

Danville Community College Application Instructions

Please go to <http://www.danville.edu>

- Click “APPLY NOW” at the top of web page in the blue bar
- “APPLY NOW (OR CONTINUE APPLICATION)” on the right hand side
- You should be on the Sign in Page. Please scroll to the bottom and click “CREATE AN ACCOUNT”
- You are now on the Create an account page
 - Your Information
 - Enter your First Name, Middle Name, Last Name and Date of Birth
 - Contact Information
 - Enter your Cell Phone number (This is optional) once you enter your cell phone click Mobile Opt in button to Validate your cell phone number.
 - Enter your email address and click the blue button “VALIDATE YOUR EMAIL ADDRESS”
You must validate your telephone number and email address before moving on
 - Once you click Validate your email address, after you complete the “I am not a robot” you will go into your email and find an email that will have a validation code and you will enter that code into the box
 - Username and Password
 - Username – create a unique username
 - Password – Create a password that fits the Criteria -*Your password must be 8-12 letters long, with no spaces or special characters, and contain at least one number.*
 - Confirm Password – Enter the same password you created
- Account Security
 - Select a security Question – Example: In What City were you born in?
 - Answer – Answer the question you selected
- Additional Information
 - How did you hear about this site? High School/Guidance Counselor
 - Click the box “I have read and agree to the privacy policy and terms of use of this site.”

The Basics

Enter your last, first and middle name * *Please make sure you capitalized the first letter in your names*

- Enter a suffix (ONLY if you are a I, II, III, junior in your name)
- Do you have another name you prefer to be called? Select Yes or No
- Former Name – Former name means if you have changed your name legally and have legal documentation
- Other Important Information
 - Enter your birthdate (Month / Day / Year 20**)
 - Tax id (A Tax id number is for students that have an International Taxpayer Identification Number (ITIN))
 - Enter your Social Security Number (SSN), confirm your SSN
 - Select from the drop down box - What is your gender identity
 - Select from the drop down box - Are You Hispanic or Latino/A?
 - Check all the boxes that apply, for what is your racial or ethnic Identification?
 - Have you ever applied, or worked at any community college in Virginia? This includes taking dual enrollment courses in high school. Select NO
- Click save and Continue

Communicating with you

- Country - Select United States of America.
- Street/PO BOX – Enter your address, City, US. State/Territory, Zip Code
- Is this also your permanent/home address – Select Yes or No
- Additional Contact Information
 - Has Virginia been your home for the past 12 months or more? Select Yes or No
 - In which county or city do you currently live in? Select from the drop down box
 - Enter your Personal E-mail Address
 - Enter your Telephone number and select what type of telephone number you selected
 - Would you like to get important updates from the college by text message? Select Yes or No
 - If you plan to apply for financial assistance, Federal Financial Aid guidelines require that we obtain your voluntary consent to use electronic means, such as email, to provide you with information. Please review our guidelines here and indicate below that you agree. Click “I agree and have reviewed the guidelines here”
- Click save and Continue

Your Education

- Which of the below describes your current high school education?
Select from the drop down box “I am Currently attending a public/private high school in a U.S. state, territory or military
- High School – Click the blue button ‘FIND SCHOOL”, start typing in your high school – Select the result that matches your high school
 - City and State will be filled in
 - Expected Completion Date (When are you graduating) MM (Month) 06/ YYYY (Year)
 - 2021 Senior, 2022 Junior, 2023 Sophomore, 2024 Freshman
- You do not have to upload a file
- College/University Information
 - Have you attended any other college(s)? Select from the drop down box
- Program of Study
 - I plan to earn a degree, certificate, or diploma at Danville Community College: - Select No
 - I plan to start classes in: Select from the drop down box -- 2020 Fall (08/24/20 – 12/20/20)
- As of 8/24/2020, which of the following best describes what your situation will be? Please select - I am taking classes through my high school to receive high school credit AND college credit.
- Click save and Continue

Your Military Service

- Military Information
 - Have you served or are you currently serving in the U.S. military – Select Yes or No
 - Are you a dependent or spouse of someone who is currently serving or has served in the U.S. military? Select Yes or No
 - *If you answered yes to this question please have your parent help you answer the questions that will follow
- Click save and Continue

Your background

- Parent(s) Education Level
 - What best describes your parent(s) highest level of education Parent 1 and Parent 2 -- select from the drop down box
- Residency
 - What is your Current Status? Select from the drop down box
 - What is your primary Spoken Language? Select from the drop down box
 - You may apply for in-state tuition based on your own domicile or your spouse, parent or legal guardian's domicile (Domicile means where you live and intend to remain): *you will select either being claimed as a dependent by your parent or legal guardian.
 - select from the drop down box
- Once you select an option, questions will be pop up for your parents or legal guardian's domicile

Click to Application Submission

- Application Submittal
 - Read the paragraph below
 - Sign by entering your full name and click Submit Now

****IMPORTANT:** Do not open or close any browser windows while your application is being submitted, as this will cause your application to fail!

You will be assigned a EMPLID (Student id) number and myDCC username, write it down and keep the number for your records. The student ID number is a seven-digit number.