calendar.
- If your class is not full-term (marked *Dynamic* on your class schedule), then the dates will be unique to the class and can be found on the syllabus.

View Class Schedule
1. Access the Student Center in SIS
2. In the Academics section, find the other academic... box and click the down arrow
3. Select Class Schedule, and the Go button.
4. Select the appropriate Term and click the Continue button

Viewing your grades
1. Access the Student Center in SIS
2. In the Academics section, find the other academic... box and click the down arrow
3. Select Grades and click the Go button
4. Select the appropriate Term and click the Continue button

View your academic requirements
1. Access the Student Center in SIS
2. In the Academics section, find the other academic... box and click the down arrow
3. Select Academic Requirements and click the Go button.
4. If necessary, select the appropriate college from the Select Institution/Career drop down list
5. Your Academic Requirement Report will be displayed for review
6. Click View Report as PDF to download/print the AR Report

FAQs

What is an Academic Requirement (AR) Report?
- An Academic Requirement (AR) Report helps you track your progress towards graduation by showing which requirements you have satisfied and which are not satisfied based on your program(s) of study.

Who should use an Academic Requirement (AR) Report?
- All students seeking a degree from DCC are encouraged to use the AR Report to evaluate progress and help determine course needs.

Does this take place of meeting with an academic advisor?
- No, the Academic Requirement (AR) Report is not designed to take the place of meeting with an academic advisor. This is simply an advising tool that can be used by you and your advisor to guide the planning and selection of your courses.

What if I notice a mistake on my Academic Requirement (AR) Report?

- Contact an academic advisor or your division if you notice a mistake on your Academic Requirement (AR) Report.

View your unofficial transcript

1. Access the Student Center in SIS
2. In the Academics section, find the other academic... box and click the down arrow
3. Select Transcript: View Unofficial and click the Go button
4. Select the appropriate college for the Academic Institution
5. Select Unofficial Transcript for the Report Type
6. Click the View Report button
7. Wait for the report to be generated
8. Your unofficial transcript should will be displayed for viewing and printing

<u>Notice</u>

- If you have requested more than one unofficial transcript, then you will have the option to pick which transcript report to view. Make sure to select the View Report button associated with the most recent Request Date for the most up to date record.

Requesting your official transcript (NOT DONE IN SIS)

1. If you are a current DCC student, you may click on the Parchment/Order Records tile once you sign into your MyDCC account. If you are not a current student, go to parchment.com and create an account or simply log in if you have already created a Parchment account.
2. For more information, please visit our Transcript Requests Webpage

Finances

View your account summary
1. Access the Student Center in SIS
2. Scroll down to the Finances section
3. Click on Account Inquiry link
4. You should see your Account Summary
5. Click the Charges Due link to see a breakdown of the charges

Make a Payment
1. Access the Student Center in SIS
2. Scroll down to the Finances section
3. Click the Make a Payment link
4. Follow the steps to pay tuition in full or set up a payment plan
5. For assistance, email dccstudentaccounts@danville.edu or call 434-797-8418

View Financial Aid Award
1. Access the Student Center in SIS
2. Scroll down to the Finances section
3. Click View Financial Aid
4. Select the desired Aid Year link
5. For assistance, email DCCFinAid@danville.edu or call 434-797-8567

FAQs
How do I know if I was awarded financial aid?
- If you were awarded financial aid, then you will see specifics about your award after selecting the desired Aid Year link.
- If you were not awarded financial aid on your account, then you will see a message displayed of *You have no financial awards available for viewing in this aid year*.

What if I do not see an Aid Year link for the correct academic year?
- If the appropriate Aid Year link is not visible or you see a message displayed of *There is no financial aid information found*, then your financial aid has not been processed for that academic year.

What could prevent my financial aid from processing?
- Not completing and/or renewing the FAFSA each year
- To-Do List Items that need to be addressed with the DCC Financial Aid Office
  - Verification
  - Incomplete FAFSA
  - SAP Warning

Verify your courses are eligible for financial aid
1. Access the Student Center in SIS
2. Scroll down to the Finances section

3. Click the View Financial Aid link
4. Select the desired Aid Year link
5. Click the View Course Eligibility link by the term.
6. Eligible courses will be marked with a green check mark, ineligible courses will be marked with red X, and courses that have not been evaluated by the Financial Aid Course Audit process will be marked with a yellow question mark

FAQs

Why would a course be deemed ineligible for financial aid?

- Although other factors could cause a course to be deemed ineligible, this is most often a result of the course not being required by your program of study. Although students can elect to take courses outside of their program of study, only courses required by the program are eligible for financial aid.

Who should I contact to determine why a course is being deemed ineligible for financial aid?

- Contact the Financial Aid Office by emailing DCCFinAid@danville.edu or calling 434-797-8567.

Who should I contact if a course is being deemed ineligible due to not being a part of my program of study?

- Contact an academic advisor for more information. You may need to select a different course or a course substitution could be approved based on your program requirements.

Personal Information

Setting user preferences
1. Access the Student Center in SIS
2. Scroll down to the Personal Information section
3. Click User Preferences
4. Select Danville Community College as the Institution
5. Select Credit as the Career
6. Enter the 4-digit term code
   If you don't know the term code, click on the magnifying glass to search
7. Enter the Aid Year
   If you don't know which aid year to use, click on the magnifying glass to search
8. Click Save and OK

Notice
Setting your user preferences each semester is strongly recommended. This will make it easier to retrieve information, make a payment, view your financial aid, and prevent confusion when trying to enroll or see grades for the next or previous term.

Making address changes
1. Access the Student Center in SIS
2. Scroll down to the Personal Information section
3. Click on Mailing Address link
4. Click the Edit box that corresponds to the address you wish to change
5. Make the necessary changes and click the OK button
6. Verify your changes are correct and click the Save button.
7. Please note that DCC sends all official mail to your MAIL Address Type

Making phone number changes
1. Access the Student Center in SIS
2. Scroll down to the Personal Information section
3. Click on Main Phone link
4. Make the necessary changes and click the Save button

Additional Features

Holds

1. Access the Student Center in SIS
2. If a student has any holds on their account, these will be displayed in the Holds section located on the right side of the Student Center
3. Click on any holds to determine the nature of the hold and work with the appropriate office to resolve
4. For assistance, email admissions@danville.edu or call 434-797-8467

To Do List

1. Access the Student Center in SIS
2. If a student has any To Do List items, these will be displayed in the To Do List section located on the right side of the Student Center
3. Click on any To Do List items to learn more about what is needed and work with the appropriate office to resolve
4. For assistance, email admissions@danville.edu or call 434-797-8467

Advisor

1. Access the Student Center in SIS
2. All degree-seeking students will be assigned an academic advisor
3. Your advisor's name and contact information will be displayed in the Advisor section located on the right side of the Student Center
4. If you do not see an advisor assignment or are having trouble connecting with your assigned advisor, email advising@danville.edu