

WHO DO YOU WANT TO BE TOMORROW?



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STARTS
NOW**



DANVILLE COMMUNITY COLLEGE
KNIGHTS

DCC

Danville Community College

2018-19 Student Handbook & Planner

DANVILLE COMMUNITY COLLEGE - 2018-2019 ACADEMIC CALENDAR

FALL 2018

Advising by Appointment and Registration for Fall Semester	April 1-August 21
Final Week for Fall 2018 Registration	August 16-21
Last Day for New Student Registrations.....	August 21
Payment of Tuition*	June 1-August 21
Faculty Planning and Preparation Days	August 13-17
Classes Begin	August 22
Swaps/Drops (Classes cannot be added without the approval of the instructor).....	August 22-28
Holiday No Classes (Labor Day)	September 3
Last Day to Withdraw With Full Tuition Refund	September 7
No Classes - Faculty Planning and Preparation Day	October 16
Mid-term Grades Posted	October 17-23
No Classes - Faculty Planning and Preparation Day	October 18
Last Day to Withdraw Without Mitigating Circumstances ("W" Grade Issued).....	October 30
Institutional Effectiveness Day	October 4
Advising by Appointment and Registration for Spring Semester	Nov. 1-Dec. 11, 2018 and Jan. 2-4, 2019
No Classes - Faculty Research Day	November 21
Holiday No Classes (Thanksgiving)	College Closes at 12 noon on November 21; November 22-23
Classes End	December 11
Final Exams	December 12-18
Faculty Planning and Preparation Days	December 19-21
College Closed	December 24-31

SPRING 2019

Holiday College Closed.....	January 1
Advising by Appointment and Registration for Spring Semester	Nov. 1-Dec.11, 2018 and Jan. 2-4, 2019
Final Week for Spring 2018 Registration	January 2-4
Last Day for New Student Registrations.....	January 4
Payment of Tuition*	November 1, 2018 – January 4
Faculty Planning and Preparation Days	January 2-4
Classes Begin	January 7
Swaps/Drops (Classes cannot be added without the approval of the instructor).....	January 7-11
Holiday No Classes (Martin Luther King, Jr.)	January 21
Last Day to Withdraw With Full Tuition Refund	January 23
Mid-term Grades Posted	March 4-10
No Classes - Spring Break	March 11-15
Last Day to Withdraw Without Mitigating Circumstances ("W" Grade Issued).....	March 22
Advising by Appointment and Registration for Summer Session	April 1-until Summer Semester Classes Begin
Advising by Appointment and Registration for Fall Session.....	April 1-until Fall Semester Classes Begin
Institutional Effectiveness Day	April 10
Classes End	April 30
Exams	May 1-3; 6-7
Faculty Planning and Preparation Days	May 8-10, 13-15
Graduation (Tentative).....	May 11

SUMMER 2019

	Full Session (10 Weeks)	1 st Session (5 Weeks)	2 nd Session (5 Weeks)
Advising by Appointment.....	April 1-May 10.....	April 1-May 10.....	April 1-May 10; May 21-May 25
Registration and Payment of Tuition for Summer Session*.....	April 1-May 17.....	April 1-May 17.....	April 1-June 22
Final Week for Registration.....	May 13-May 17.....	May 13-May 17.....	June 17-21
Last Day to Add Class(es).....	May 17.....	May 17.....	June 21
Classes Begin.....	May 20.....	May 20.....	June 27
Swaps/Drops Only*.....	May 21-24.....	May 22.....	June 24
*Swaps cannot be processed without the approval of the instructor			
Holiday No Classes (Memorial Day).....	May 27.....	May 27.....	
Last Day to Withdraw With Full Tuition Refund.....	May 31.....	May 24.....	June 27
Last Day to Withdraw without Mitigating Circumstances^.....	July 1.....	June 7.....	July 12
^("W" Grade Issued)			
Holiday No Classes (Independence Day)	July 4.....		July 4
Classes End.....	July 26.....	June 21.....	July 26

Fall 2019 Advising by Appointment and Registration: April 1, 2019 until Fall Semester Classes Begin

*Payment of Tuition: (A) Early registration: Students are expected to have all payment arrangements, including financial aid, finalized at least 30 calendar days prior to the first day of classes.

(B) Standard registration: Students registering within 30 days of the first day of classes are expected to have all arrangements finalized, including financial aid, within seven calendar days of registration.

payment

All students are expected to finalize tuition payment, including financial aid, with the appropriate DCC office prior to attending any class(es).

Failure to pay for classes, including with financial aid, can result in classes being removed from the student's schedule.



Danville Community College



Student Handbook/Planner 2018-2019

This planner is the personal property of:

Name: _____

Phone #: _____

Email Address: _____

Danville Community College promotes and maintains educational and employment opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. Danville Community College prohibits sexual harassment including sexual violence.

Member, Virginia's Community Colleges

Danville Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of www.danvillecc.edu is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's

academic advisor. In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.

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Where can I find out about?

Athletics	797-8481/Wyatt 108
Arts & Sciences Division	(http://www.dcc.vccs.edu/Departments/A&S/index.htm) 797-8402 or 797-8462/Temple Building
Blackboard/Distance Learning Helpdesk	797-8557
Bookstore	797-8426
Business Division	http://www.dcc.vccs.edu/Departments/B&EIT/BEIT.htm) 797-8474/Taylor 117
Campus Safety	797-8533
Castle Café	797-8412/Student Center
Change of Name/Address	Admissions Office, 797-8467/Wyatt 108
Counseling Services	Counseling Services, 797-8460/Wyatt 108
Curriculum Change	Counseling Services, 797-8460/Wyatt 108
Developmental Studies / BSK Modular Math	797-8402 or 797-84625/Temple 104 or 105
Disability Services (ADA)	ADA Counselor, 797-8572/Wyatt 108
Drug and Alcohol Abuse	Counseling Services, 797-8460/Wyatt 108
Dropping & Adding Classes	Division Dean's Office
Educational Opportunity Center	797-8577/Wyatt 109
Engineering Technologies Division	(http://www.dcc.vccs.edu/Departments/B&EIT/BEIT.htm) 797-8440
Families First Children's Center	434-793-9531
Financial Aid	Financial Aid Office, 855-844-3634/Wyatt 101
GOAL Center, Student Success Coach	797-8536/LRC 14
Grades	MyDCC Student Information System (https://dcc.my.vccs.edu/jsp/home)
ID Cards	797-8460/Wyatt 108
Learning Assistance Center (LAC)	797-8404/LAC
Library Services	797-8555/LRC
Lockers (Student) Temple and Taylor Buildings	Division Dean's Office
Lost & Found	Vice President of Academic & Student Services, 797-8410/Wyatt 211
Mental Health Information	Counseling Services, 797-8460/Wyatt 108
Middle College	797-6433/Wyatt 213
Parking Decals	797-8409/ Wyatt 103
Placement Testing (Appointments)	Counseling Office, 797-8460/Wyatt 108
Placement Testing Information	797-8501/Wyatt 201
Registration	Admissions Office, 797-8467/Wyatt 108
SAILS-Student Assistance and Intervention for Learning	797-8497/Temple 121-A
Scholarships	Office of Institutional Advancement, 797-8437/Foundation Hall 211
Security	797-8533
Sexual Misconduct/Assault/Harassment	Title IX Coordinator, 797-8524/Wyatt 111
Southern Virginia Higher Education Center (SVHEC)	434-572-5457
Student Activities	797-8588, Wyatt 108
Student Grievance	Counseling Services, 797-8460/Wyatt 108
Testing: Makeup and Distance Learning	797-8404/LAC
Transcripts	Admissions Office, 797-8490/Wyatt 108
Transfer Information	797-8588/Wyatt 108
.....	(http://www.dcc.vccs.edu/Departments/Success/TransferTalk/transfer.htm)
Tuition Payments	Business Office, 797-8418/Wyatt 103
Tutoring	797-6432/LRC
Veterans' Affairs and Information	http://www.dcc.vccs.edu/Veterans/veteransaffairs.htm) 797-8572/Wyatt 108
Withdrawal from College	Counseling Services, 797-8460/Wyatt 108
Workforce Services	797-6437 or 797-8430/RCATT

Welcome to Danville Community College.

We look forward to helping you “achieve your dreams.”

This handbook is designed as a guide and resource.

***Please take time to look at the Calendar of Events
and become familiar with the policies and procedures.***

STUDENT SUPPORT SERVICES DEPARTMENT

The Student Support Services Department at DCC recognizes that the development of the whole student is achieved through in-class and out-of-class learning opportunities and experiences. We believe that by providing intellectual, personal, cultural, and professional opportunities for learning and growing, students will graduate from DCC with a better understanding of themselves and their peers, their chosen professions and responsibilities as a part of a larger community.

STUDENT SUPPORT SERVICES MISSION STATEMENT

The Student Support Services Department is committed to being responsive to the needs of the College and the community it serves. We are committed to the following:

- Maintaining a supportive environment for students and community.
- Providing well-rounded programs of co-curricular experiences.
- Ensuring personal, cultural, and intellectual development.
- Supporting the day-to-day operations of the College.

* If you have any questions about your handbook, please contact:

Cheryl Terry

Dean of Student Support Services, Title IX Coordinator & EEOC Officer

Wyatt 111

Email: cterry@dcc.vccs.edu

Phone: (434) 797-8524

VP: (434) 688-0136

800-560-4291, ext.8460

VISION STATEMENT OF THE COLLEGE

Danville Community College will be the College of choice in our region for exemplary educational programs and services.

MISSION STATEMENT OF THE COLLEGE

Danville Community College is committed to providing quality comprehensive higher education and workforce programs and services to promote student success and to enhance business and community development.

ACCREDITATION

Danville Community College is one of 23 colleges in the Virginia Community College System. The associate degree curricula of the College have been approved by the State Council of Higher Education for Virginia. DCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033, telephone 404.679.4500 for questions about the accreditation of DCC. *(Note: The commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.)*

COLLEGE CLUBS & ORGANIZATIONS

Why Join A Club or Organization?

A person goes to college for a variety of reasons, one of which is to acquire the knowledge and skills necessary to accomplish one's educational career and personal goals. The major part of this education will be acquired in the classroom, but an important part is also received outside the classroom in a variety of activities. Some of the clubs available to DCC students are listed below:

African-American Culture Club was organized in 1973 to promote a greater understanding and appreciation for African American Culture by presenting art exhibits, special programs, and speakers. **(Advisor – Alice Walker, 797-8419)**

Alpha Beta Gamma (International Business Honors Society) is an International Business Honor Society established to recognize and encourage scholarship among two-year business and professional college students. **(Advisors – David Bonebright, 797-8529; Matt Nidiffer, 797-8459)**

National Technical Honor Society (NTHS) promotes the ideals of honesty, service, leadership, and skill development among America's future workforce. NTHS rewards scholastic achievement in occupational, vocational and/or technical education. Members help build and maintain a stronger, more positive image for vocational and technical students. Members also may attend conferences, workshops, and seminars to exchange ideas and experiences. **(Advisors – Joe Distad, 797-8486, Todd Sanders, 797-8530)**

Cyber-Knights focuses on helping students understand material presented in the networking curriculum as well as other network-related information that may not be presented in the classroom environment. The club is a place to come together, learn, help, and have fun while exploring the world of networking with veteran enthusiasts and beginners alike. **(Advisor – Steve Carrigan, 797-8528)**

Nursing Club was organized to recruit and support students in the nursing program. The membership is open to current, as well as, prospective nursing students. The mission of the club is to increase the visibility of the nursing students on campus and to increase the awareness of the nursing program. The club supports community events, such as community health fairs where they provide free health screenings. **(Advisor – Cathy Barrett, 797-8422)**

Phi Theta Kappa Upsilon Phi Chapter (International Honor Society) is the international honor society for two-year colleges. A student must earn 12 or more credits, be a currently full- or part-time student in an associate degree program, and have a grade point average of 3.2 or better to be eligible for membership. The Upsilon Phi Chapter follows an honor theme and has fundraising and service projects each semester. The hallmarks guiding the chapter are scholarship, leadership, service, and fellowship. **(Advisors – Vickie Taylor, 797-8452; Sherry Gott, 797-8566; Chris Pantazis 797-8411)**

Programming Club gathers IT students to collaborate with others related to technology to expand their knowledge and skills in a variety of ways. The club works on numerous technology projects to broaden their skills and then go out into the community to help others gain a better understanding of technology. The club also assists local businesses with their technology needs, meanwhile giving students some "real-world experience". **(Advisor – Cassandra Satterfield, 797-8526)**

Student American Dental Hygiene Association includes students studying dental hygiene. The club participates in Health Fairs, Open Houses, and Community Health Projects. Provided a free clinic where radiographs, sealants, nutritional counseling, cancer screenings and blood pressure checks are done. (All services are FREE, call the clinic at 434-797-8424. **(Advisor – Lynn Turner, 797-6427)**

Student Government Association (SGA) is made up of all registered DCC students. The SGA's purpose is to promote a better understanding between faculty and students; to regulate and encourage activities beneficial to the morale of the students and the welfare of the school; and to act as the official voice of the student body. **(Advisor – Kirstin Pantazis, 797-8588)**

Student Veterans Organization (SVO) ensures veterans, active duty personnel, reservists, and National Guard members are receiving all benefits to which they are entitled. The SVO also increases awareness and understanding of veterans' issues on campus and advocates on behalf of student veterans. **(Advisor – Dr. Carl Amos, 797-8572; Mona Snead, 797-8567)**

T.E.A.C.H. – To Educate Always Create Hope educates and celebrates the future education careers of interested students at DCC. **(Advisor – Open)**

COLLEGE ATHLETICS

Baseball promotes opportunities for community college students to play baseball as part of the National Junior College Athletic Association (NJCAA) Region X **Head Coach – John Bailey; Athletic Director – JoLane Tilley**

ACADEMIC COUNSELING

Danville Community College provides ongoing academic counseling services to students. College staff members are professionally trained to help students with decisions on a broad range of educational and career concerns. Visit us online at <http://www.dcc.vccs.edu/studentServices/Counseling.htm>.

Disability SERVICES

Danville Community College believes in promoting an atmosphere free on inequity and partiality in which all students have access to educational opportunity. DCC believes in creating an inclusive and welcoming community for all students. DCC is committed to ensuring that all qualified students with disabilities have the opportunity to take part in educational programs and services on an equal basis. The College is committed to removing architectural barriers, but also strives to ensure that students with disabilities receive access to reasonable accommodations for students with disabilities in accordance with their documented disabilities.

In order that the College may assess each student's needs and plan most effectively for his or her academic experience, the student should contact the Counseling Office at 434.797.8572

ADMISSION DENIED / REVOKED (02/17)

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College. The decision to deny admission is final and not subject to appeal. Students whose admission is revoked after enrollment will be given due process.

DCC Policy Related to Legislation Regarding Admissions

Section 23-2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the **Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry**. Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that the State Police determine that an applicant to Danville Community College is listed on the **Sex Offender Registry**, the State Police will notify DCC. When the College receives such a notification, the following procedures apply:

- A. The applicant will be denied admission to DCC in accordance with its admission policy. (See Admission Denied/Revoked). The decision is final and not subject to appeal.
- B. If the applicant registers for classes and becomes a student before the college receives notification from the State Police, the student will immediately be informed that he/she is being administratively withdrawn from classes and will receive a tuition refund. The applicant may, in this instance, invoke his/her right to an appeal process.

Appeal Process for Revoked Enrollment

When a student's enrollment is revoked, he/she may invoke the appeal process. Students who have registered for class but not yet started classes will be administratively withdrawn, and a service indicator will be placed on the student's record which will prevent the student from registering for classes. If the student is already attending classes, the College will reserve the class enrollment until the appeal process is complete, but the individual will not be allowed to attend class during the appeal process. The College will make every effort to expedite the appeals timeline.

- A. The student will receive a certified letter/return receipt requested from the senior Counselor notifying the student of the revoked admission and outlining the appeal process.
- B. The student may write a letter appeal to the Dean of Student Support Services in which he/she (1) provides justification for consideration of admission/reinstatement and (2) discloses the nature of the offense and/or conviction serving as the basis for DCC's action to revoke admission. If the student is a convicted sex offender, the letter should include a statement acknowledging his/her understanding that his/her identity and status as a

convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

The letter of appeal **must be submitted to the Dean of Student Support Services within seven (7) business days of notification by the College.**

- C. A panel of five (5) full-time faculty or administrators will review the information submitted and make a decision by a simple majority vote within fourteen (14) business days of receiving the letter of appeal. The Dean of Student Support Services will serve as the convener of the panel and will be a member of the panel. Panel discussions will be confidential.
- D. If the panel determines that the withdrawn student represents a threat or potential danger to the College and/or the revoked admission/withdrawn enrollment is considered to be in the best interest of the College, the following apply:
 - a. the student's admission to the College will remain revoked
 - b. the student will be administratively withdrawn from classes if classes have been held
 - c. a service indicator will be placed on the applicant's record which will prevent the applicant from registering for future classes and
 - d. enrolled students will receive a tuition refund.
- E. The Dean of Student Support Services will inform the student by certified letter/return receipt requested of the decision of the appeals panel. The decision of the appeals panel shall be final.

ANIMALS (PETS) ON CAMPUS POLICY (03/12)

No pets or other animals are permitted on campus except for service animals used by persons with disabilities and animals used by the College for educational purposes. No animals may be left unattended on campus in parked vehicles.

ATTENDANCE POLICY

It is the philosophy of Danville Community College that student and faculty interactions are critical to the learning process. Class attendance enhances this process. Regular attendance is thus expected of students. Students missing twenty-five percent (25%) or more of the total time allocated for classes and/or labs may be administratively withdrawn from the course upon recommendation of the instructor. Students who are administratively withdrawn prior to the completion of 60% of the classes and/or labs will be issued a grade of "W." After that point, students who are administratively withdrawn will be issued a grade of "F." Faculty have the discretion to establish more restrictive policies which will be published in the course outline. Faculty also have the option to excuse a student when documented, mitigating circumstances prevent the student from attending a class or lab session. Students should be aware that failure to attend classes will negatively affect their financial aid award.

CHILDREN ON CAMPUS POLICY (04/11)

- 1. Supervised children who are participating in college-sponsored events are welcome on campus
- 2. However, minor children (under age 16) should not be brought to the college campus or its facilities unless closely supervised by their parent or guardian.
- 3. Minor children should never be brought into laboratories, shops, or the Learning Assistance Center.
- 4. Some of these environments can be hazardous for children, and children may also be disruptive to the learning process.

For reasons of security and child welfare, the institution will not permit unattended children to be left anywhere on the college campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security and are subject to the DCC Student Code of Conduct. Parents/guardians who have problems with childcare can consult the DCC Community Resources Guide online at <http://www.dcc.vccs.edu/StudentServices/GuideForToughTimes.pdf>, contact the Families First Childcare Center on campus at (434) 793-9531, or talk to a DCC counselor.

COMPUTER LAB POLICY (03/12)

The computer labs at Danville Community College are provided for the use of students currently enrolled at the College. The labs are provided so students can learn to use the software and equipment and complete assignments made by their instructors. Any use of the labs or lab equipment for personal reasons is strictly prohibited. This includes playing games; making banners; designing and printing flyers, booklets, bulletins, and brochures other than those required by an instructor; making copies of software products, regardless of who owns them; or any other such activities. Food and drinks (including those with screw caps) are not to be brought into the labs. Further, children should not be brought to the labs. There are computers in the College's Learning Assistance Center (LAC) that are available for public use. Anyone who disregards or willfully violates this policy will be asked to leave the lab and may be subject to disciplinary action under the College's Student Code of Conduct.

CONTAGIOUS DISEASE POLICY (05/11)

Danville Community College (DCC) is committed to providing, to the extent possible, a healthy and safe educational environment for all students and employees. In compliance with VCCS policy 6.0.7.1 *Contagious Diseases Policy*, DCC policy is to prevent the spread of communicable/contagious diseases through measures that focus on safety, prevention and education and to provide continuity of education in the event of a contagious disease outbreak.

Persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others and must follow these guidelines:

1. Persons who are infected with a contagious disease must seek expert medical advice and are encouraged to advise local health authorities of a possible public health threat. They must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.
2. Persons who know they are infected with a contagious disease are urged to share that information with an appropriate college administrator. Students should contact the Dean of Student Success and Academic Advancement, and employees should contact the Human Resources Officer so that the College may respond appropriately to their needs and assess the health risks to the college community. Medical information relating to contagious diseases of persons within the college community will only be disclosed to responsible college officials on a need-to-know basis. Infected persons may be required to isolate themselves from the college community until the danger of infection is no longer present.
3. No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other college community member unless required by state and/or federal law. Furthermore, all medical information relating to contagious diseases of students, employees, or other college community members will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act of 1974.
4. DCC students, staff, and faculty will refrain from any activity or action cleanup activities that could result in exposure to bloodborne pathogens. DCC complies with 6.1 Bloodborne Pathogens in the *DCC Safety Manual*.
5. Danville Community College complies with the VCCS policy on Acquired Immunodeficiency Syndrome (AIDS) as stated in Section 6010.10 of the *DCC Policy Manual*.

Authority for interpretation and execution of this policy rests with the Vice President of Academic and Student Services for students and Human Resources Officer for employees.

DCC BOOKSTORE

REFUND POLICY

The Bookstore will allow refunds for purchases if the following conditions are met:

Receipts are required for state audit purposes on **all** purchases. If a receipt is lost or otherwise unavailable then some other proof of purchase is necessary (i.e. cancelled check, bank statement). The Bookstore is not responsible for lost, destroyed, or misplaced receipts. There is a \$5.00 fee for all receipt look ups.

Refunds on purchases made by credit or debit card will be credited to the credit or debit card. When financial aid pays for students' books (i.e., Pell Grant, Trade Act, Foundation scholarship, etc.) the corresponding financial aid account will be credited. All other refunds are made by check and mailed within two to three weeks of return. No cash refunds can be given at any time.

New books and related materials must be returned in new, resalable condition, with no writing or highlighting. If books were purchased from our website and shipped to the customer, the shipping cost is non-refundable. Any software or online access codes that may have come with textbooks cannot have been opened, used or removed from the book.

RETURN POLICY

Textbooks may be returned for a full refund up until the add/drop period ends during any given term (semester). The date for the add/drop period for each term is printed in the college catalog. That date is also printed on Bookstore receipts during the current semester and is emailed to students as a reminder. Books purchased for one (1) credit classes and obtained at times other than the beginning of a semester can be returned for a full refund up until the day that class begins. Any books returned after the dates mentioned above will be refunded at a percentage of cost that is determined by the Bookstore manager.

Rented textbooks must be returned to the Bookstore by the scheduled return date listed on the students' copy of the printed receipt. Students who have not returned books by the scheduled return date will be charged the full amount of the textbook plus any additional fees.

General books such as trade paperbacks, hardcover fiction, and non-fiction may be returned up to five (5) business days after purchase for a full refund. Books must be in new, resalable condition.

Refunds on calculators and electronic items are not available. Defective items will be replaced up to thirty (30) days of the original purchase. Merchandise must be returned with its carton, related product material (i.e. instructions, warranty, etc.) and the dated sales receipt. Defective merchandise held for more than thirty (30) days will be processed according to the manufacturers' instructions.

Computer software that is in its original shrink-wrap and is the current version may be returned within five (5) business days of the original purchase date.

All other merchandise purchased from the DCC Bookstore is non-refundable.

DISTANCE LEARNING

DCC offers a variety of learning opportunities via distance education. Distance learning opportunities include online courses, telecourses/Independent study on DVD, and interactive television courses. Students have access to a variety of academic and student support services including the following:

- **Distance Learning Home Page** – <http://www.dcc.vccs.edu/DistanceLearning/Distance.htm>
- **Blackboard** – DCC's online course management system. For technical support, call (434) 797-8556, or 1-800-560-4291, or go online at <http://www.dcc.vccs.edu/LRC/DistanceLearning/FAQ.htm>.
- **Library and Information Resources** – For more information call (434) 797-8555 or go online at <http://www.dcc.vccs.edu/lrc/E-Library/elibrary.htm>.
- **Tutoring** – For more information, call (434) 797-6432, or email at dcctutoringcenter@dcc.vccs.edu, or go online at <http://www.dcc.vccs.edu/lrc/tutoring/onlinetutoring.htm>.
- **Proctored Testing** – For more information, call (434) 797-8404, or email dcctestingcenter@dcc.vccs.edu, or go online at <http://www.dcc.vccs.edu/LRC/LAC/testingcenter.htm>.
- **Bookstore** – For more information, call (434) 797-8426 or go online at <http://dccbookstore.dcc.vccs.edu/home.aspx>.
- **Admissions & Registration** – For more information, call (434) 797-8460 or go online at <http://www.dcc.vccs.edu/studentServices/Admissions/admissions.htm>.
- **Counseling** – For more information, call (434) 797-8460 or go online at <http://www.dcc.vccs.edu/studentServices/Counseling.htm>.

- **Financial Aid** – For more information, call (855) 844-3634 or go online at http://www.dcc.vccs.edu/studentServices/FinancialAid/financial_aid.htm.

EXPRESSIVE ACTIVITY (06/14)

This policy, in combination with Virginia Community College System (VCCS) Policy 6.5 and DCC Policy Manual Section 4400, applies to all buildings, grounds, and other spaces owned or controlled by Danville Community College. The term "expressive activity" includes:

- Meetings and other group activities of students and student organizations;

- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
- Distributions of literature, such as leaflets and pamphlets; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

4400.1 Policy

College property is primarily dedicated to academic, student life and administrative functions. But it also represents the “marketplace of ideas,” and especially for students, many areas of campus represent a public forum for speech and other expressive activities. Indoors or outdoors, Danville Community College shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations.

4400.2 Reserving Campus Facilities:

- 1) If students, student organizations, or college employees desire to reserve campus facilities for expressive activities or events, they shall submit their requests per Section 4280 of the DCC Policy Manual.
- 2) If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or the college to conduct expressive activities or events on campus.
- 3) Facilities available for reservation are listed in Section 4280 of the DCC Policy Manual. Note that some of these facilities are used for instruction and may not be available at all times.
- 4) Facilities listed in Section 4280 of the DCC Policy Manual, when not being used for instruction, will be made available on a first-come, first-served basis. Areas within indoor facilities not listed in Section 4280 of the DCC Policy Manual, to include, but not limited to administration offices, libraries, and classrooms during instructional hours, are not available for expressive activities at any time.
- 5) During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.
- 6) Facilities will be made available without regard to the content or viewpoint of the expression or the possible reaction to that expression.

4400.3 Spontaneous Expressive Activity:

Students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities outdoors throughout the campus as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events, (d) substantially disrupt college operations, (e) constitute unlawful activity; or (f) create a clear and present threat to public safety.

FAMILIES FIRST CHILDREN’S CENTER (04/14)

Families First Children’s Center operates as a lab school for DCC’s Early Childhood Education program. Students acquire supervised hands-on experience with children.

- Serving DCC students, faculty, and the community
- Highly trained and educated teachers
- Developmentally appropriate activities
- USDA approved breakfast, lunch, and snack
- Secure building features
- Convenient, central location
- Fulltime & part time rates
- Modern facility and equipment
- Daily learning activities and outside play
- Small group time
- Interactive learning centers

Hours of Operations

Monday – Friday

7:30 am – 5:30 pm

DCC students may qualify for a subsidy grant from the DCC Educational Foundation.

Note: We make arrangements to accept subsidized funding or scholarships from private or public organizations.

For more information about enrollment contact:

Shannon Graves,
Director 434-793-9531
1004 S. Main St.
Danville, VA 24541
shannon.graves@dcc.vccs.edu

FINANCIAL AID – FREQUENTLY ASKED QUESTIONS

The Financial Aid Office offers “No Appointment Needed” Mondays, to assist with completing the FAFSA. Each Monday, 9:00-2:00, Wyatt Rm 101.

Q. Must I be accepted before I can apply for financial aid?

A. No, but you must be accepted before your eligibility for financial aid can be determined.

Q. How do I apply for a Federal Pell Grant?

A. When you complete a Free Application for Federal Student Aid (FAFSA), you are automatically considered for a Federal Pell Grant. The easiest way to apply is online at www.fafsa.gov.

Q. What information is needed when completing the FAFSA?

A. You will need: Your FSA ID and Password, Personal Information, Household Information, and Financial and/or Tax Information.

Q. Are my parents required to submit their financial information?

A. Yes, if you are under the age of 24 and do not meet any other requirements for independent status.

Q. What if my parents are separated or divorced? Which parent fills out the FAFSA?

A. The parent that you live with.

Q. Do I have to report my stepparent's financial information?

A. Yes, if the parent that you live with or that contributes over half of your support is remarried, you must report the stepparent's financial information also.

Q. If my or my family's current year income (year 2017) will be drastically lower than last year's income (year 2016) what do I do?

A. Contact the Financial Aid Office and request a Reduced Income Statement Form. Complete and submit the form, along with the appropriate documentation, to the Financial Aid Office for consideration. Often projected year income can be considered. These considerations are made at the family's request and on a case by case basis.

Q. How do I become an independent student for federal aid purposes?

A. If you meet one of the following: are at least 24 years old, are a veteran of the U.S. Armed Forces, are married, are a ward of the court, have no living parents and have no legal guardian, homeless, or have a legal dependent who gets more than half of their support from you. The FAFSA provides more information regarding these categories.

Q. What is DCC's Title IV Code?

A. Our Title IV School Code is 003758.

Q. What is my Expected Family Contribution (EFC)?

A. Expected Family Contribution (EFC) is the amount you and your family are expected to contribute toward your education. You receive an EFC based on the processing results of your Free Application for Federal Student Aid (FAFSA).

Q. Why did my financial need change from last year?

A. Since need represents the difference between total costs of attending DCC and the ability of you and your family to contribute; any change in your family's situation or in DCC's charges may mean a change in need.

Q. What do I do with a Student Aid Report (SAR) that I receive in the mail?

A. If you listed DCC on your application we will receive your information electronically and you should keep your original Student Aid Report for your records.

Q. How do I get a work-study job?

A. You must first complete a FAFSA form. If you are interested in work-study, come by the Financial Aid Office to complete the application. Once all current positions are filled we will start a waiting list. Students often drop or change jobs during the year, thus vacancies may arise. Student must be enrolled in at least 6 credits to qualify for work-study.

Q. When and how do I get paid for my work-study job?

A. You will be paid twice a month for the hours that you work. It is your money to spend as you see fit on your education related expenses.

Q. Will I have to pay back any financial aid money if I drop out or withdraw from school?

A. If you receive federal financial aid and drop out or withdraw from school during the first 60% of the semester you may be required to repay a percentage of the aid that you received.

Q. How do I apply for a Direct Stafford Loan?

A. You may visit our website at http://www.dcc.vccs.edu/studentServices/FinancialAid/financial_aid.htm.

Q. How do I apply for an Educational Foundation Scholarship?

A. You may visit our website at <http://www.dcc.vccs.edu/studentServices/FinancialAid/Scholarships.htm>.

Q. What is the difference between the Business Office and the Financial Aid Office?

A. These two offices are located in the Wyatt Building and are separate from one another administratively. The Financial Aid Office awards grants, loans, and work-study. The Business Office sends bills and collects payments for college charges not covered by aid. The Business Office also processes your financial aid disbursements.

Q. What if I have a credit balance on my student account?

A. If you have a credit balance in your account (after tuition and, if applicable, textbook charges have been paid) you will receive a disbursement later in the semester.

Q. When will I receive my financial aid disbursement?

A. Students enrolled in standard courses should start receiving their disbursements 4-6 weeks after the refund date. Students have the option of receiving disbursements electronically or via paper check.

Q. Why did I receive a bill from the Business Office? I have financial aid.

A. If your financial aid award is insufficient to cover your tuition and fees, you will receive a bill.

Contact Information:

Financial Aid Office
1008 South Main Street
Danville, VA 24541
DCCFinAid@dcc.vccs.edu
Telephone: 855-844-3634

Students may use excess financial aid in the College Bookstore to purchase only required books and supplies for registered courses deemed eligible for financial aid for the term, during the designated charge dates. A course would be deemed ineligible for financial aid if any of the four following circumstances exist:

- 1) The course does not apply to the student's academic program;
- 2) The course has already been repeated once after having been successfully completed. Successful completion is defined as any grade other than an F, U, R, or W;
- 3) The course is developmental and the student has already attempted 30 or more developmental credits, and/or
- 4) The course is a basic skills class (BSK) that is below the postsecondary level.

The approved dollar amount available per student to charge will vary according to the financial aid award and enrollment.

Supplies can include:

- One computer or tablet (authorization required)
- One scientific calculator
- Required tools
- Required uniforms

Students purchasing a computer must be enrolled in an IT, Web Design, Computer Aided Drafting, or Graphic Design related program and must receive a Bookstore Authorization from the Financial Aid Office. Laptops will not be authorized until the 2nd week of classes. One laptop/tablet purchase is allowed with subsequent purchase requests evaluated on a case-by-case basis. Laptops are not available during the summer semester.

Any other electronic item is considered not course related and may not be purchased with financial aid. Other items not approved for purchase with financial aid include but are not limited to apparel, food, cell phones, gift items, and gift/prepaid cards.

During the book purchase period, books and supplies purchased using financial aid cannot be returned to the College Bookstore for cash. Amounts for returned items must be credited back to the aid items that paid for the books and supplies on the student's account.

If for any reason financial aid does not cover the balance charged in the bookstore the student is responsible for paying that balance and will not be allowed to register until that debt has been satisfied.

Effective: Summer 2017

FINANCIAL AID REFUND AND REPAYMENT POLICY (07/16)

Federal regulations require Danville Community College to have a written policy for the return of federal (Title IV) financial aid by students who withdraw during a term for which federal financial aid was awarded. This policy applies to all financial aid recipients who withdraw from the College, are dismissed from the College, or who stop attending before completing 60% of the enrollment period. Title IV programs subject to this policy are Federal Pell, Federal SEOG, and Federal Stafford Loans.

Title IV funds are awarded to students under the assumption that they will attend school for the entire period for which the assistance is awarded. When students withdraw, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive.

Date of Withdrawal

If students leave the college prior to completing 60% of the payment period or term, the financial aid office recalculates eligibility for Title IV funds. For students who are dismissed or who stop attending without giving notice of having withdrawn, i.e., who do not follow official withdrawal procedures, the withdrawal date will be the midpoint of the period or the date the student last attended an academic function at the College. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

If students earned less aid than was disbursed, the institution would be required to return a portion of the funds and students would be required to return a portion of the funds. **When Title IV funds are returned, students may owe a balance to the college.**

If students earned more aid than was disbursed, the college owes the students a post-withdrawal disbursement which must be paid within 180 days of the institutional determination date.

Return of Title IV Funds calculations are performed continuously throughout the semester as students withdraw from classes or receive all non-passing grades. Students who receive all non-passing grades are reviewed at the end of the semester and Return of Title IV Funds calculations are applied using the faculty reported last date of attendance.

Repayment by the College

The College returns unearned funds that are repaid by the College or the student to the financial aid programs in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Pell Grant
4. Federal SEOG Grant
5. Other grant or loan assistance authorized by Title IV of the Higher Education Act

DCC WITHDRAWAL AND TUITION REFUND POLICY (07/16)

Students are eligible for a tuition refund if they drop classes or withdraw from the College on or before the announced refund date each semester. Withdrawals can be completed by telephone, online or in person. If a student withdraws from a class prior to the refund date of the term, the student is removed from the class roll and no grade is awarded. After the add/drop period or last day to receive a tuition refund, but prior to the completion of 60 percent of a session (nine weeks for regular session), a student who withdraws or is withdrawn from a course will be assigned a grade of "W" and will not receive a tuition refund.

If the student is receiving Financial Aid, a Return to Title IV calculation will be completed in the PeopleSoft SIS system, to determine the percent of aid earned by the student based on the withdraw or last date of attendance. The unearned portion of aid will be returned to the Department of Education and the student will be responsible for any remaining tuition and/or bookstore charges.

The add/drop form or withdrawal form must be processed by the Admissions Office. The College publishes in the College's Academic Calendar and on the website the dates during which a student may be eligible for tuition refunds. The College will not consider refunds after the announced date unless the student has encountered severe medical problems that relate directly to the individual student, in the event that military service requires the student's sudden withdrawal or prolonged absence from their enrollment, or in case of an administrative error. Before any consideration can be made, the student must appeal to the Vice President of Academic and Student Services, and then to the Vice President of Financial and Administrative Services. The tuition refund policy and the deadline dates are established by State policy. Please refer to the College Calendar for the deadline for tuition refund for full semester courses. Classes of shorter duration may have a different withdrawal deadline. Please contact the Admissions Office if you have questions.

A student withdrawing after the last day to receive a "W" grade for the course, can only receive a "W" grade if mitigating circumstances exist AND the student is passing the course. The curricular division chairman signs the form for students in his/her area; counselors sign forms for non-curricular students. Please indicate with a "W" if mitigating and student is passing; put an "F" if student is failing or if withdrawal is not mitigating. Faculty should sign in the space beside grade. NOTE: Withdrawing from a course(s) can have a negative impact on the status of your financial aid.

<http://www.dcc.vccs.edu/forms/MITIGATING-CIRCUMSTANCE-FORM.pdf>

After the 60% point, if a student withdraws or is withdrawn from a course(s) or the College, a grade of "F" will be assigned. Exceptions to this policy may be made under mitigating circumstances. Such circumstances must be documented and a copy of the documentation placed in the student's academic file. If mitigating circumstances cause the withdrawal, and if the student is making satisfactory progress at the time of withdrawal, the grade of "W" will be given. Division Deans will decide whether the reason for withdrawal is mitigating.

Effective May 21, 2015 the State Board of Community Colleges approved a revision to the VCCS Tuition Refund Policy as listed in the VCCS Policy Manual Section 4.3.2. The revision to the VCCS policy 4.3.2 directs that course

registrations shall not be deleted for students who receive a tuition refund for extenuating circumstances after the end of the add/drop period, but a grade of "W" would be assigned instead.

Students who request to be withdrawn with a tuition refund, after the stated refund date, must submit a request to the Vice President of Academic Services, with supporting documentation. If approved, the Admissions Office, the Business Office, and the Financial Aid Office will be notified of the tuition amount approved for refund.

This policy only relates to tuition so the student may be responsible for bookstore charges.

For students who paid using gift aid, the amount of aid earned will not be impacted. The Return to Title IV process will be followed. The tuition amount approved for refund will be based on any remaining balance after adjustments have been made, but will not exceed the original tuition cost.

Students who are withdrawn by the College for disciplinary reasons are not eligible for a refund of tuition and fees. A student who is expelled from the College after the designated refund date forfeits all payments for tuition and fees incurred for the semester the incident occurred.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College and the federal government. **These limitations include all terms of enrollment, whether or not aid was awarded or received.** Satisfactory Academic Progress (SAP) standards also apply to state aid, institutional, and foundation scholarships. Progress is measured throughout the academic program by the student's cumulative grade point average and by credits earned as a percentage of those attempted. In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The College Financial Aid Office will evaluate satisfactory academic progress before aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some career studies certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.

Students must pass the three SAP criteria listed below to receive aid. These guidelines must cover all periods of enrollment regardless of whether or not financial aid was received in the past.

1. Complete 67% of all courses attempted with grades of A,B,C,D,S, or P.
2. Have a cumulative grade point average requirement of:

Credit Hours Attempted	Minimum Expected GPA
1 - 15	1.5
16 – 30	1.75
30+	2.0

3. Not exceed 150% of the credit hours required to graduate from your academic program.

Example: If the total credits in your degree plan are 66, then your 150% max is 99. ($66 * 1.5 = 99$).

Students who do not meet the credit progression requirements and/or cumulative grade point average requirements will be immediately ineligible for financial aid. Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment.

Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid can appeal the financial aid suspension. Students must clearly state what caused the suspension and must also clearly indicate what has changed that will now allow the student to succeed.

Only complete appeal submissions, with documentation, will be evaluated by the Financial Aid Office. The decision is final. Depending on the circumstances, the student could be required to complete additional requirements (i.e., see a career counselor or another type of counselor, meet with an advisor to develop an academic progress plan for completion, limit enrollment, etc.) before an appeal is granted. The goal is to help the student get back on track for graduation. The reasonableness of the student's ability for improvement to again meet SAP standards and complete the student's program of study will be carefully considered. Appeals will be approved or denied. Students who have appeals approved will be in probationary status for the coming term. **During probationary status, the student must meet the conditions of the appeal as communicated to him or her by the Financial Aid Office, or the student**

will return to suspension. If an academic progress plan has been pre-approved by financial aid, continuing to meet the requirements of that plan will put the student back into good standing.

FINANCIAL AID COURSE AUDIT

Federal regulations have always dictated that students may only receive financial aid for courses that apply toward their degree or certificate program. Danville Community College has recently adopted new technology that allows us to better inform you about the impact your course selection has on your financial aid award. As a result, you will now have information about financial aid eligibility for each class shortly after you register instead of having your award recalculated to exclude ineligible courses after the add/drop date when it is too late to drop them. Our hope is that by providing you this information in advance, you will be better able to plan your academic career, select courses that apply to your program, and complete your degree or certificate in a more timely fashion. **If you choose to remain enrolled in an ineligible course, you will be responsible for paying the associated tuition, fees, and book expenses regardless of whether you are receiving financial aid for eligible courses or not.**

TUITION REFUND

Refunds are processed under the Virginia Community College System (state) refund policy. Students are eligible for a pro-rated tuition refund if they drop classes or withdraw from college on or before the published refund date as indicated in the academic calendar. The College Academic Calendar is published in the College Catalog, the Student Handbook, and on the College website. The College will not consider tuition refunds after that date unless the student meets one of the following circumstances:

- a medical issue that prevents you from continuing your studies,
- your death or the death of an immediate family member,
- a national emergency declared by the President of the United States,
- an administrative error made by the College, or
- the student is going through extreme financial hardship.

Requests for pro-rated tuition refunds after the refund date must be submitted within 30 days following the official drop date for the class(es). The student must document the extenuating circumstance as follows:

- **Medical Emergency** such as:
 - An extended illness or major medical issue affecting the student or members of student's immediate family (mother, father, sister, brother, wife, child or grandparent) occurring during the semester you are registered, which requires hospitalization, is life-threatening or is contagious and a danger to the remainder of the College community. A written verification on letterhead by the attending physician is required and must include the initial date of the problem, a statement that you are required not to attend class, and the duration of the problem.
 - A psychiatric/psychological emergency or severe, extended illness occurring during the semester you are registered, which requires hospitalization or that prevents you from attending classes. A written verification on letterhead by the attending mental health therapist is required and must include the initial date of the problem, a statement that you are not required to attend class, and the duration of the problem.
- **Death** of the student or a member of the student's immediate family (mother, father, sister, brother, husband, wife, child or grandparent). A copy of the death certificate or obituary should accompany the request.
- **National emergency or mobilization** declared by the President of the United States and in accordance with Section 23-9.6.2 of the Code of Virginia. Attach a copy of military activation orders. Please see policy on Military Service.
- **Administrative error** by the College. The request should explain the circumstances of the error, including dates, names of employees, and publications, if applicable.
- **Extreme financial hardship** on the student. The request should explain the circumstances, outlining the financial issues and provide documentation as appropriate. The student should be advised that in some cases, certain information such as tax returns, bill copies, foreclosure documents and/or employment termination documentation may be required prior to determination.

Disagreements with faculty, teaching methods or style, treatment or grading procedures are not considered administrative errors and must be resolved by contacting the division dean or through the College's student complaint/grievance procedures.

DCC Mitigating Circumstance Tuition Refund Process:

1. Student withdraws from class with mitigating circumstances after the last day to receive a tuition refund as stated in the College Calendar.
2. Student submits partial tuition request to the Vice President of Academic and Student Affairs within 30 days after the official withdrawal date. This request should include a typed letter and supporting documentation.
3. The Vice President of Academic and Student Affairs will notify the student of the decision.

4. The Vice President of Academic and Student Affairs will notify the registration office via the Withdrawal with Tuition Refund form. The registration office will notify the business office of the decision if the partial refund is approved.
5. For students receiving Federal Financial Aid, the Return to Title IV process is completed and adjustments are submitted to the business office. A write-off entry will be made on the account for the approved tuition refund based on the calculated days of award earned. If a tuition or bookstore balance remains, the student will be notified and billed.
6. For students who have paid out-of-pocket, the withdrawal code will be changed by the registration office upon receipt of the Withdrawal with Tuition Refund form indicating approval by the Vice President of Academic and Student Affairs. Partial tuition of 25%, 50%, or 75% will be refunded based on the amount of time the student has remained in the class.

GUIDELINES ON POLITICAL CAMPAIGN RELATED ACTIVITIES

Danville Community College employees, board members, and students have the right to freely express their views on any subject, including advocacy for or against candidates for public office. This right is protected by the First Amendment to the Constitution. However, in exercising these rights, neither DCC nor any of its resources can be used. All political activities are to be independent of college affiliation. DCC does not engage in partisan politics. Therefore, we do not support or endorse any political party or candidate.

INCLEMENT WEATHER POLICY (03/12)

In case of inclement weather, students and employees can contact the Danville Community College Weather/Emergency phone at (434) 797-8595 or check the DCC website (www.dcc.vccs.edu) for information about the College's operation. Information is also provided to local radio and television stations regarding closings and delays. To sign up for the DCC Alert System, visit <https://alert.dcc.vccs.edu>.

INFORMATION SECURITY POLICY (03/12)

Purpose

The Virginia Community College System (VCCS) provides computing facilities to faculty, students, and staff for activities supporting the VCCS mission. The purpose of this policy is to protect the integrity of the Virginia Community College System computing resources and the users thereof against unauthorized or improper use of those resources. The following policy describes responsible behavior expected by those given access to the computing facilities. The VCCS will provide practical guidelines for the application of this policy.

General Responsibility

The VCCS administration reserves the right without notice to limit or restrict any individual's access and to inspect, remove, or otherwise alter any data, file, or system resource that may undermine the authorized use of any network computing facilities. VCCS administration also reserves the right to periodically check any system and take any other action necessary to protect its computing facilities. VCCS disclaims responsibility for loss of data or interference with files resulting from its effort to maintain the privacy and security of those computing facilities. Each college president is responsible for the development, implementation, and enforcement of local information security plans to satisfy the objectives set forth in this policy. The college president is responsible for ensuring that all local college employees have signed Information Technology Employee Ethics Agreements and are on file. Each college president is also responsible for ensuring that all active students and patrons using VCCS or college computer resources have acknowledged acceptance of the Information Technology Student/Patron Ethics Agreement. Finally, college presidents are responsible for establishing approval mechanisms for authorizing staff and students to view, add, or modify local college information located on VCCS resources on a need-to-know basis.

Definition

The term "Virginia Community College System's (VCCS) local and shared computer systems" means, refers to, and includes any and all forms of equipment, tools, and intellectual property related to computer use. This includes computer systems, personal computers, and computer networks, and all forms of software, firmware, operating software and application software that the VCCS owns or that is under the VCCS's possession, custody, or control. Users of the VCCS computing resources must agree to comply with and be subject to VCCS policies. These policies include the Information Security Policy, the Information Technology Employee Ethics Agreement, the Information Technology Student/Patron Ethics Agreement, the Computer Ethics Guidelines, and these Conditions of Use. The VCCS reserves the right to amend these conditions and policies at any time without prior notice.

VIRGINIA COMMUNITY COLLEGE SYSTEM

Information Technology Student/Patron Ethics Agreement

As a user of the Virginia Community College System's local and shared computer systems, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The college has granted access to me as a necessary privilege in order to perform authorized functions at the institution where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the college has not expressly assigned to me. I will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner is considered copyright infringement and is illegal under federal copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-513 (<http://www.copyright.gov/title17/92chap5.html>) and in the US Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.75. Use of Internet and Electronic Communication Systems, VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information;
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use the college computing laboratories, classrooms, and computers in the Learning Resource Centers. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and management of my college.

I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. I must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the VCCS Information Technology Acceptable Use Agreement, I understand that I need to contact the college Information Security Officer or appropriate college official.

ENFORCEMENT PROCEDURE

1. Faculty, staff and students at the college or VCCS facility should immediately report violations of information security policies to the local Chief Information Officer (CIO).
2. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Office Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
 - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
 - b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
 - c. Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
3. In the event that a student is the offender, the accuser should notify the Vice President of Academic and Student Services. The Vice President, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:
 - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
 - b. Restitution for damages, materials consumes, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
 - c. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.
4. The College President will report any violations of state and federal law to the appropriate authorities.
5. All formal disciplinary actions taken under this policy are grievable and the accused may pursue findings through the appropriate grievance procedure.

APPROVAL

This guideline shall remain in effect until superseded or suspended.

INSTITUTIONAL EFFECTIVENESS DAYS

Two class days are designated each academic year (one per term) as Institutional Effectiveness Days. The faculty in each program at Danville Community College develops student outcomes objectives and measurement tools for each curriculum to ensure assessment of student outcomes.

INTELLECTUAL PROPERTY POLICY

Danville Community College adheres to the policies of the Virginia Community College System (VCCS) relative to its intellectual property, copyright issues, and revenue derived from the creation of intellectual property. The VCCS policy determines ownership rights and responsibilities regarding intellectual property by a student and/or employee of the VCCS. The policy may be viewed online at www.vccs.edu. Also, there is a copy of the policy located in both the Library and the Student Services office.

LEARNING RESOURCES CENTER

Academic Support Services

The Whittington W. Clement Learning Resources Center provides academic support services for the college community. Centrally located on the Danville Community College campus, the LRC incorporates the latest in educational technology to offer a unique mix of traditional and nontraditional resources for learning and teaching. For more information, please call (434) 797-8454 or go online at <http://www.dcc.vccs.edu/lrc/LRC/LearningResourcesCenter.htm>.

Library

Located on the upper-level of the LRC, the Mary M. Barksdale Library provides extensive print and non-print collections, full-text electronic databases, and study areas. A library card is required to check out materials and can be obtained by presenting a picture ID or student ID at the circulation desk. For more information, ask the librarian or call (434) 797-8555, or go online at <http://www.dcc.vccs.edu/lrc/library/library.htm>. Library services include the following:

- **LRCLive** – An online reference service that enables you and a reference staff member to chat online and share web pages in real-time. At the end of each session, you will receive a transcript of the entire session. You can connect to LRCLive at <http://www.questionpoint.org/crs/servlet/org.oclc.home.TFSRedirect?virtcategory=12976>.
- **Internet and Electronic Resources** – Students have access to a vast array of Internet and electronic resources including VIVA. VIVA is a collection of approximately 10,000 full-text journals and newspapers, over 9,000 full-text works of poetry and verse drama, and more than 750,000 additional full-text books, reports, pamphlets and statistical sources. The Internet terminals in the Library are designated for research and educational purposes only. You can connect to the e-Library at <http://www.dcc.vccs.edu/lrc/E-Library/elibrary.htm>.
- **Print Resources** – A large collection of books, periodicals, and other print materials are available for research and study.
- **Research Assistance** – A librarian is available to assist students in the use of the library and its materials.
- **Interlibrary Loan (ILL)** - Students who need materials which are not available in the DCC library may request that books and copies of journal articles be borrowed from other libraries. Materials are usually available within 5 days or sooner. A maximum of 5 items may be requested at a time. There is no fee for this service.
- **Copy Machine** – 10 cents per page
- **Group Study Areas**

Library Hours

Fall, Spring and Summer Semesters

Monday through Thursday – 8:00 a.m. to 9:00 p.m.

Friday – 8:00 a.m. to 12:00 noon

Saturday – Closed

Sunday – 1:00 p.m. to 5:00 p.m. (Except Summer Semester)

Intersession

Monday through Thursday – 8:00 a.m. to 5:00 p.m.

Friday – 8:00 a.m. to 12:00 noon

Saturday and Sunday - Closed

Learning Resources Center (LAC)

The LAC provides a variety of instructional support programs and services to assist students. For more information call (434) 797-8404 or go online at <http://www.dcc.vccs.edu/lrc/LAC/LearningAssistanceCenter.htm>.

- **Testing Center** - Makeup tests for the instructional programs and distance learning testing are administered in the LAC.
- **Computer Lab** – Computers, printers, scanners, and access to most major software applications used on campus are available in the LAC. Tutorial software, email, and the Internet are also available. Services for the visually and hearing impaired are available.
- **Blackboard** – Having difficulties with Blackboard?
 - For password help, please email the DCC Help Desk (helpdesk@dcc.vccs.edu) for assistance.
 - For all other concerns and problems, please contact your instructor.
 - Need help learning how to use Blackboard? Contact C. J. Olp in the LAC or call (434) 797-8556.

LAC Hours

Fall and Spring Semesters

Monday through Thursday - 7:30 a.m. to 6:30 p.m.

Friday – 8:00 a.m. to 12:00 noon

Saturday - Closed

Sunday – 1:00 p.m. to 5:00 p.m.

Summer Sessions

Monday through Thursday - 7:30 a.m. to 6:30 p.m.

Friday – 8:00 a.m. to 12:00 noon

Saturday and Sunday - Closed

Intercession

Monday through Thursday - 8:00 a.m. to 5:00 p.m.

Friday – 8:00 a.m. to 12:00 noon

Saturday and Sunday – Closed

Holidays and Special Hours

The library and LAC will be closed whenever the college is closed. Special hours for holidays, faculty planning and preparation days, and other special occasions will be posted on the LAC's telephone and at the front of the LRC.

Tutoring Center

The Tutoring Center provides free tutoring to currently enrolled DCC students who seek assistance with their DCC coursework. Individual and small group tutoring for most courses is available on an appointment basis. Student may sign-up at any time during the semester. DCC's Tutoring Center is nationally certified by the College Reading and Learning Association. Tutoring is provided by trained professional and peer tutors. The Tutoring Center is located in the upper level of the Learning Resources Center. For more information on tutoring services, call (434) 797-6432 or go online at <http://www.dcc.vccs.edu/lrc/tutoring/tutoringcenter.htm>.

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION (NJCAA) (05/13)

Danville Community College is a member of the National Junior College Athletic Association (NJCAA) which is the governing body of intercollegiate athletics for two-year colleges. As a member of the NJCAA, all DCC athletes are required to follow the Bylaws of the NJCAA. DCC athletes are required to sign the Athletic Code of Conduct and are subject to random drug screens as set forth by the NJCAA and the DCC Athletic Department. For more information: www.njcaa.org.

NO SMOKING POLICY

Smoking is prohibited in all campus buildings and within 25 feet of all building entrances. Smoking is prohibited in accordance with Executive Order 41.

NOTIFICATION OF STUDENT RIGHTS (02/17)

The Family Educational Rights and Privacy Act (FERPA) of 1974, Sec.438, PUB.L. 90-247, as amended, sets forth requirements governing protection of students' right to privacy in their education records and affords them a right to inspect such records. A copy of this legislation is on file in the Learning Resource Center.

The College may disclose the following personally identifiable information from a student's education records:

1. Student's name
2. Participation in officially recognized activities and sports
3. Weight and height of members of athletic teams
4. Degrees, honors and awards received
5. Major field of study
6. Dates of attendance
7. Grade Level
8. The most recent educational agency or institution attended
9. Number of credit hours enrolled
10. Photos

This information may be disclosed by the College without the prior consent of the student unless a written request is made to the Admissions Office or the student sets appropriate privacy settings in the Student Information System before such time as the College is asked to make such disclosure. In any case, the College may disclose directory information from the education records of an individual who is no longer in attendance at the College. Students having questions pertaining FERPA may contact the College Registrar.

OUTSTANDING FINANCIAL OBLIGATION (03/13)

Outstanding financial obligations must be satisfied before a student can re-enroll for succeeding semesters. If a student owes an outstanding financial obligation, the negative service indicator will be removed immediately if the student pays by cash or credit card. If the obligation is paid by check, the indicator will not be removed for 5 business days to allow sufficient time for the funds to clear the bank.

RETURNED CHECKS AND DISHONORED CREDIT/DEBIT CARD FEES (04/14)

Danville Community College will charge fees for returned checks and dishonored credit/debit cards in compliance with VCCS policy Section 4.2.3.1. The college must assess a \$35 service charge for handling returned checks or dishonored credit card or debit card payments when the account is not in past due collection status. The college must assess a \$50 service charge for handling returned check or dishonored credit card or debit card payments when the account is in past

due collection status. Collection of returned check charges shall be deposited to the State or local funds depending on the fund of the bad check.

SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT (02/17)

Disclosure of your social security number is not required, but it is highly recommended. Disclosure ultimately will be required for most students at the time of enrollment, per § 6050S of the Restructuring and Reform Act of 1998, or at the time of disbursement of federal financial aid, per 34 *Code of Federal Regulations* Part 668.36. Section 23-2.2:1 of the *Code of Virginia* also authorizes the Virginia Community College System to collect student social security numbers and other personally identifiable information prior to a student's enrollment, and requires it to electronically transmit enrollment data to the State Police. However, the VCCS will only use your social security number in accordance with federal and state reporting requirements, and for identification purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, or pursuant to your obtained consent.

STUDENT CENTER RULES (05/12)

1. Obey the Student Code of Conduct.
2. Student ID Cards must be worn at all times and in plain sight.
3. Respect the rights of others
4. Respect yourself.
5. Loud and unruly behavior will not be tolerated and you will be asked to leave.
6. No offensive or obscene language.
7. All personal listening devices (i.e. iPods, laptops, iPhones, etc.) will require headphones in the student center.
8. No tobacco, alcohol, drugs, or firearms.
9. Minors (under 18 years of age) must be accompanied by an adult.
10. Visitors are allowed for dining purposes.

STUDENT ID POLICY

All students are required to wear a DCC Student ID at all times. This is an official form of identification for the College and should not be altered.

- All New and Returning Students must have a Student Identification card.
- Student must have his/her Student EMPLID Number.
- Student must be enrolled for the current semester and must present a study list or schedule from the current semester.
- Student must present a current picture ID (i.e.- Valid Driver's License, DMV picture ID card)
- Student cannot wear hats or anything covering his/her head. Sunglasses are not to be worn.
- Duplicate Student ID's will only be taken if the student is currently taking classes and presents the above identification.

STUDENT INFORMATION RELEASE AUTHORIZATION (02/17)

In compliance with the federal *Family Educational Rights and Privacy Act of 1974 (FERPA)* the college is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid, and other student record information. This restriction applies, but is not limited, to parents, a spouse or a sponsor. FERPA does permit the college to disclose information from a student record to a parent(s) or legal guardian(s) if they claim the student as a dependent for federal tax purposes, and Chapter 495, 2008 Virginia Acts of Assembly requires disclosure to those who claim the student as a dependent. Parent or legal guardian must present current tax information supporting this claim.

The student may, at his/her discretion, grant the college permission to release information about his/her student records to a third party by submitting a completed **FERPA Consent to Release Educational Records** form. The specified information will be made available only if requested by the authorized third party. The authorized third party must know the student's password as indicated on the Release form before information can be released. Students should submit the completed form to the Office of the Registrar in person, by mail, or by fax. Please note that the authorization to release information has no expiration date; however, a student may revoke the authorization at any time by sending a written request to the same address. **NOTE:** For the third party designee(s) you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record.

THREAT ASSESMENT (02/17)

Security - Threat Assessment/Violence Prevention Committee

If you are aware of an emergency or immediate safety concerns call 911 and report the danger to law enforcement. If you are concerned about threatening behavior or a disturbing situation that is NOT an emergency event, contact campus security, one of the team members, or email threat@dcc.vccs.edu.

Threat Assessment/Violence Prevention Team

The Threat Assessment/Violence Prevention Team at Danville Community College is dedicated to a coordinated and planned approach to the identification, prevention, assessment and management of behavioral threats to the College and the DCC learning environment.

Purpose

This team has been established to:

- Respond quickly to behavior indicating a student, faculty/staff member or campus visitor poses a risk to self or others.
- Providing guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community.
- Respond to circumstances of violence, threatening behavior, unwanted pursuit or harassment.
- Investigate the situation and recommend appropriate actions including suspension, expulsion, termination of employment, filing of criminal charges or ongoing monitoring and observation of behavior patterns.
- Identification of members of the campus community to whom threatening behavior should be reported.
- Identify resource for troubled students and personnel and make referrals to appropriate campus and off-campus agencies.
- Notify, within the FERPA guidelines, parents, guardians, and/or next of kin.
- Coordinating the response with the Virginia Community College System.

Goals

- Provide a safe physical environment for the members of our campus/college community.
- Provide a safe emotional environment for the members of our campus/college community.
- Promote peace of mind for all students, faculty and staff of Danville Community College.

Overview

The Threat Assessment/Violence Prevention Team consists of College and community personnel with expertise in academic affairs, student affairs, human resources/employment affairs, law enforcement, mental health issues, and knowledge of the media. Whenever possible, a collaborative process will be used to assess and respond to a received threat. A core team of key campus leaders will generally comprise the Team, but off-campus resources are involved when warranted. Other individuals may also be consulted such as a faculty member who has a concern about a student or a supervisor who is concerned about an employee.

The Team meets when an emergency arises and as needed to review reports brought forward by faculty, staff and students concerning inappropriate and/or threatening behavior.

Campus Members' Responsibilities

It is the responsibility of faculty, staff and students to immediately report any situation that could possibly result in harm to anyone connected to the College. These reports may be submitted online, reported to DCC Security at 797-8533 or campus phone ext. 8533, or to any member of the Team.

Types of Threats to Report to the Threat Assessment/Violence Prevention Team

- Expression of violence
- Anger problems
- Fascination with weapons
- Suicide threats or statements
- Bullying or Intimidation
- Severe rage
- Interest in previous shooting situations
- Violence and cruelty
- Mental health history related to dangerousness
- Unusual interest in terrorist activities and materials

VETERANS' AFFAIRS OFFICE

Danville Community College is a "Military Friendly Campus," and has been named to the 2015 list of Top Colleges and Universities, selected by Military Advanced Education. DCC is dedicated to helping eligible veterans, dependents, reservists, guardsmen, and disabled veterans (service connected) in the pursuit of education, be it higher education,

retraining, vocational skills or just lifelong learning. We are happy to assist veterans in using their earned Veterans benefits. For information about VA educational benefits, contact the Dr. Carl Amos (Located in Wyatt 108) at 434-797-8572.

Visit our website for more information: <http://www.dcc.vccs.edu/Veterans/veteransaffairs.htm>.

STUDENT CONDUCT, RIGHTS, AND RESPONSIBILITIES

Danville Community College is a learning community with specific expectations concerning the conduct of its students. The student handbook discusses your rights, responsibilities, and conduct as you pursue your education.

Danville Community College's approach to student learning and student conducts is to provide a safe and healthy learning environment that facilitates the mission of the College. When a student's conduct adversely affects the College's pursuit of its educational objectives, actions will be taken to remedy the situation. Danville Community College's approach will be both to resolve the problem and to help students to learn from their mistakes. In accordance with this general philosophy, efforts will always be made to resolve discipline issues, informally, if possible.

RIGHTS AND RESPONSIBILITIES

- A. The submission of an application for admission to Danville Community College represents a voluntary decision on your part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. College approval of your application, in turn, represents the extension of a privilege to join the college community and to remain a part of it as long as you meet its required academic and behavior standards.**
- B. You have the privilege of exercising your rights without fear or prejudice as long as you respect the laws of the state, the policies of the College, and the rights of others on campus.**

Such rights include the following:

- 1. You are free to pursue your educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the College through its curricula.**
- 2. No disciplinary sanctions may be imposed upon you without due process.**
- 3. Free inquiry, expressions, and assembly are guaranteed to you provided your actions do not interfere with the rights or safety of others or the effective operation of the institution.**
- 4. The College and members of the College community have the right to expect safety, protections of property and the continuity of the educational process.**

STUDENT INITIATED GRIEVANCE PROCEDURE

Danville Community College is dedicated to an affirmative action policy which provides that all grievances relating to students at the College, including grade appeals, will be handled fairly and without regard to race, color, age, national origin, sex, disability, or other non-merit factors. A grievance is a difference between a student and an employee of the college with respect to the application of the provisions of the rules, policies, procedures, and regulations of the college or the Virginia Community College System as this application affects the activities or status of each student. The grievance procedure must be initiated within seven (7) class days according to the following procedure.

Three steps delineate the procedure to be followed when a student is filing a grievance against an employee of the college for failing to follow the provisions of VCCS and/or DCC rules, policies, procedures, and/or regulations.

Step I.

A. Student

- 1. The student initiating the grievance shall discuss it with the college employee involved.**
- 2. The student may request a Danville Community College counselor's participation as a third party to discuss the issue when the student judges that the personal conference with the college employee would be detrimental to resolving the problem.**

B. Student/Employee

- 1. Every reasonable effort should be made by all parties to resolve the matter at this step.**

C. Employee

1. Documentation of the Step I decision shall be submitted in writing by the employee to the student and the employee's supervisor within seven (7) class days of the student/employee conference.

Step II

A. Student

1. If the student is dissatisfied after Step I, he/she may, within seven (7) class days, file a written appeal with the employee's supervisor.

B. Supervisor

1. Within (7) seven class days of receipt of the written grievance from the student, the supervisor will schedule and hold a meeting with the student and the employee, separately or together.
2. The supervisor will conduct the meeting to hear the grievance, maintain a written record of the meeting, and will notify the student, employee and the Vice President of Academics and Student Services of the decision within (7) seven class days.

Step III

A. Student

1. If the student is dissatisfied with the decision at Step II, s/he may, within seven (7) class days, file a written grievance to the Vice President for Academic and Student Services.

B. Vice President for Academic and Student Services

1. Within seven (7) class days after receipt of the written grievance, the Division Dean appointed to serve as Chair of the Review committee will be responsible for selecting the Review Committee.

C. Review Committee

The Review Committee is dedicated to fair and impartial hearings in order to resolve the grievance. The members will decide, by at least a majority vote, to uphold, to modify, or reverse the decision made at the previous level. The Review Committee will consist of two faculty members, one division dean, one counselor, and two students, whose names are randomly selected. To ensure a fair and impartial committee, the President may replace any member of this Committee with another student or faculty/staff member, whenever deemed appropriate by the President.

1. The Dean or AVP of Workforce Services shall set a time and place for the hearing and notify every individual involved in an earlier step of the grievance.
2. All parties concerned shall be given at least five (5) class days' written notice informing them of the nature of the complaint, and the date, time, and location of the hearing.
3. The student requesting the hearing shall present the case to the Committee. The party against whom the complaint has been lodged shall have the opportunity to respond to the complaint. Both parties shall be allowed to present only relevant information to the Committee; however, it is the responsibility of the parties to arrange for such information.
4. The student has the right to be accompanied by counsel or advisor who may come from within or outside the College. Such counsel or advisor must restrict his/her participation to advising the student, and he/she may not participate in the actual proceedings of the hearing.
5. After hearing all relevant information, the Vice President of Academic and Student Services may ask for a concluding statement from each party if such statement would aid the Committee's deliberation.
6. Following the concluding statements, the Vice President of Academic and Student Services shall invite the student and the faculty member to leave the room.
7. The Committee shall deliberate and shall decide the issue and subsequently state its ruling and rationale in writing within seven (7) class days after a decision is reached.
8. A majority vote will control. A minority report may be included signed by the minority position. If the Committee upholds the student's grievance, it will recommend specific measures to be taken by the Vice President of Academic and Student Services, the Division Dean, or AVP of Workforce Services and/or the faculty member involved to resolve the issue in an appropriate and fair manner.
9. If, however, the Committee denies the student's grievance where the student has violated the standards of acceptable conduct, the Committee shall accept the recommended penalty of the faculty member in whose class the offense occurred, unless the Committee finds, by a majority vote, that such recommended penalty is unfair in light of the evidence. It shall then recommend the following penalty or penalties to the Vice President of Academic and Student Services.
 - a. Verbal or written warning;
 - b. Requirement that the student complete a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions;
 - c. Withholding of official transcript or degree;

- d. Bar against readmission;
 - e. Denial or non-recognition of a degree;
 - f. Withdrawing from a course with a grade of "W";
 - g. Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course;
 - h. Expulsion.
10. The hearing will be recorded.
 11. The Committee's decision may be appealed to the President of the college. The appeal must be in writing and set forth the specific ground(s) for appeal and be filed with the President no later than ten (10) class days from the decision of the Committee, unless the President grants an extension for good cause. Failure to file an appeal within the time provided, in writing, as above shall cause a loss of the right to appeal.
 12. Notwithstanding the foregoing, the President reserves the right to take any action as the President determines to be in the best interest of the college.

State Council of Higher Education for Virginia (SCHEV)

As a last resort, if a student has exhausted the avenues provided by DCC and the complaint has not been resolved internally, the student may file a formal complaint with the State Council of Higher Education for Virginia (SCHEV) at <http://www.schev.edu/index/students-and-parents/resources/student-complaints>

COLLEGE INITIATED CODE OF STUDENT CONDUCT AND DISCIPLINE

College Code

At Danville Community College, the primary concern is the student. The College attempts to provide students a safe environment conducive to academic endeavor, social growth, and acceptable behavior.

1. **Acquaintance with Policies, Rules, and Regulations:** The Code of Student Conduct is subject to change by the college administration. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the college, copies of which will be available to each student for review in the Admissions Office. The College will hold each student responsible for compliance with these policies, rules, and regulations. The student is responsible for obtaining published materials to update the items in this code. Online versions of the policies, rules and regulations will be up-to-date.
2. **Student Misconduct:** Each student is expected to conduct himself/herself in a manner consistent with the College's functions as an educational institution. Specific examples of misconduct for which students may be subject to disciplinary action include but are not limited to the following:
 - a. Use or possession of ammunition, firearms, or other weapons. None of the preceding is allowed in cars parked on campus. (See Item 3).
 - b. Conducting oneself in a manner that endangers the health or safety of self and/or other persons.
 - c. Acts of intimidation or bullying directed towards employees, students or guests of the College.
 - d. Wearing of clothing that exposes parts of the body or undergarments in such a manner that is offensive to others.
 - e. Commission of any criminal offense under federal, state, or municipal law on campus.
 - f. Violation of or failure to comply with any college policy, rule, or regulation.
 - g. Giving false testimony and/or information to any campus official.
 - h. Knowingly initiating, communicating, or circulating a false report of a bombing; fire offense; or other emergency.
 - i. Misuse of fire or other life-safety equipment.
 - j. Possession of ignition devices, fireworks, flammable liquids or objects, which could cause damage by fire or explosion.
 - k. Creating or participating in disturbances on college property or at a college activity resulting in the disruption of college activities.
 - l. Inappropriate classroom behavior. (The faculty member has responsibility for control of the classroom and may take steps to ensure an orderly environment).
 - m. Failure to meet financial obligations to the college in accordance to institutional business office procedures.
 - n. Stealing, destroying, defacing, damaging, or misuse of college property or property belonging to another.
 - o. Possession of or making use of college keys for unauthorized purposes.
 - p. Unauthorized entry into or use of college buildings, facilities, or equipment.

- q. Unauthorized solicitation on college-controlled property.
- r. Possessing or using intoxicating beverages on college property or at college activities.
- s. Being intoxicated or impaired while on campus or at college activities.
- t. Gambling in any form on college property.
- u. Illegal possession, use, sale or distribution of any quantity of any drug, narcotic, or controlled substance.
- v. Forgery, alteration, or misuse of college documents, forms, or records.
- w. Harassment of any student, employee, or guest of the college.
- x. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other college activities.
- y. Academic dishonesty (See Item 5).

3. **Firearms and Other Weapons:** Firearms and dangerous weapons of any type are NOT PERMITTED on or in campus facilities, except when carried by bona fide law enforcement officers in their official capacities. The use, possession (including in parked cars on campus), or sale of ammunition, firearms, or other weapons is strictly forbidden and may result in penalties which include denial or revocation of admission and suspension from the College.

Possession of Weapons Prohibited

Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

Any individual in violation of this prohibition will be asked to remove the weapon immediately. Failure to comply may result in a student conduct referral, an employee disciplinary action, or arrest.

4. **Gang Activity:** This is defined as any activity that leads college officials to reasonably believe that such behavior, apparel, activities, or acts **are** “gang-related” and adversely affect the campus environment and/or educational objectives of Danville Community College. **This may include:** wearing apparel of a gang-related nature (including, but not limited to clothing, clothing accessories, jewelry, hair accessories, tattoos, emblems, badges, symbols, signs); presenting a physical safety hazard to self, students, faculty, staff, or other persons on the college campus; communicating verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.) to convey affiliation in a gang; defacing college or personal property with gang-related graffiti, symbols, or slogans; or soliciting others for gang membership.

5. **Academic Honesty:** Students will be expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in academic work is subject to disciplinary action.

A. The college may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, the following:

- 1. Copying from another student's test paper or other academic work.
- 2. Using materials not authorized by the person giving the test.
- 3. Collaborating, without authority, with another student during an examination or in preparing academic work.
- 4. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test.
- 5. Substitution for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.
- 6. Bribing another person to obtain an unadministered test or information about an unadministered test.
- 7. The appropriation of another's work without acknowledging the incorporation of another's work in one's own written work (plagiarism).

- B. Procedures for discipline due to academic dishonesty will be the same as specified in Section 7, except that all academic dishonesty actions will be first considered and reviewed by the appropriate faculty member. If the student does not accept the decision of the faculty member, the student may discuss his/her concerns with the Division Dean. If the student does not accept the decision of the Division Dean, the College will then follow the normal disciplinary procedures in Sections 6 and 7.

- C. **Plagiarism Policy:** A student who receives a failing grade (“F”) in a course as a result of academic dishonesty (*such as plagiarism*) may not withdraw from that course with a “W” or receive a refund. This policy applies to

any student in a particular course deemed to have committed an act of academic dishonesty during any part of a semester, and regardless of whether he/she has turned in any graded work. Mitigating circumstances do not apply in such cases. If the student does not accept the decision, the College will then follow the normal disciplinary procedures in Sections 6 and 7.

DISCIPLINARY PROCEDURES, INCIDENT REPORTS & RESULTING ACTIONS (02/17)

Any person charged with an offense is entitled to due process and is considered innocent until proven otherwise.

- Any student or employee of Danville Community College may complete an incident report against a student or college employee.
- All reports must be filed with the Vice President of Academic and Student Services or his/her designee. Blank incident reports may be obtained from the Security Office and from the Student Services Office in the Wyatt Building. The form is also available online.
- Confidentiality will be maintained throughout the handling of the case.
- The completed incident report should be submitted to Student Services.

Procedure for Administration of Discipline The Vice President of Academic and Student Services or his/her designee will have primary authority and responsibility for the administration of student discipline at the college. When the Student Support Services (SSS) Department receives an Incident Report, a SSS representative shall investigate the alleged violation. After completing the preliminary investigation, the SS representative may:

1. Dismiss the allegation as unfounded and take no further action.
2. Determine the severity and nature of the problem.
3. Refer the student to the College's Grievance Procedure, if the Incident Report is against a college employee.
4. Consult with the Vice President of Academic and Student Services or his/her designee. *Upon receipt of a completed incident report alleging misconduct, the student may be given notice to appear before the Vice President of Academic and Student Services or his/her designee. Failure to report may result in disciplinary action.

The Vice President of Academic and Student Services or his/her designee will determine if such allegations are founded. If, after discussion with the student, the charges reasonably appear founded, the material facts upon which the charges are based are not disputed, and the student does not request a Review Committee hearing, the Vice President of Academic and Student Services will assess the penalty appropriate to the charges.

In cases where further action is warranted, the following disciplinary actions may be taken:

- a. Deny or revoke admission
- b. Verbal or written warning.
- c. Requirement that the student meet with a professional counselor.
- d. Requirement that the student completes a special project which may be, but is not limited to, writing an essay, attending a special class or lecture.
- e. Disciplinary probation imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
- f. Ineligibility for election to a student office.
- g. Removal from an organizational office.
- h. Prohibition from representing the college in any special or honorary role.
- i. Withholding of official transcript or degree.
- j. Restitution, whether monetary or performing specific duties.
- k. Denial or non-recognition of a degree.
- l. Suspension of rights and privileges, including participation in curricular, co-curricular, or extracurricular activities for a specified period of time.
- m. Withdrawal from a course with a grade of "W" or "F" grade.
- n. Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the retaking of a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course.
- o. Loss of or ineligibility for student grant, loan, or scholarship.
- p. Expulsion from the college.
- q. Blocking a student from enrolling until a specified act is performed by the student.
- r. Warning Probation, a written reprimand indicating that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time up to one calendar year, and the student shall automatically be removed from probation when the imposed period expires.

- s. Suspension from the College: Exclusion from attending the College as a student for a definite period of time not to exceed one year.
- t. Dismissal: Termination of student status for not less than one year. The conditions of readmission, if any, will be stated in the order of dismissal.

The Vice President of Academic and Student Services will prepare a written notification of the disciplinary actions to be taken by the college which will be delivered to the student by certified letter/return receipt requested.

Immediate Disciplinary Action: The Vice President of Academic and Student Service, the President of the College, or his/her designee may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule or regulation of the college. This should occur only when the continuing presence of the student poses a danger to persons or property or the individual presents a threat of disrupting the academic processes of the institution.

In such cases, the Vice President of Academic and Student Services or his/her designee will, if possible, meet with the student prior to suspension and discuss the reasons for the interim suspension.

Ineligibility for Refund: Students who are withdrawn by the College for disciplinary reasons are not eligible for a refund of tuition and fees. A student who is expelled for the College after the designated refund date forfeits all payments for tuition and fees incurred for the semester the incident occurred.

Outstanding Financial Obligation: Immediate interim disciplinary action, including the blocking of re-enrollment and/or denying the release of official transcripts may be taken against any student who has outstanding financial obligations to the College. The student has the right to immediately discuss re-enrollment and/or denial of the release of official transcripts with the Office of Admissions and Records who will refer the student to the appropriate College official for a discussion of the reason or reasons for the block. Following this discussion, the student may request the case be reviewed pursuant to the normal disciplinary procedures.

Student Disciplinary Hearings: In the cases in which the student disputes the facts upon which the charges are based or in those cases in which the student accepts the facts but disputes the disciplinary action taken, the student will have the opportunity to have the decision reviewed by a fair and impartial Review Committee.

- 1) If the student wishes to have a hearing with the Review Committee, the student must, within three (3) class days of the time at which the certified letter was received by the student, submit to the Vice President of Academic and Student Services a written request for review.
- 2) A representative of the Vice President of Academic and Student Services Office will be present during the hearings as a non-voting resource person.
- 3) Except in those cases where immediate interim disciplinary action has been taken under authority of Immediate Disciplinary Action Section, the accused student will be given five (5) class days notification by the Vice President of Academic and Student Services of the date, time, and place for the hearing, and the names of the Review Committee members.
- 4) Upon a hearing of the charges, the Vice President of Academic and Student Services has the responsibility of going forward with the evidence and the burden of proving the charges by the greater weight of the credible evidence. In no case will this person serve as the resource person of the Review Committee. The hearing will be conducted in accordance with the following procedures:
 - a. The student may challenge the impartiality of a member of the Review Committee at any time prior to the introduction of any evidence. The validity of this challenge will be decided upon by the remainder of the Committee. In the event any member of the Review Committee is disqualified, a new member will be appointed by the college President.
 - b. Each party will have the right to appear and present evidence in person. Each party has the right to be accompanied by counsel or advisor who may come from within or outside the College. Such counsel or advisor must restrict his/her participation to advising the party, and he/she may not participate in the actual proceedings of the hearing.
 - c. The student may elect not to appear at a hearing; however, it will still be held.
 - d. The hearing will be closed to the public.

- e. The Dean will open the meeting by advising the student of the Committee's procedures.
 - f. The Dean will then review in the presence of the student and the Vice President of Academic and Student Services, the allegations that were the basis of the disciplinary action.
 - f. The Dean will then review in the presence of the student and the Vice President of Academic and Student Services, the allegations that were the basis of the disciplinary action.
 - g. The Dean will then call upon the Vice President of Academic and Student Services to be questioned by Committee members and the student.
 - h. The Dean will then call upon the student to make a formal statement and to be questioned by members of the Committee.
 - i. The Dean will then ask the Vice President of Academic and Student Services to introduce any relevant evidence. In like manner, the dean will ask the student to introduce any relevant evidence.
 - j. After reviewing all evidence, the dean will call for a concluding statement from the Vice President of Academic and Student Services and the student.
 - k. The Committee will deliberate privately and reach a decision as to whether the student has violated standards of acceptable conduct as charged OR that the student has not violated standards of acceptable conduct as charged. A majority vote will control. If the Committee finds that the student has violated standards of acceptable conduct as charged, it will assess the disciplinary action taken. The Committee's decision and any minority report will be stated in writing of rationale and provided to the affected student and appropriate college officials including the College President.
 - l. In case of academic dishonesty where the Committee finds the student violated the standards of acceptable conduct, the Committee will accept the recommended penalty of the faculty member in whose class the offense occurred unless the Committee finds, by majority vote, that such recommended penalty is unfair in the light of the evidence. It will then assess the disciplinary action taken. The Committee's decision and any minority report will be stated in writing of rationale and provided to the affected student and appropriate college officials including the College President.
 - m. The hearing will be recorded. If either party desires to appeal the finding, the recording will be transcribed and both parties will be furnished a copy of the transcript.
- 5) After assessing the disciplinary action taken, the Review Committee may uphold the previous action or amend the action in accordance with the following prescribed options:
- a. Verbal or written warning.
 - b. Requirement that the student meet with a professional counselor.
 - c. Requirement that the student completes a special project which may be, but is not limited to, writing an essay, attending a special class or lecture.
 - d. Disciplinary probation imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
 - e. Ineligibility for election to a student office.
 - f. Removal from an organizational office.
 - g. Prohibition from representing the college in any special or honorary role.
 - h. Withholding of official transcript or degree.
 - i. Deny or revoke admission
 - j. Restitution, whether monetary or performing specific duties.
 - k. Denial or non-recognition of a degree.
 - l. Suspension of rights and privileges, including participation in curricular, co-curricular, or extracurricular activities for a specified period of time.
 - m. Withdrawal from a course with a grade of "W" or "F" grade.
 - n. Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the retaking of a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course.
 - o. Loss of or ineligibility for student grant, loan, or scholarship.
 - p. Expulsion from the college.
 - q. Blocking a student from enrolling until a specified act is performed by the student.

Review of the College President: The President of the College may approve, reject, or modify the decision of the Vice President of Academic and Student Services or the Review Committee or may require that the hearing be reopened for the presentation of additional evidence.

Appeal: The Review Committee's decision may be appealed to the President of the College. The appeal must be in writing and set forth the specific ground(s) for appeal and be filed with the President no later than seven (7) class days from the decision. Failure to file an appeal within the time provided, in writing, as above shall cause a loss of the right of appeal. The President will be the final appellant review. The President may approve or reject the decision. The decision

will be reviewed upon the basis of the transcript of the hearing. Both parties may, at the discretion of the President of the College, submit oral or written arguments to support their positions. In order for the appeal to be considered, all the necessary documentation is to be filed with the President of the College within seven (7) class days after the notice of appeal is given.

Recording of Disciplinary Action: The College will maintain confidential records of all disciplinary actions. The College may expunge these records within three (3) years after the student ceases to be enrolled.

Suspended Student Restriction: No student who has been suspended for disciplinary reasons from the College will be permitted on the campus of the College during the suspension period without the prior written approval of the Vice President of Academic and Student Services

Admission After Disciplinary Action: To have admission reinstated, the student should submit a letter to the Vice President of Academic and Student Services, who will make the final decision on re-entry to the College.

Appeal Process for Revoked Admission

When a student's admission is revoked, he/she may invoke the appeal process. Students who have registered for class but not yet started classes will be administratively withdrawn, and an appropriate service indicator will be placed on the student's record which will prevent the student from registering for classes. If the student is already attending classes, the College will reserve the class enrollment until the appeal process is complete, but the individual will not be allowed to attend class during the appeal process. The College will make every effort to expedite the appeals timeline.

1. The student will receive a certified letter/return receipt requested from the Dean of Student Success and Academic Advancement or designee notifying the student of the revoked admission and outlining the appeal process.
2. The student may write a letter of appeal to the Dean of Student Success and Academic Advancement in which he/she (1) provides justification for consideration of admission/reinstatement and (2) discloses the nature of the offense and/or conviction serving as the basis for DCC's action to revoke admission. If the student is a convicted sex offender, the letter should include a statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

The letter of appeal must be submitted to the Dean of Student Success and Academic Advancement within seven (7) business days of notification by the College

3. A panel of five (5) full-time faculty or administrators will review the information submitted and make a decision by a simple majority vote within fourteen (14) business days of receiving the letter of appeal. The Dean of Student Success and Academic Advancement will serve as the convener of the panel and will be a member of the panel. Panel discussions will be confidential.
4. If the panel determines that the withdrawn student represents a threat or potential danger to the College and/or the revoked admission/withdrawn enrollment is considered to be in the best interest of the College, the following apply:
 - a. the student's admission to the College will remain revoked
 - b. the student will be administratively withdrawn from classes if classes have been held
 - c. an enrolled student will receive a tuition refund. Tuition refunds will not be granted for students removed from the College for disciplinary reasons
5. The Dean of Student Success and Academic Advancement will inform the student by certified letter/return receipt requested of the decision of the appeals panel. The decision of the appeals panel shall be final.

DRUG ABUSE PREVENTION PROGRAM FOR STUDENTS AND EMPLOYEES

The Student Services Department is responsible for the following:

1. Arrange an annual seminar on substance abuse for students, faculty and staff.
2. Publish information in the student newsletter, DCC News, and in faculty and staff newsletters about substance abuse prevention and the availability of assistance.
3. Partner with the mental health services in providing information about substance abuse prevention to students, faculty, and staff.
4. Be the on-campus source of assistance for students, faculty, and staff and will be responsible for referrals for assistance for any student or employee.

The College is committed to providing a drug-free environment for its employees and students. It is a violation of college rules for students to manufacture, distribute, dispense, possess or use controlled substances while participating in college related activities, on or off campus. Students who are using or dealing in drugs are subject to disciplinary procedures. Students who are convicted of drug related offenses are required to notify the Vice President of Academic and Student Services within five days of such conviction. Students who are involved with drugs or who have drug-related problems are encouraged to contact the Student Services Department for assistance in obtaining treatment.

DANVILLE COMMUNITY COLLEGE POLICY ON SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

Policy

Danville Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors.

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should also report incidents of sexual and domestic violence, dating violence, and stalking to appropriate law enforcement authorities and on-campus Title IX authorities.

The full policies and procedures for the Danville Community College Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking are available online at http://www.dcc.vccs.edu/News/Title_IX/Title_IX_and_Sexual_Misconduct.htm and in the DCC Policy Manual.

Applicability

The Danville Community College Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking applies to all campus community members including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g., if off-campus harassment has continuing effects that create a hostile environment on campus.

Reporting Incidents

Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to campus security or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to local police by dialing 911 or campus security at 434-797-8533.

Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy to the Title IX Coordinator or Deputy Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete a Complaint Form, found online at http://www.dcc.vccs.edu/News/Title_IX/Incident_Report.pdf. The written complaint will be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Complaint Form or in writing.

DCC Contacts:

Title IX Coordinator

Cheryl Terry

Wyatt Building, Room 111

434.797.8524, cterry@dcc.vccs.edu, or titleix@dcc.vccs.edu

Deputy Title IX Coordinator

Howard Graves

Wyatt Building, Room 108

434.797.8443, hgraves@dcc.vccs.edu, or titleix@dcc.vccs.edu

After normal business hours, members of the campus community should report alleged violations of this Policy to DCC Security by phone at 434.797.8533, or use the Emergency Phone Boxes in each parking lot.

Note: The complete Policy, Forms, and Community Resources are available online at:

http://www.dcc.vccs.edu/News/Title_IX/Title_IX_and_Sexual_Misconduct.htm.

DCC ALERT SYSTEM

When an incident or emergency occurs, authorized senders will instantly notify you using DCC Alert. DCC Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information. Danville Community College uses the Roam Secure Alert Network to immediately contact you during a major crisis or emergency. DCC Alert delivers important emergency alerts, notifications and updates to you on all your devices including e-mail account (work, home, other), cell phone, pager,

and/or Smartphone/PDA (BlackBerry, iPhone, Droid, & other handhelds). DCC Alert is a free service offered by Danville Community College. Your wireless carrier may charge you a fee to receive messages on your wireless device. You must know the name of your cell phone/wireless service provider in order to sign up. Please visit the following URL to sign up for DCC Alert: <https://alert.dcc.vccs.edu>.

STUDENT EMERGENCY PLANNING GUIDE

How am I supposed to respond when an on-campus emergency occurs?

Your response to a campus emergency will be crucial to your safety and perhaps the safety of others. Follow the instructions below in case of an emergency. Victims in emergency situations, witnesses to them, or someone discovering an emergency will need to immediately report as described in these guidelines.

How will I know about a campus emergency?

Some emergencies that occur on campus will not be widely announced. If the emergency does need to be announced, and it is not a fire alarm, you will usually be informed by announcements on the flat screen monitors and speakers located throughout the buildings. If you have signed up for DCC Alert, you may also receive a text message or email with additional information. You should take action based on the three categories shown below.

What should I do in case of an emergency?

Typically, there are three types of campus emergencies that require your immediate response:

- **Weather-related emergency**

If you are informed of a weather emergency, use the following procedure:

1. *Close all windows and blinds in the classroom;*
2. *Move to hallways or windowless rooms;*
3. *Assist the handicapped or those needing help;*
4. *Do not use elevators;*
5. *Close doors to adjacent rooms;*
6. *Stay away from windows and outside doors;*
7. *Remain in the hallway until the all-clear has been given by Security or College authorities.*

- **Evacuation of a building or buildings**

Should it be necessary to evacuate a classroom, building, or even the entire campus, students should adhere to the following procedure:

1. *Treat the evacuation alarm as if it is real;*
2. *Do not delay, exit the building immediately and close all doors as you leave;*
3. *Use appropriate exits. Do not use elevators;*
4. *Assist the handicapped or those needing help;*
5. *Go at least 50 yards from your building to the designated assembly point;*
6. *Remain with your group so that a headcount can be made;*
7. *Do not return to your building until instructed to do so by Security or College authorities.*

- **Lockdown of a building or buildings**

If you are notified that your building or the campus is under lockdown, you should do the following:

1. *Students in a classroom should remain there. Students in hallways should seek shelter in the nearest classroom;*
2. *Close and lock the classroom door;*
3. *Close all windows and blinds in the classroom;*
4. *Turn off all lights;*
5. *Crouch down in areas that are out of sight from doors and windows;*
6. *Remain quiet;*
7. *Stay in the room until the Police or Security give the all-clear.*

How do I report emergencies that I may become involved in or witness?

There are several key telephone numbers for your use to report an emergency that you are involved in or witness:

1. First, **always call the Danville Department of Emergency Services at 911** (cell phone) or **9-911** (campus phone);
2. Next, call Campus Security at **797-8533** (cell phone) or **8533** (campus phone). Emergency Call Boxes, which contact Campus Security, are also located across the campus.

What do I do if someone threatens me, I see someone with a weapon or I am attacked?

DCC has a “zero tolerance” policy for violence or threats of violence, weapons possession on College property or physical violence. Threats made against students either on or off campus will be addressed when reported. Once reported, threats against another person or weapons possession on College property will be dealt with immediately and strongly. Finally, anyone who is physically attacked must report the attack immediately to the above authorities.

What do I do if my situation isn’t an emergency but is making me uncomfortable?

Sometimes, incidents occur on campus that tend to make people uncomfortable but don’t meet our normal definition of emergency. If you are concerned about threatening behavior or a disturbing situation and you don’t believe that it is necessary to report the incident to 911 or Security, immediately report it to the Counseling Office at 797-8460, your advisor, or a member of the faculty so that appropriate action can be taken by the College. You may also use the online Threat Assessment submission form which can be found at on the DCC website at: <http://www.dcc.vccs.edu/AboutDCC/security/ThreatAssessment.htm> .

Who provides Campus Security services?

Leonard Security Services provides security services for the College. Leonard Security officers wear uniforms that are clearly marked as Security and all officers wear name tags. These officers do not carry weapons. Danville City Police and the Danville Department of Emergency Services provide support to the College for all emergencies.

Are there Security cameras on campus?

There are a number of security cameras on the campus. These cameras record events that can be reviewed later, if required. The cameras are not actively monitored and the information from them is only retained for a limited time. Information from these cameras may be reviewed by the College and shared with law enforcement and emergency services agencies.

How do I find out when class schedules change due to weather emergencies?

It is sometimes necessary to cancel, reschedule or change class schedules based on emergencies caused by weather or other causes that can occur. If so, students can learn of these changes by reviewing the College web site and monitoring local radio and television stations. Please check the following for opening status:

DCC web site - www.danvilleecc.edu

***Television stations** – WDBJ, WSLs, WSET WFMY

***Television web sites** – www.wdbj7.com, www.wsls.com, www.wset.com, www.wfmynews2.com

Social Media – Facebook, Twitter and Instagram

Email and text message – Available through DCC Alert (sign up at <https://alert.dcc.vccs.edu>)

Radio stations – WAKG, WBTV and WHLF

Recorded Message – (434) 797-8595

*All of these sources post the information as soon as they get it from the College. Please do not call them and ask if they have information. Phone lines need to be kept open and available so that these sources can be updated by the College as required.



How Do I?...

SETUP MY STUDENT ACCOUNT

1. E-mail Help Desk (helpdesk@dcc.vccs.edu) or call 434-797-8423 to receive a temporary password in order to set-up your account.

**This can be done from your personal email*

CHANGE MY PASSWORD

- Login to your MyDCC Account
- Click Account Details
- Click Change My Password

USE BLACKBOARD

- Click the Blackboard + Learn link
- *Having Trouble?
Contact CJ Olp (434) 797-8556*

USE STUDENT E-MAIL

- Click the Gmail link

STEPS TO VIEW FINANCIAL AID ONLINE

1. Go to myDCC, Click on the SIS: Student Information System.
2. Click on Campus Finances.
3. Click on Account Inquiry.
4. Click on Activity.
5. Click on Term.
6. Click on Go.

REGISTER FOR CLASSES

1. Go to <https://www.dcc.vccs.edu>
2. Enter your USERNAME & PASSWORD
3. Click LOGIN
4. Click SIS: Student Information System
5. Click Self Service
6. Click Enrollment
7. Click Enrollment: Add Classes
8. Select the term and click Continue
9. Add class number (click Enter) OR click Class Search (click Search) to search for classes
10. Click Next
11. Click Proceed to Step 2 of 3
12. Click Finish Enrolling
13. Click Add Another Class OR My Class Schedule

DROP CLASSES

1. Click Self Service
 2. Click Enrollment
 3. Click Enrollment: Drop Classes
 4. Select the term and click Continue
 5. Select the class and click Drop Selected Classes
 6. Click Finish Dropping
- *Please be mindful of drop/add dates for classes*

MAKE A PAYMENT

1. Click VCCS SIS: Student Information System
2. Click Self Service
3. Click Campus Finances
4. Click Make A Payment to pay online

VIEW MY GRADES

1. Click VCCS SIS: Student Information System
2. Click Self Service
3. Click Academic Records
4. Click My Course History, View Unofficial Transcript, or Request Official Transcript

IMPORTANT-Register for the DCC Alert System

Register for the DCC Alert System to receive real-time updates regarding delays, closings, and other important information.
Sign up online at <https://alert.dcc.vccs.edu>

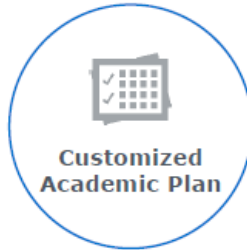


Navigate

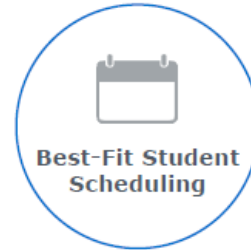
Student Success Collaborative™



Guided
Onboarding



Customized
Academic Plan



Best-Fit Student
Scheduling

What is Navigate?

Navigate is an online platform specifically created for community college students. The purpose of the technology is to guide students through the onboarding process (which many find to be very confusing) to choose the right major, pick the right classes, and create a schedule that balances school, work, and study time—all in one easy-to-use platform.

Who can use Navigate?

Navigate is for all DCC students. Whether you're brand-new to campus or have attended before, this technology is meant to guide you through some of the most difficult parts of college: Choosing (or confirming) the right major, juggling your class schedule, keeping track of upcoming deadlines, and getting plain-English descriptions of confusing vocabulary.

Why use Navigate? What's the benefit?

Navigate has made choosing classes easy and much more personalized to your goals and interests. It's the ultimate guide to build a path to graduation—and stay on that path.

1. **Guides You to Day 1 of Class:** Navigate provides all the steps to successfully starting classes in one easy view. Now there's a clear timeline of what you need to do, and when!
2. **Helps You Find the Right Fit:** Navigate's Major Exploration tool connects your interests and goals to the right major at DCC. Fill out a short survey, and Navigate takes it from there!
3. **Makes Scheduling Easy:** Eventually, you'll use Navigate's Scheduler tool to take into account your responsibilities outside of school, including work, family, and even commuting time.
4. **Getting You Ready to Register:** Once you complete the other steps, you'll arrive at a page that clearly outlines your course selections and schedule—bring this to your advisor for approval and registration.

My Path

Do you ever find yourself missing out on college events? Do deadlines seem to pass you by? Do you always seem to be the last to know about registration periods and/or scholarship opportunities? Were you shocked to find out that DCC offers free tutoring services to students? Do you know who your academic advisor is and what they do?



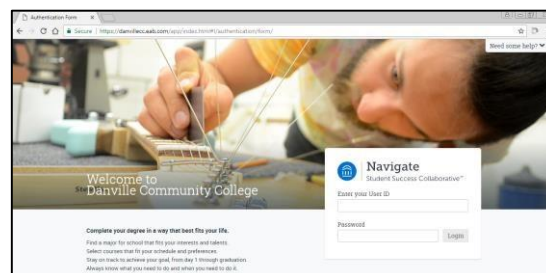
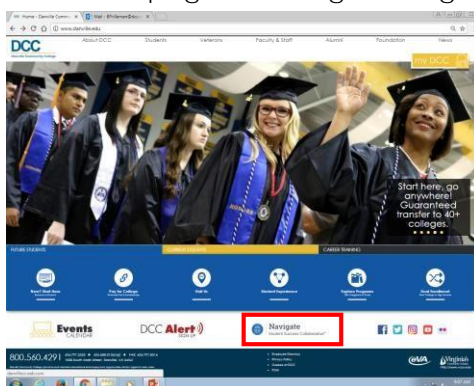
DCC understands that college can be confusing. It can be a whirlwind of applications, resources, terms, important dates, and deadlines. This, of course, is in addition to all of your required coursework. The good news is things just got easier. Introducing the My Path feature of EAB Navigate.

My Path is an application that shows college students all the important things they need to do in one easy-to-view path. All you have to do is login to Navigate and view your path. You can mark events as completed once you have done them, you can dismiss events that are not important to you, and you can even add personal reminders. Follow the two step process outlined below to access My Path today.

STEP 1:

To begin viewing My Path, you need to first go to the DCC Homepage (www.danville.edu). Then you will click the Navigate icon and be directed to the Navigate Login Page illustrated in Figure 1. The username and password for the Navigate Login Page are the same as the username and password for your myDCC account.

Figure 1: DCC Homepage & Navigate Login Page



My Path

STEP 2:

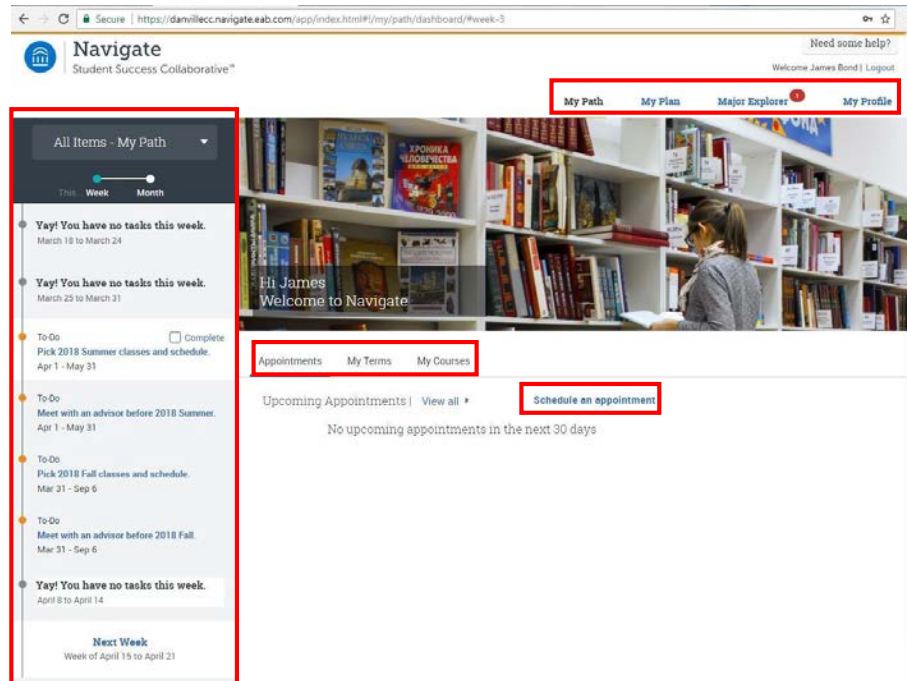
Once logged into Navigate, you will see the Navigate home screen. My Path is the default landing page as shown in Figure 2. Notice the box on the left hand side of the page. This is where you will see all the important things you need to do in one easy-to-view path. You have the option of seeing this in a weekly or monthly format. Also notice in

the middle of the page that you can also view upcoming appointments, terms that you have completed and/or planned, and courses you are taking. In addition, you have the ability to schedule appointments with advisors,



counselors, transfer coordinators, success coaches, etc. directly from this page.

Figure 2: My Path



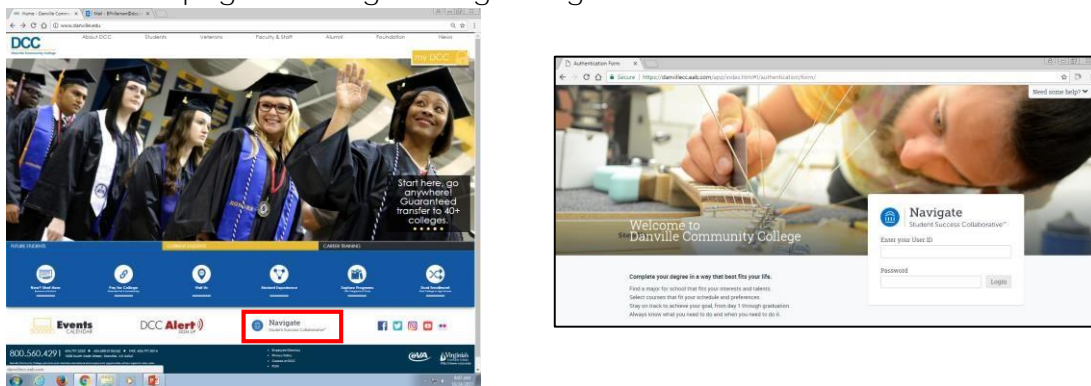
As you can see, My Path is an extremely useful feature. However, it is only one of Navigate's many features. Notice in the top right hand corner of the page that there are other tabs in addition to My Path called My Plan, Major Explorer, and My Profile. My Plan is a feature that will help you plan your courses and terms all the way to your target graduation date. In My Plan you can also build a best-fit course schedule and print out the courses for which you want to register to take to your advisor. Major Explorer is a feature that helps you pick a program offered at DCC based on your skills, your interests, and what is important to you. My Profile is where all your personal information is stored including how many credits you have completed, your My Path Settings, and any appointments you have made. In My Profile you can also opt to receive Navigate text alerts under Notification Settings and opt into campus resources like Tutoring.

College is exciting.
College is overwhelming.
College is complex.
College is now simple.
Log into Navigate.
Its college, simplified.

Student Appointment Creation in Navigate

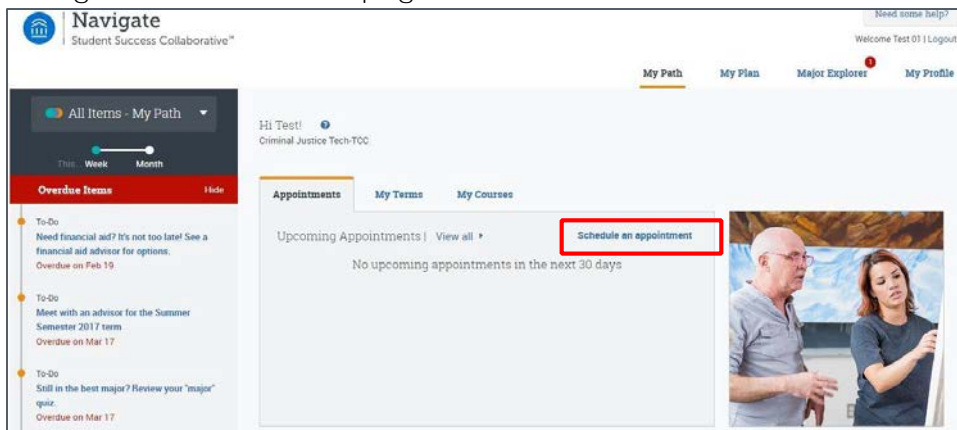
To begin scheduling an appointment, the student needs to first go to the DCC Homepage (www.danville.edu). Then the student will click the Navigate icon and be directed to the Navigate Login Page illustrated in Figure 1. The username and password for the Navigate Login Page are the same as the username and password for the student's myDCC account.

Figure 1: DCC Homepage & Navigate Login Page



Once logged into Navigate, the student will see their home screen. From here the student will click 'Schedule an appointment', highlighted in Figure 2.

Figure 2: SSC-Navigate Student Homepage



After selecting 'schedule an appointment' the student will be taken through Navigate's appointment scheduling workflow, which is outlined in Figures 3 through 6. First, in Figure 3, the student should select the reason that they are looking to have an appointment for support.

Student Appointment Creation in Navigate

Figure 3: Appointment Scheduling Workflow

The screenshot shows the 'Navigate Student Success Collaborative' interface. A modal window titled 'Schedule an appointment' is open, displaying a progress bar with four steps: 1. Reason (selected), 2. Location & Staff, 3. Available Times, and 4. Confirm. The main text asks the user to select a reason for their meeting request. A dropdown menu is set to 'Advising'. Below this, it says 'Choose from the following options.' with another dropdown set to 'Changes to my Schedule'. A 'Next' button is at the bottom right. The background shows a sidebar with 'All Items - My Path' and a list of overdue items, and a top navigation bar with 'Major Explorer' and 'My Profile'.

Once the student has selected the reason, they will select their location and advisor. They are able to either select their advisor or any institutional agent that is able to help support the reason they are making an appointment as shown in Figure 4.

Figure 4: Appointment Scheduling Workflow

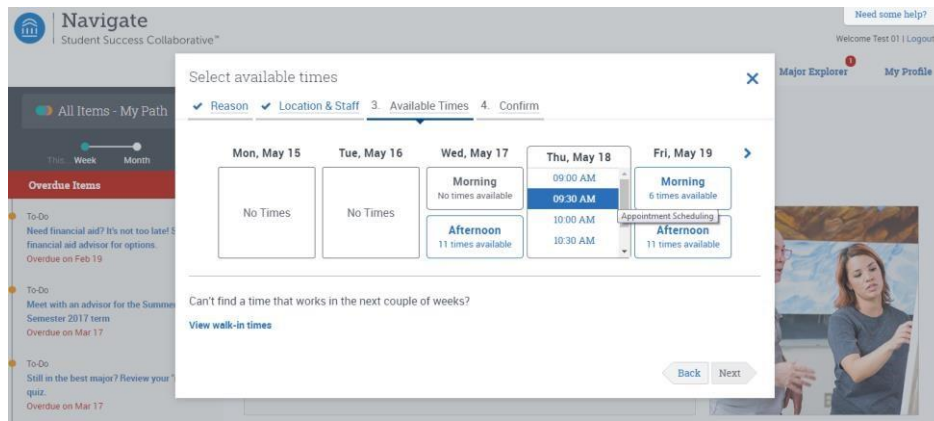
The screenshot shows the 'Navigate Student Success Collaborative' interface. A modal window titled 'Select location and staff' is open, displaying a progress bar with four steps: 1. Reason, 2. Location & Staff (selected), 3. Available Times, and 4. Confirm. The main text asks the user to choose their preferred location. A dropdown menu is set to 'Advising Center'. Below this, it says 'Which Counselor? You may select more than one. If you don't have a preference, just click next'. A 'select staff' dropdown menu is shown with 'Maggie Advisor (Your Counselor)' selected. A 'Select one or more advisors.' link is below the dropdown. 'Back' and 'Next' buttons are at the bottom right. The background shows the same sidebar and top navigation bar as Figure 3.

The next step after selecting where the appointment will take place and who they are requesting the appointment with, will be to select a time for the appointment illustrated in Figure 5.

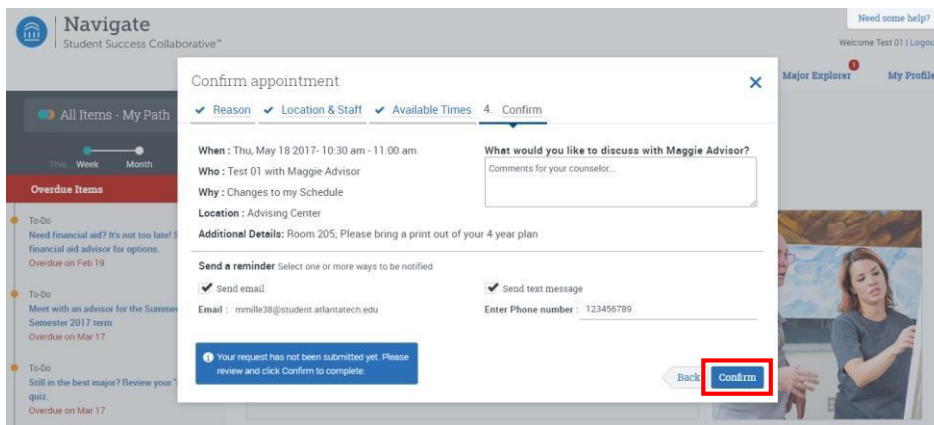
Student Success Collaborative
Navigate

Student Appointment Creation in Navigate

Figure 5: Appointment Scheduling Workflow



Finally, after selecting the time, the student will confirm their appointment as illustrated in Figure 6. They are able to send comments to the advisor and have the option to receive appointment reminders via email and/or text. Once they are ready, they will select 'Confirm' and then the appointment will be set. Figure 6: Appointment Scheduling Workflow



College is exciting.
 College is overwhelming.
 College is complex.
 College is now simple.
 Log into Navigate.
 Its college, simplified.

Why use the Support Center?

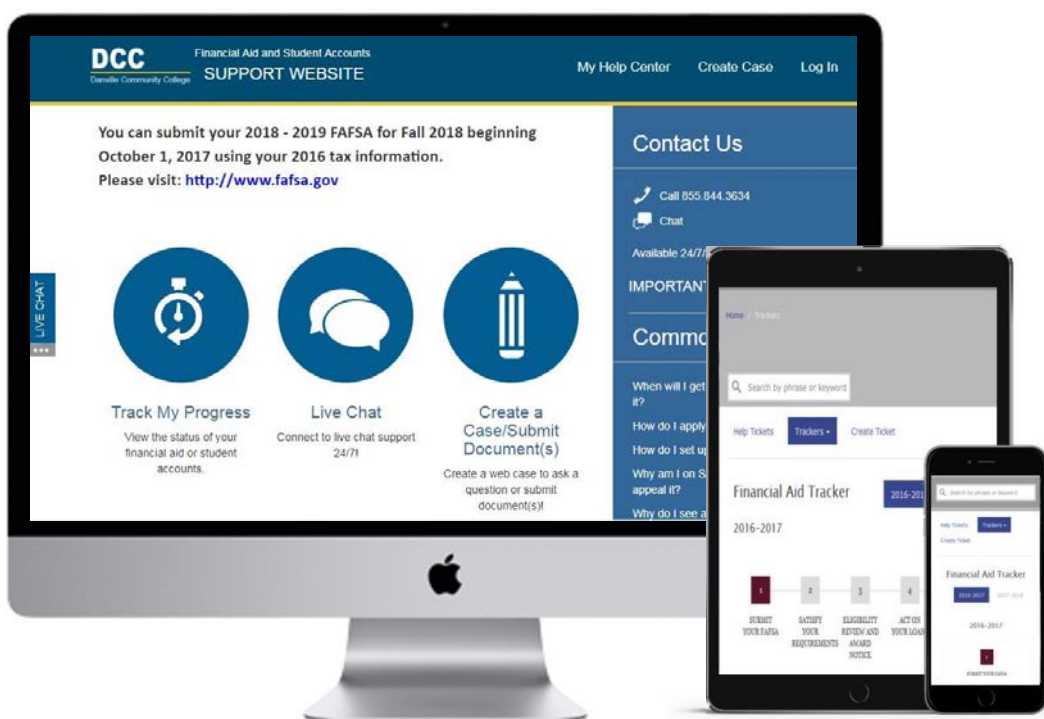
- Knowledgeable advisors that can answer questions about your specific financial aid and student account concerns

Get Financial Aid and Student Accounts Support in a fast, convenient format!

We are available 24/7 every single day!

- Customized messages delivered to you about your account via phone when you verify yourself
- No busy signals, long lines, or unreturned voicemails
- No need to travel to campus
- Self-help portal described below

The easy to use and comprehensive Self-Help Portal allows you to get answers without picking up the phone. Valuable information is at your fingertips and available on your PC, tablet or mobile device!



Paying For Education Just Got Easier



Automated Tracker

- Your specific Financial Aid and Student Accounts statuses will display, including next steps to resolve any hang ups



Access to Help Articles & Topics

- Financial Aid and Student Accounts questions can be easily searched or choose from a list of FAQs by topic



Live

- If you aren't a talker, don't worry – you can chat with a live advisor anytime!



Web

- Submit a question and receive a response directly to you

For more information, visit mysupport.dcc.vccs.edu, or give us a call at 855-844-3634!

Maximize savings and income with the Monthly Payment Plan

Danville Community College provides payment plan options to help you afford education.

Paying-as-you-go is the best way to pay your education expenses. Why make a large payment each semester when you can spread your education expenses over smaller monthly payments?

Low Cost, no approval required

The cost to participate is a \$35, \$40 or a \$45 non-refundable enrollment fee per semester, depending on the number of payments.

Payment Methods

- Automatic bank payment (ACH)
- Credit card/debit card - Discover, Mastercard, Amex and Visa accepted.
- Payments are processed on the 20th of the month and will continue until the balance is paid in full. If you choose to use a credit card a full disclosed processing fee will apply.

Simple Steps to Enroll

- Go to dcc.vccs.edu
- Log on to myDCC, then click on VCCS SIS Student Information System
- From the Self Service page, click on Student Center
- Under Finances, click on Apply TMS Payment Plan
- Once enrolled, manage payment plan at dcc.afford.com

Important dates to enroll by:

Plans Available Beginning 4/2/18 for **Summer 2018**

Enrollment Fee	Plan Terms	First Non Deposit Due Date	Deposit %	Last Date to Enroll
\$35	Deposit + 3 Payments	4/16/18	40%	4/5/18
\$40	Deposit + 2 Payments	5/16/18	50%	5/5/18
\$45	Deposit + 1 Payments	6/16/18	60%	5/18/18

Plans Available Beginning 6/1/18 for **Fall 2018**

Enrollment Fee	Plan Terms	First Non Deposit Due Date	Deposit %	Last Date to Enroll
\$35	5 Payments	6/16/18	0%	6/5/18
\$35	Deposit + 4 Payments	7/16/18	20%	7/5/18
\$35	Deposit + 3 Payments	8/16/18	40%	8/5/18
\$40	Deposit + 2 Payments	9/16/18	50%	8/22/18

Plans Available Beginning 11/1/18 for **Spring 2019**

Enrollment Fee	Plan Terms	First Non Deposit Due Date	Deposit %	Last Date to Enroll
\$35	5 Payments	11/16/18	0%	11/5/18
\$35	Deposit + 4 Payments	12/16/18	20%	12/5/18
\$35	Deposit + 3 Payments	1/16/19	40%	1/5/19
\$40	Deposit + 2 Payments	2/16/19	50%	1/9/19

Manage your payment plan account at dcc.afford.com

Or call

An Education Payment Advisor today!

800-337-0291

TRANSFER MADE EASY

1. How do I prepare to transfer?

Starting your Mathematics (based on your program of study) and English (composition) sequences as early as possible is a good idea, as they are common requirements across most programs. Remember that developmental classes, while critical for many students' success, are not considered transferable courses.

The following transfer resources should be used throughout your DCC experience to prepare for transfer:

- The transfer coordinator
- Your academic advisor in your program area
- The DCC Transfer Center website, including the DCC Transfer Guide
- Four-year college general education and program requirements
- The requirements outlined in the four-year transfer institution's Guaranteed Admissions Agreement
- The transfer guides for the four-year institution to which you would like to transfer, especially the transfer equivalency databases

2. Will all of my DCC credits transfer?

If you are enrolled in a transfer-oriented degree program, typically, yes. However, developmental courses as well as occupational or technical courses are not designed for transfer. Further, you must earn a "C" or better in most courses and a "B" or better in some in order for them to transfer. Contact Kirstin Pantazis, Transfer Coordinator, to see which of your credits will transfer.

3. Where can I transfer?

DCC and the VCCS have Guaranteed Admissions or Articulation Agreements with over 40 public and private four-year institutions in the commonwealth and the region. These transfer partnerships assist students in making a smooth transition from DCC to their four-year institution. Students, however, are not limited to the schools with which agreements exist. In fact, most four-year schools in the United States welcome transfer students each year.

4. What is a Guaranteed Admission Agreement (GAA)?

The Virginia Community College System (VCCS) and Danville Community College (DCC) have worked with four-year institutions throughout the Commonwealth to set up GAAs. Typically the agreements require that a student earn a transfer-oriented degree and maintain a particular GPA, which varies depending on the four-year institution. Qualified graduates seeking transfer to these schools will be admitted automatically with full third-year status. It is important to note that admission to a given institution does not guarantee admission to particular degree-granting programs, majors, or fields of concentration.

5. What is an Articulation Agreement?

Articulation agreements differ from GAAs in that they are specific to a particular program at a particular institution. DCC has articulation agreements with many four-year schools, in the areas of Early Childhood Education, Administration of Justice, Information Support Technology and more.

6. Can I transfer if I am getting a degree in the Applied Sciences?

Yes! There are now 4-year institutions granting Bachelors of Applied Science degrees. However, students enrolled in Applied Science degree programs should be aware that in most cases they will be required to fulfill additional general education requirements either as prerequisites or once they enroll in a 4-year program.

7. Can I transfer to a four-year college or university without earning an Associate's degree? Yes! Most 4-year schools accept transfer students after 24 credit hours of work have been completed. However, it is to your advantage to complete an associate degree program for several reasons: With fewer than 30 transferable credit hours, most four-year colleges and universities will consider your high school and standardized test scores in addition to your DCC coursework and Guaranteed Admission Agreements apply only to those students who have earned transfer-oriented associate degrees. By completing an Associate's degree, you likely will have fulfilled the general education requirements of a four-year college or university and can enter with junior standing.

8. I've heard I can continue to pay community college tuition at my four-year school. Is this true?

No, but there are grants and scholarships designated specifically for transfer students. These grants may be awarded by the four-year institution or the Commonwealth of Virginia. Ask the admissions officer at your four-year school about their transfer grants.

**For more answers to your transfer questions contact our Transfer Coordinator
Kirstin Pantazis • 434.797.8588 or kpantazis@dcc.vccs.edu • Office - Wyatt Building, Room 108**

How to Transfer from DCC to a Four-year College/University

Step 1: Know where to start...

My program of study at DCC is: _____

My academic advisor is: _____

Step 2: Know where you are going to apply/transfer...

I want a degree in: _____

	College	Application Deadline	Transfer Admissions Contact	Articulation Agreement?
1st Choice				
2nd Choice				
3rd Choice				
Other notes:				

Step 3: I have met with my academic advisor and transfer counselor about...

- _____ taking only necessary pre-requisites vs. completing a full transfer degree.
- _____ which classes I will take each semester at DCC.
- _____ the transferability of courses I am taking to the four-year school.
- _____ Articulation Agreements and Guaranteed Admissions Agreements.
- _____ I have contacted the school(s) of my choice to speak with their transfer counselor.

Ready!

Step 4: Applying- I have...

- _____ completed all application materials by the deadline.
- _____ paid the application fee.
- _____ requested official transcripts from DCC, all other colleges attended, and high school (if needed).
- _____ sent SAT or ACT scores (if needed).
- _____ contacted the admissions office to verify my application is complete.
- _____ completed FAFSA and included all schools' codes.

Set!

Step 5: Back-up Plan...

What if I don't hear back from the college or don't get accepted?

- _____ Contact the admissions office to verify application status.
- _____ Seek the assistance of DCC's transfer counselor and/or advisors to explore alternatives.

OR

Step 6: Confirming...

Now that I have been accepted, I have:

- _____ completed all required paperwork, fees, and deposits.
- _____ secured housing and meal plan (if needed).
- _____ contacted the financial aid office to verify all grants, scholarships and/or loans.



CONGRATULATIONS!

You are now on your way to earning a Bachelor's Degree!

Career Preparation

Many people pursue education with the desire to develop their skills for a future career.
Education alone, however, won't get you a job.

The more you do to round out your educational experience, the better shot you'll have at that dream job.
Success doesn't happen by itself. Make a plan!

- Assess your interests and skills.
- Learn about and explore possibilities.
- Research a variety of career paths.
- Prepare your job hunting tools.
- Keep track of your best work in a portfolio.

DEVELOP A COVER LETTER

Your cover letter is the first contact you'll have with a potential employer or supervisor. It should be addressed to a specific person and attached to your resume.

- State the job you are interested in and how you learned of the position.
- Describe in detail how your education, skills and experience have prepared you for this job.
- Ask for an interview.
- Note that your resume is attached.

INTERVIEW TIPS

- Once you get in the door, it's time to let yourself shine and show them why you are the right match for their company and the job.
- Dress professionally.
- Be confident and courteous.
- Smile and offer a firm handshake.
- Keep an open posture. Sit up, shoulders back, arms open and relaxed.
- Look them in the eye.
- Speak clearly and to the point.
- Listen.
- Clarify questions.
- Steer clear of questions on salary, benefits, and time off.

RAMP UP YOUR RESUME

Your resume is a snapshot of the professional you, a calling card to get you into an interview. Put your best foot forward.

Make sure your resume:

- Is truthful. Not only is lying a bad idea, it is the quickest way to lose a job.
- Is clear. Use easily readable fonts, and keep it to one to two pages.
- Highlights your personal strengths and skills, those that fit the requirements of the job (ex. Organizational skills or interpersonal skills).
- Prior jobs should be listed in reverse chronological format (most recent first).
- Stands out. Use good quality resume paper.
- Has clear sections that are easy to scan, and tell enough about you to gain interest.

INTERVIEW TIPS - Continued

- Portray quiet confidence and a professional attitude.
- Ask when a decision will be made about the position.
- Write down the interviewer's name(s), title(s), and address so you can send a thank-you letter and follow-up with them directly.

GOAL CENTER

The Greater Opportunities for Achievements in Learning (GOAL) Center is located on campus in Wyatt 108 and provides a coordinated set of services to low-income individuals and families facing certain barriers so that they may have the opportunity to complete their certificate or degree.

The following key services are bundled together and made more accessible to individuals and families needing assistance:

1. **Education and employment advancement**— education, job readiness, training, and placement;
2. **Income and work supports**— access to student financial aid, public benefits, tax credits, and free tax assistance; and
3. **Financial services and asset building**— financial education and coaching linked to affordable products and services to help families build self-sufficiency, stabilize their finances, and become more economically competitive.

This work is grounded in the belief that achieving a postsecondary credential is the best way to end intergenerational poverty and, thus, the ultimate objective of the GOAL Center is to make it easier for low-income students to balance work, family, and education/professional aspirations.

Student Success Coaches at the GOAL Center will provide the following services to ensure students are future-focused, goal driven, and have a plan for success:

1. **Financial Coaching & Financial Literacy**
 - Learn to budget, save, and invest your money wisely
 - Discover ways to build your credit and pay off debt
 - Set financial goals with one-on-one financial coaching sessions.
 - Attend seminars and workshops from financial experts
2. **Career Planning & Resume Assistance**
 - Explore career options and set career goals
 - Receive assistance with job and internship preparation
 - Take personality and skill assessments to determine career interests
 - Create an outstanding resume tailored to specific jobs
 - Participate in mock interviews
 - Develop career connections through networking events
 - Partake in campus-wide Career Fairs and special resume workshops
3. **Public Benefits Awareness, Information & Application Assistance**
 - Get informed on public benefits and learn if you qualify for assistance
 - Apply for financial subsidies to help ease the stress of college finances
 - Learn about different forms of financial aid and scholarship opportunities.
 - Gain access to free tax prep sites and a variety of local resources

For more information or to schedule an appointment, call 434-797-8479 email at goalcenter@dcc.vccs.edu.



Danville Community College

Delayed Opening Class Schedule

IMPORTANT: When a "delayed" opening is announced, ALL classes scheduled for that day WILL meet on a "delayed" schedule.

In case of inclement weather, students and employees can call (434) 797-8595 for information about the College's operation or check the website at danvillecc.edu. Individuals registered for the DCC Alert System will receive notice via their cell phone and/or e-mail. Evening classes will remain on their regular schedule unless announcements are made to indicate cancellations. Students should also check with their individual instructors regarding class start times.

For the schedule of classes offered at off-campus locations in the event of inclement weather, students should contact that location directly for operating hours.

Normal Class Start Time	Delayed Class Schedule Start Time
8:00 AM	10:00 AM
8:15 AM	10:10 AM
8:30 AM	10:20 AM
8:45 AM	10:30 AM
8:50 AM	10:40 AM
9:00 AM	10:45 AM
9:15 AM	10:55 AM
9:30 AM	11:10 AM
9:45 AM	11:20 AM
9:50 AM	11:20 AM
10:00 AM	11:30 AM
10:15 AM	11:40 AM
10:30 AM	11:50 AM
10:45 AM	12:00 NOON
10:50 AM	12:10 PM
11:00 AM	12:15 PM
11:15 AM	12:30 PM
11:30 AM	12:40 PM
11:45 AM	12:45 PM
11:50 AM	12:50 PM
12:00 NOON	1:00 PM
12:15 PM	1:10 PM
12:30 PM	1:20 PM
12:45 PM	1:30 PM
12:50 PM	1:40 PM
1:00 PM	1:45 PM
1:15 PM	1:55 PM
1:30 PM	2:00 PM
1:45 PM	2:15 PM
1:50 PM	2:20 PM
2:00 PM	2:30 PM
2:15 PM	2:40 PM
2:30 PM	2:50 PM
2:45 PM	3:00 PM
2:50 PM	3:10 PM
3:00 PM	3:15 PM
3:15 PM	3:25 PM
3:30 PM	3:40 PM
3:45PM*	*

**Classes starting at or after 3:45 p.m. meet at their regular time unless otherwise announced.*

AUGUST

NOTES	SUNDAY	MONDAY	TUESDAY
	- Advising by Appointment/Registration for Fall Semester 2018 (April 1-August 21) - Final Week for Fall 2018 Registration (August 16-21) - Last Day to Add a New Class(es) (August 21) - Payment of Tuition (June 1-August 21) - Faculty Planning and Preparation Days (August 13-17) - Classes Begin (August 22) - Swaps/Drops Only (Swaps cannot be processed without the approval of the instructor) August 21-28 - Entire Year: Pink Flamingo Flocking for Danville Cancer Association, Recycling Aluminum Cans, Recycling unwanted new and used textbooks.		
	5	6	7
	12	13	14
	19	20	21
	25	26	27

2018

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
Classes Begin			
29	30	31	

SEPTEMBER

NOTES

SUNDAY

MONDAY

TUESDAY

	<div>-Holiday No Classes - Labor Day (September 3)</div> <div>-Last Day to Withdraw With Full Tuition Refund (September 7)</div> <div>-Hispanic Heritage Month Sept 15-Oct 15</div> <div>Constitution Day Sept 17</div>		
	2	3	4
		Labor Day-No Classes	
	9	10	11
	16	17	18
		Constitution Day	
	23	24	25
	30		

2018

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

			1
5	6	7	8
DCC Spirit Day		Last day to withdraw	
Wear your DCC Attire		Without full tuition	
12	13	14	15
19	20	21	22
26	27	28	29

October

NOTES	SUNDAY	MONDAY	TUESDAY
	- Institutional Effectiveness Day (Oct 4) - Classes –Faculty Planning and Preparation Day (October 16&18) - Mid-term Grades Posted (October 17-23) - Last Day to Withdraw Without Mitigating Circumstances (“W” Grade Issued) (October 30) - Domestic Violence Prevention Month - Breast Cancer Awareness Month		
		1	2
	7	8	9
	14	15	16
	21	22	23
	28	29	30

2018

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

3	4	5	6
DCC Spirit Day			
Wear your DCC Attire			
10	11	12	13
17	18	19	20
Mid-term			
24	25	26	27
31			

November

NOTES	SUNDAY	MONDAY	TUESDAY
	- Advising by Appointment/Registration for Spring Semester 2017 (Nov 1-Dec 11, 2017; Jan 2-4, 2018) - No Classes – Faculty Research Day (November 21) - Holiday No Classes – Thanksgiving College Closes at 12 noon on November 21; November 22-23		
	4	5	6
			Election Day
	11	12	13
	18	19	20
	25	26	27

2018

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

	1	2	3
7	8	9	10
DCC Spirit Day			
Wear your DCC Attire			
14	15	16	17
		Student Leadership Conference 16-18	
21	22	23	24
College Closes at Noon	Holiday College Closed	College Closed	
28	29	30	

December

NOTES	SUNDAY	MONDAY	TUESDAY
	-Classes End (Dec 11) -Final Exams (Dec 12-18) -Faculty Planning and Preparation Days (December 19-21) -College Closed (Dec 24-31)		
	2	3	4
	9	10	11
		Human Rights Day	Classes End
	16	17	18
		Exams	Exams
	23	24	25
		Closed	Christmas
	30		

2018

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

			1
5	6	7	8
DCC Spirit Day		Fall 2018 Graduation	
Wear your DCC Attire		Application Deadline	
12	13	14	15
Exams	Exams	Exams	
19	20	21	22
26	27	28	29
Closed	Closed	Closed	

January

NOTES	SUNDAY	MONDAY	TUESDAY
	-Holiday College Closed (Jan 1) -Advising by Appointment and Registration for Spring Semester (Nov. 1; Dec 11, 2017 and Jan 2-4, 2018) -Final Week for Spring 2018 Registration (Jan 2-4) -Last Day to Add a New Class(es) (Jan 4) -Payment of Tuition (Nov 1, 2017 – Jan 4, 2018) -Faculty Planning and Preparation Days (Jan 2-4) -Classes Begin (Jan 7) -Swaps/Drops Only (Swaps cannot be processed without approval of the instructor) Jan 7-11 -Holiday No Classes (Martin Luther King, Jr.) Jan 21 -Last Day to Withdraw With Full Tuition Refund) Jan 23		
			1
			Holiday College Closed
	6	7	8
		Classes Begin	
	13	14	15
	20	21	22
		Holiday College Closed	
	27	28	29

2019

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

2	3	4	5
DCC Spirit Day Wear your DCC Attire		Last day to add new classes	
9	10	11	12
16	17	18	19
23	24	25	26
Last day to withdraw with Full refund			
30	31		

February

[illegible]

2019

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		1	2
6	7	8	9
DCC Spirit Day			
Wear your DCC Attire			
13	14	15	16
20	21	22	23
		Spring and Summer 2019	
		Graduation Application	
		Deadline	
27	28		

March

NOTES	SUNDAY	MONDAY	TUESDAY
	-Mid-term Grades Posted (March 4-10) -No Classes – Spring Break (March 11-15) -Last Day to Withdraw Without Mitigating Circumstances (“W” Grade Issued) (March 22) -Women’s History Month		
	3	4	5
	Mid-term		
	10	11	12
	Spring break	Spring break	
	17	18	19
	24	25	26
	31		

2019

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		1	2
6	7	8	9
DCC Spirit Day			
Wear your DCC Attire			
13	14	15	16
Spring break	Spring break	Spring break	
20	21	22	23
27	28	29	30

April

NOTES	SUNDAY	MONDAY	TUESDAY
	-Advising by Appointment/Registration for Fall Summer 2019 (April 1-until Summer Classes Begin) -Institutional Effectiveness Day April 10 -Classes End April 30		
		1	2
	7	8	9
	14	15	16
	21	22	23
Easter			
	28	29	30
			Classes End

2019

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

3	4	5	6
DCC Spirit Day Wear your DCC Attire			
10	11	12	13
17	18	19	20
24	25	26	27

May

NOTES	SUNDAY	MONDAY	TUESDAY
	<div>-Exams (May 1-3; 6-7)</div> <div>-Faculty Planning and Preparation Days (May 8-10, 13-15)</div> <div>-Graduation (May 11)</div> <div>-Summer Classes Begin May 20</div> <div>-Holiday No Classes (Memorial Day May 27)</div>		
	5	6	7
		Exams	Exams
	12	13	14
	Mother's Day		
	19	20	21
	26	27	28
		Memorial Day College Closed	

2019

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1	2	3	4
Exams	Exams	Exams	
DCC Spirit Day			
Wear your DCC Attire			
8	9	10	11
			Graduation
15	16	17	18
22	23	24	25
29	30		

June

[illegible]

2019

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

			1
5	6	7	8
DCC Spirit Day			
Wear your DCC Attire			
12	13	14	15
19	20	21	22
26	27	28	29

July

NOTES	SUNDAY	MONDAY	TUESDAY
	-Holiday No Classes (Independence Day July 4) -Last Day to Withdraw Without Mitigating Circumstances ("W" Grade Issued) (July 1) -Classes End July 26		
		1	2
	7	8	9
	14	15	16
	21	22	23
	28	29	30

2019

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

3	4	5	6
DCC Spirit Day	Holiday College Closed		
Wear your DCC Attire			
10	11	12	13
17	18	19	20
24	25	26	27
		Classes End	
31			

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A Legacy of Excellence

Congratulations on your decision to attend Danville Community College! At DCC, we value academic excellence and student success over all else, which means you and your educational objectives are in good hands! Our campus features state-of-the-art technology from instructional tools to hands-on training with equipment and amenities you would expect to find in any modern workplace.

That's because we are *invested* in your success!



Keep up with campus happenings at www.danville.edu/newsroom



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DCC

Danville Community College

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