



Applying to Danville Community College

Guide for Dual Enrollment Students

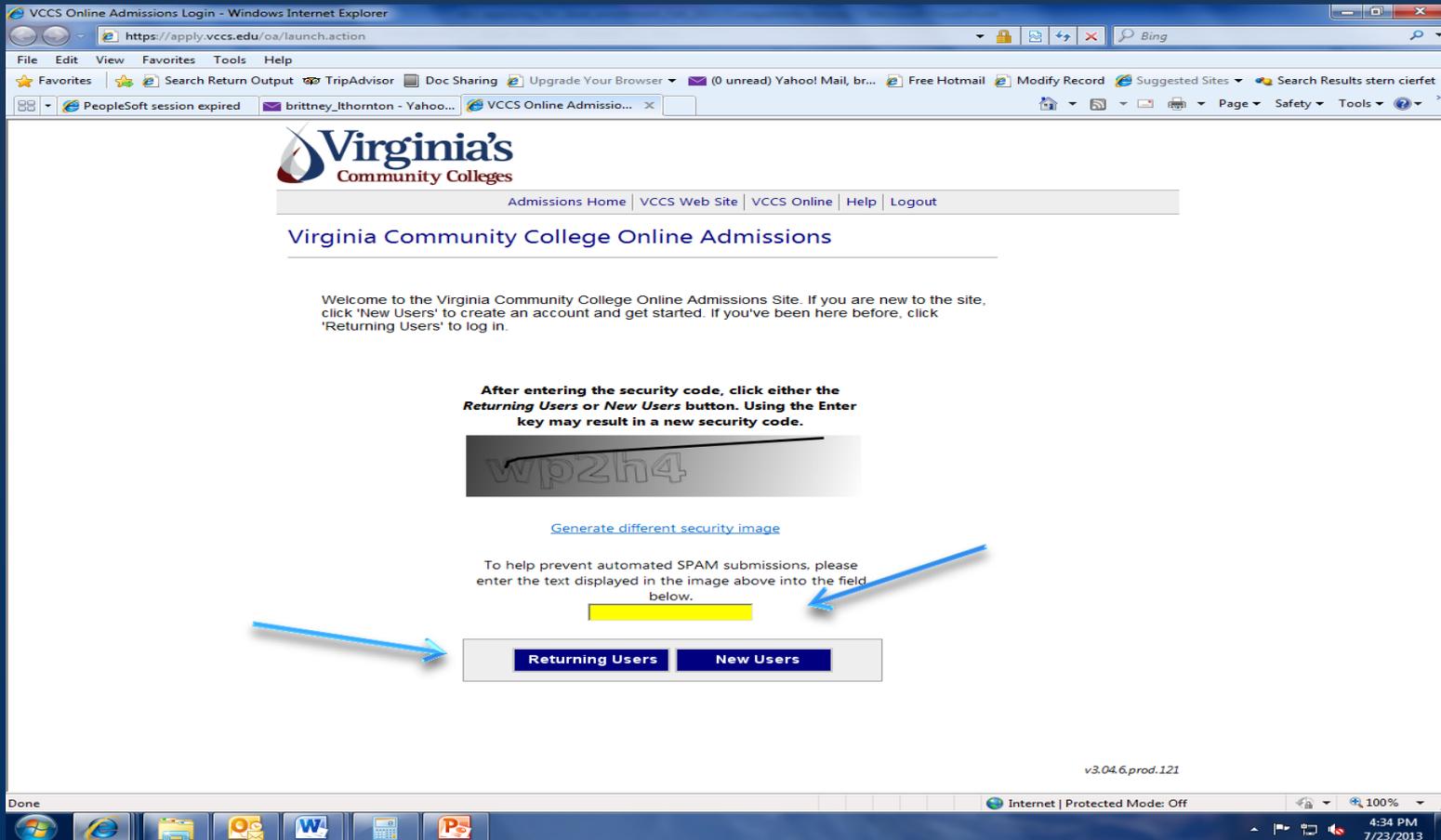
This tutorial will walk new Dual Enrollment students through each step of the application process, providing important application information.

Revised 7/2013



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VCCS Online Admissions Login - Windows Internet Explorer
https://apply.vccs.edu/oa/launch.action

File Edit View Favorites Tools Help

Virginia's Community Colleges

Admissions Home | VCCS Web Site | VCCS Online | Help | Logout

Virginia Community College Online Admissions

Welcome to the Virginia Community College Online Admissions Site. If you are new to the site, click 'New Users' to create an account and get started. If you've been here before, click 'Returning Users' to log in.

After entering the security code, click either the Returning Users or New Users button. Using the Enter key may result in a new security code.

wp2h4

[Generate different security image](#)

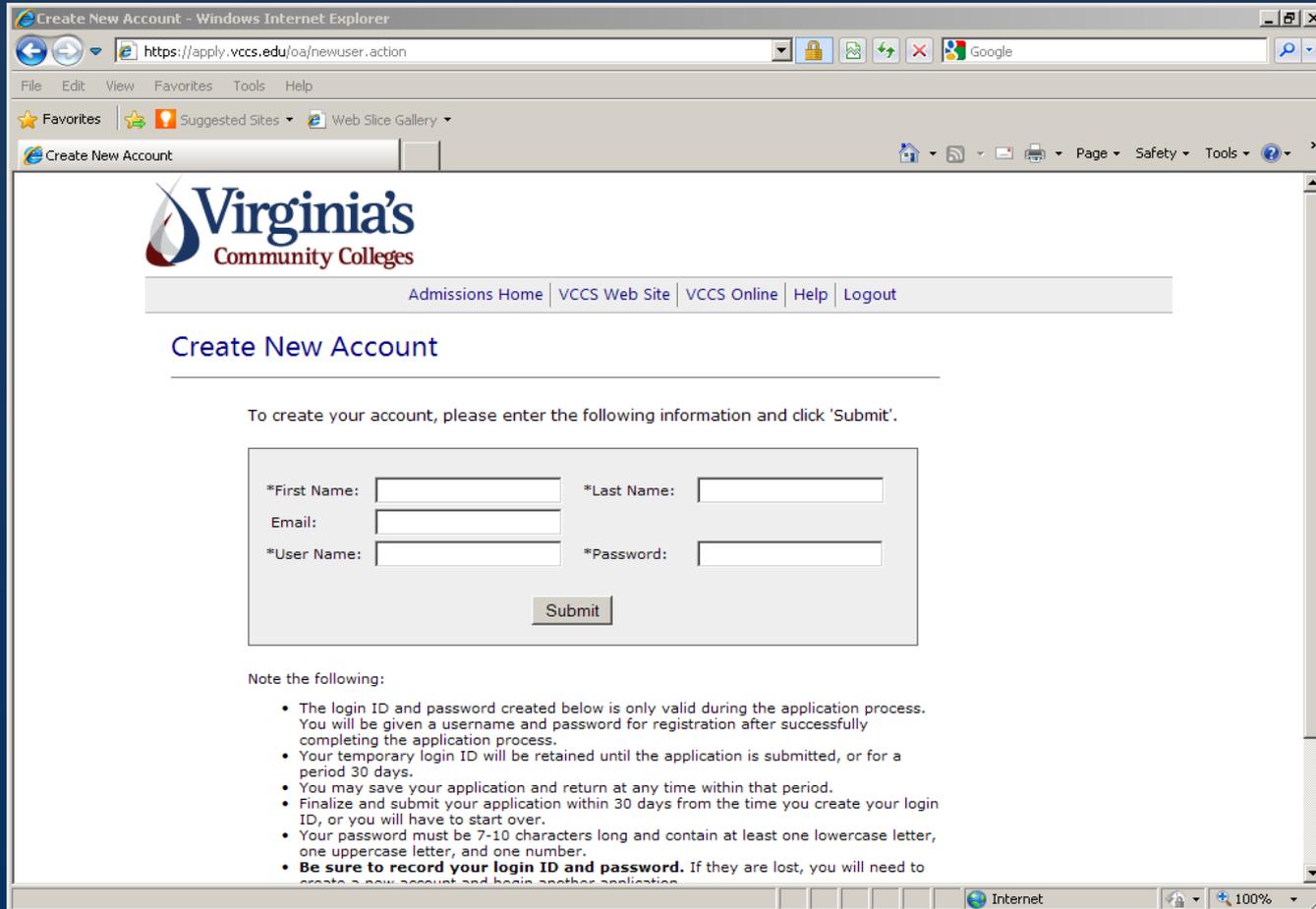
To help prevent automated SPAM submissions, please enter the text displayed in the image above into the field below.

v3.04.6.prod.121

Go to apply.vccs.edu. A window will open, showing the VCCS Online Application. Enter the security code in the box provided. First-time community college applicants, select “New Users”, or if you’ve already started your application, select “Returning Users”.

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Create New Account - Windows Internet Explorer
https://apply.vccs.edu/oa/newuser.action

File Edit View Favorites Tools Help

★ Favorites Suggested Sites Web Slice Gallery

Create New Account

Virginia's
Community Colleges

[Admissions Home](#) | [VCCS Web Site](#) | [VCCS Online](#) | [Help](#) | [Logout](#)

Create New Account

To create your account, please enter the following information and click 'Submit'.

*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
Email:	<input type="text"/>		
*User Name:	<input type="text"/>	*Password:	<input type="text"/>

Note the following:

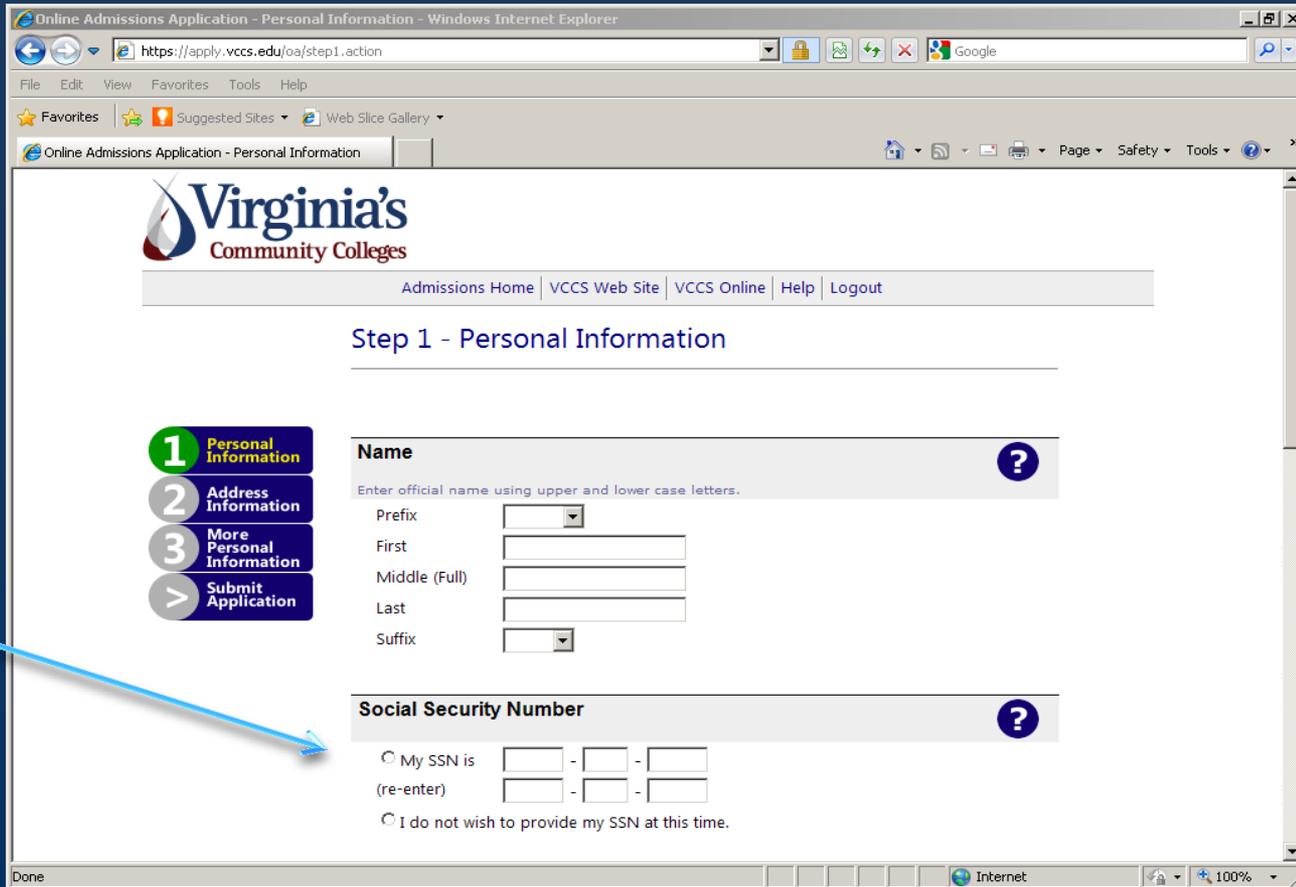
- The login ID and password created below is only valid during the application process. You will be given a username and password for registration after successfully completing the application process.
- Your temporary login ID will be retained until the application is submitted, or for a period 30 days.
- You may save your application and return at any time within that period.
- Finalize and submit your application within 30 days from the time you create your login ID, or you will have to start over.
- Your password must be 7-10 characters long and contain at least one lowercase letter, one uppercase letter, and one number.
- **Be sure to record your login ID and password.** If they are lost, you will need to create a new account and begin another application.

Internet 100%

At this point, you will need to create a temporary Username and Password for the VCCS Application. Keep in mind, from the time you create your account, you will have 30 days to complete your application, or you will have to start over.

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Online Admissions Application - Personal Information - Windows Internet Explorer

https://apply.vccs.edu/oa/step1.action

File Edit View Favorites Tools Help

Online Admissions Application - Personal Information

Virginia's
Community Colleges

Admissions Home | VCCS Web Site | VCCS Online | Help | Logout

Step 1 - Personal Information

- 1 Personal Information
- 2 Address Information
- 3 More Personal Information
- > Submit Application

Name ?

Enter official name using upper and lower case letters.

Prefix

First

Middle (Full)

Last

Suffix

Social Security Number ?

My SSN is - -
(re-enter) - -

I do not wish to provide my SSN at this time.

Done Internet 100%

After creating your VCCS account, begin completing your application, starting with your personal information. **Please note: Though it is not required, it is recommended that you enter your Social Security number; this will make it easier to access your Student Resources.



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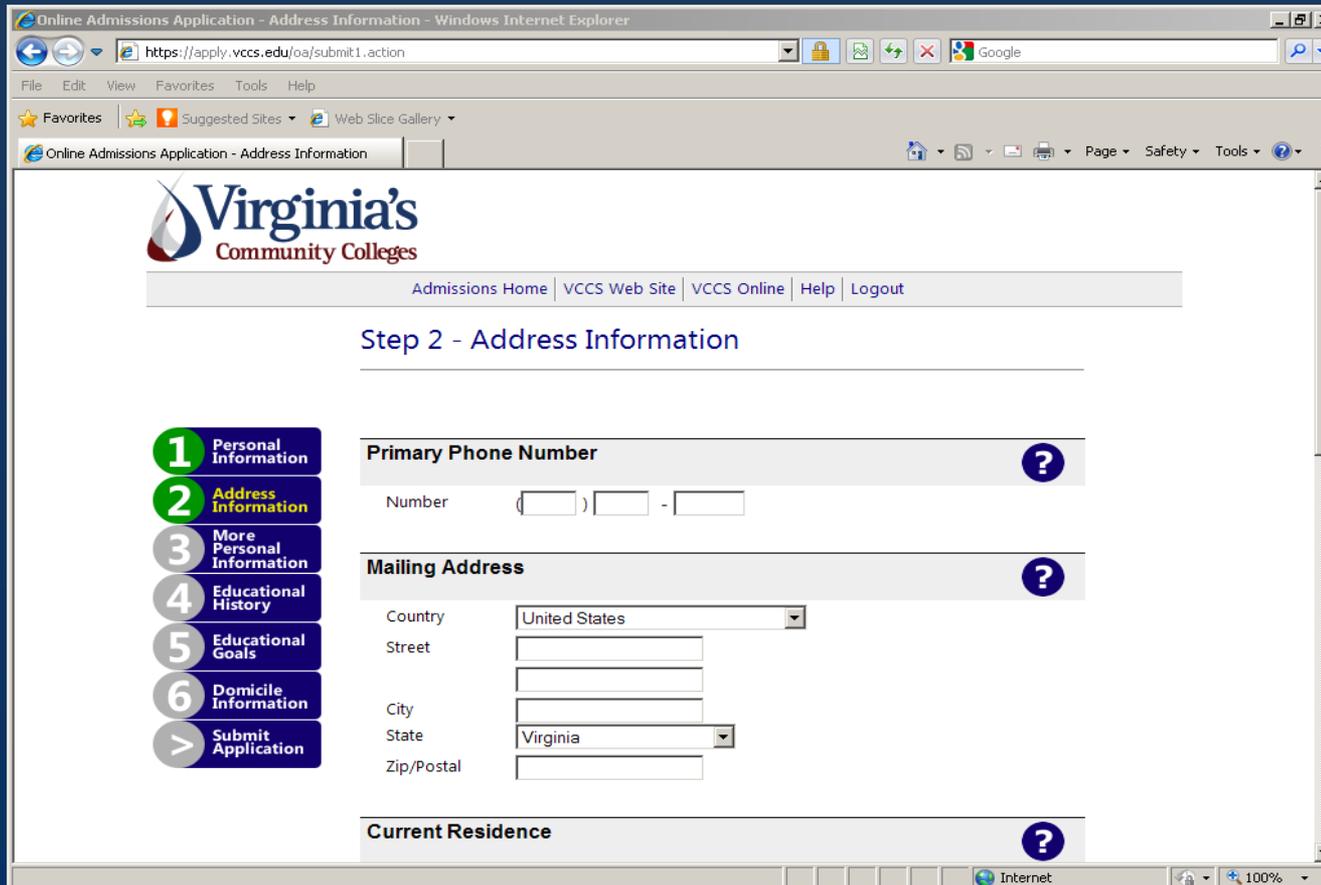
As you are filling out the personal information:

- Select “Danville Community College” as the school you plan to attend.
- Select “Credit” for the type of classes you plan to take.
- Select “Main” for the campus you plan to attend.
- Select the term (or semester) you will be taking your dual enrollment class(es).

Once you have filled out all of the personal information (please capitalize your name and address), click on the button at the bottom of the page, “Save and Continue”.

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Online Admissions Application - Address Information - Windows Internet Explorer

https://apply.vccs.edu/oa/submit1.action

File Edit View Favorites Tools Help

Online Admissions Application - Address Information

Virginia's Community Colleges

Admissions Home | VCCS Web Site | VCCS Online | Help | Logout

Step 2 - Address Information

- 1 Personal Information
- 2 Address Information
- 3 More Personal Information
- 4 Educational History
- 5 Educational Goals
- 6 Domicile Information
- > Submit Application

Primary Phone Number ?

Number () -

Mailing Address ?

Country United States

Street

City

State Virginia

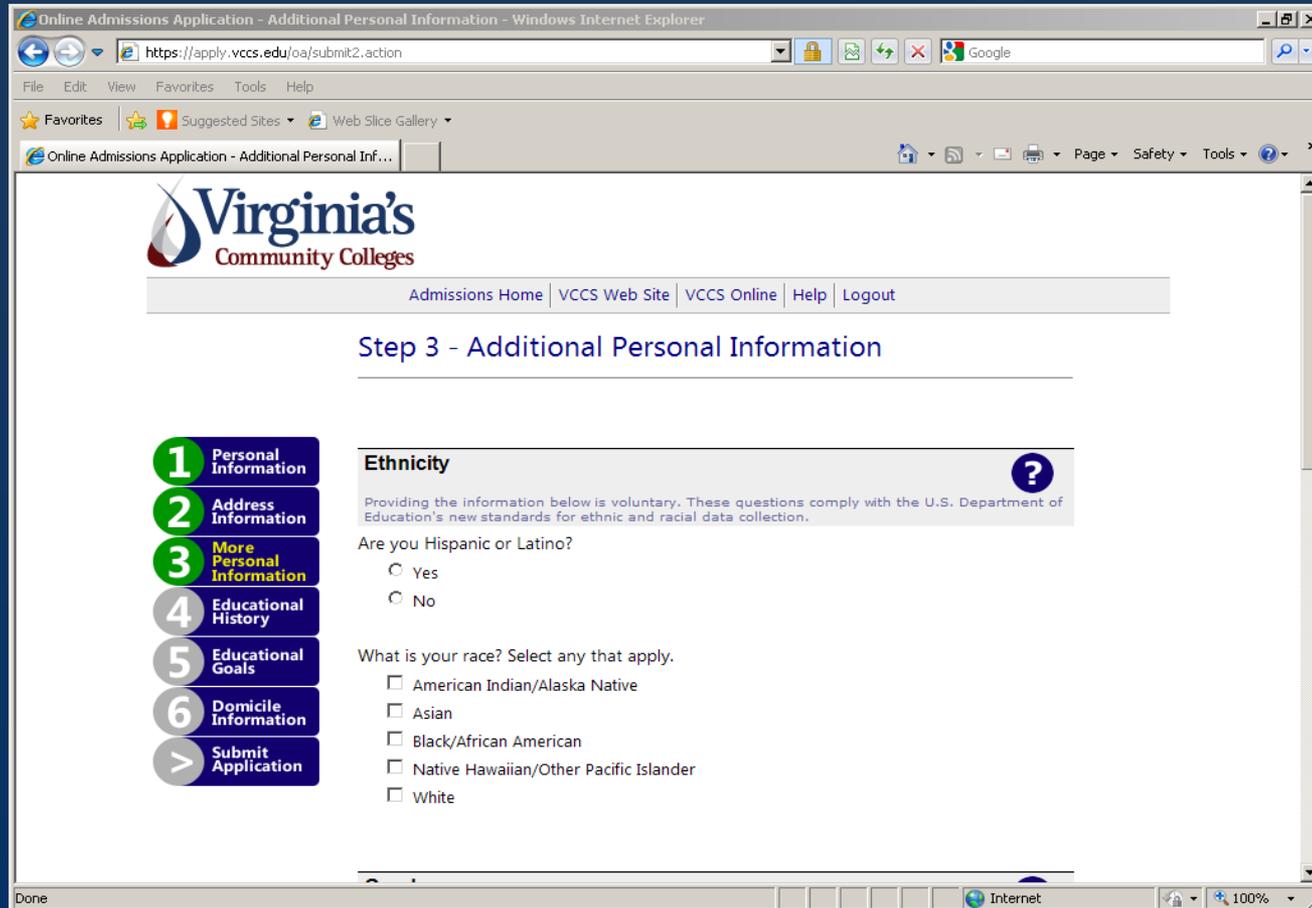
Zip/Postal

Current Residence ?

Continue through “Step 2: Address Information” on the online application. Be sure to *accurately* enter your phone number, mailing address, current residence, e-mail address, and emergency contact information. Once complete, click “Save and Continue”.

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Online Admissions Application - Additional Personal Information - Windows Internet Explorer

https://apply.vccs.edu/oa/submit2.action

File Edit View Favorites Tools Help

Online Admissions Application - Additional Personal Inf...

Virginia's Community Colleges

Admissions Home | VCCS Web Site | VCCS Online | Help | Logout

Step 3 - Additional Personal Information

- 1 Personal Information
- 2 Address Information
- 3 More Personal Information
- 4 Educational History
- 5 Educational Goals
- 6 Domicile Information
- > Submit Application

Ethnicity

Providing the information below is voluntary. These questions comply with the U.S. Department of Education's new standards for ethnic and racial data collection.

Are you Hispanic or Latino?

Yes

No

What is your race? Select any that apply.

American Indian/Alaska Native

Asian

Black/African American

Native Hawaiian/Other Pacific Islander

White

Continue through “Step 3: Additional Personal Information”. The Ethnicity, Gender, and Citizenship Status questions are optional. Once again, when complete, click “Save and Continue”.

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Online Admissions Application - Educational Goals - Windows Internet Explorer

https://apply.vccs.edu/oa/edit.hs.action

File Edit View Favorites Tools Help

Online Admissions Application - Educational Goals

Virginia's Community Colleges

Admissions Home | VCCS Web Site | VCCS Online | Help | Logout

Step 4 - Educational History: High School

Select your level of high school education:

- High School (graduated or currently enrolled)
- Home School (graduated or currently enrolled)
- GED
- No High School Diploma or GED
- Foreign High School

High School Details

School Attended:

Actual or Anticipated Graduation Date:

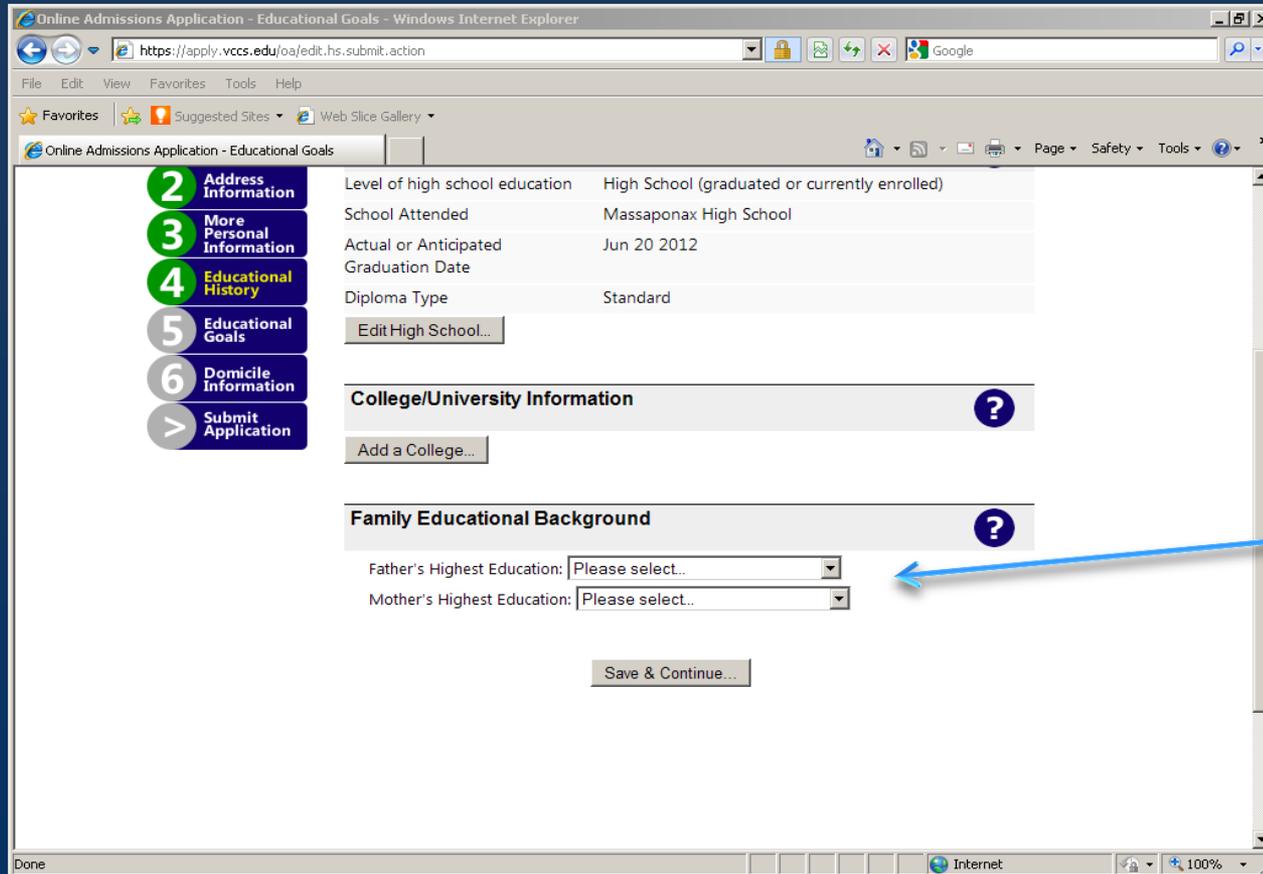
Diploma Type:

If your Diploma Type is Advanced or above, select Standard.

“Step 4: Educational History” requires you to input your high school information. As a Dual Enrollment student, you select “High School (graduated or currently enrolled)”. Then select the high school you are attending, enter the date you expect to graduate, and the type of diploma you expect to earn.

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Online Admissions Application - Educational Goals - Windows Internet Explorer

https://apply.vccs.edu/oa/edit.hs.submit.action

File Edit View Favorites Tools Help

Online Admissions Application - Educational Goals

2 Address Information

3 More Personal Information

4 Educational History

5 Educational Goals

6 Domicile Information

> Submit Application

Level of high school education	High School (graduated or currently enrolled)
School Attended	Massaponax High School
Actual or Anticipated Graduation Date	Jun 20 2012
Diploma Type	Standard

Edit High School...

College/University Information ?

Add a College...

Family Educational Background ?

Father's Highest Education: Please select...

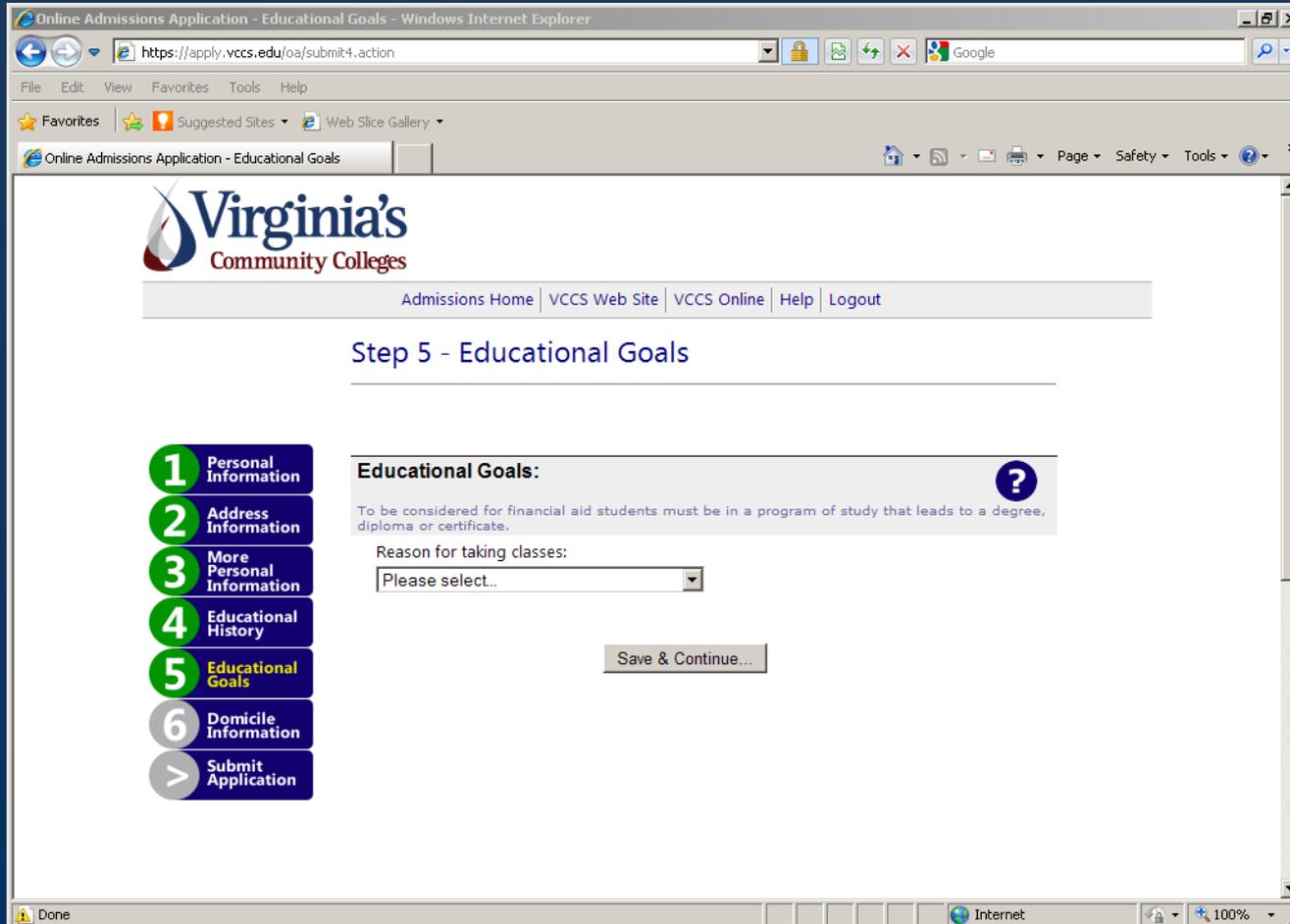
Mother's Highest Education: Please select...

Save & Continue...

The next part of “Step 4” asks for your college/university information, which would only apply to Dual Enrollment students who have previously taken college coursework; otherwise, leave this field blank. Then choose your parents’ highest level of education; if unsure, select “Do not know”. When complete, click “Save and Continue”.

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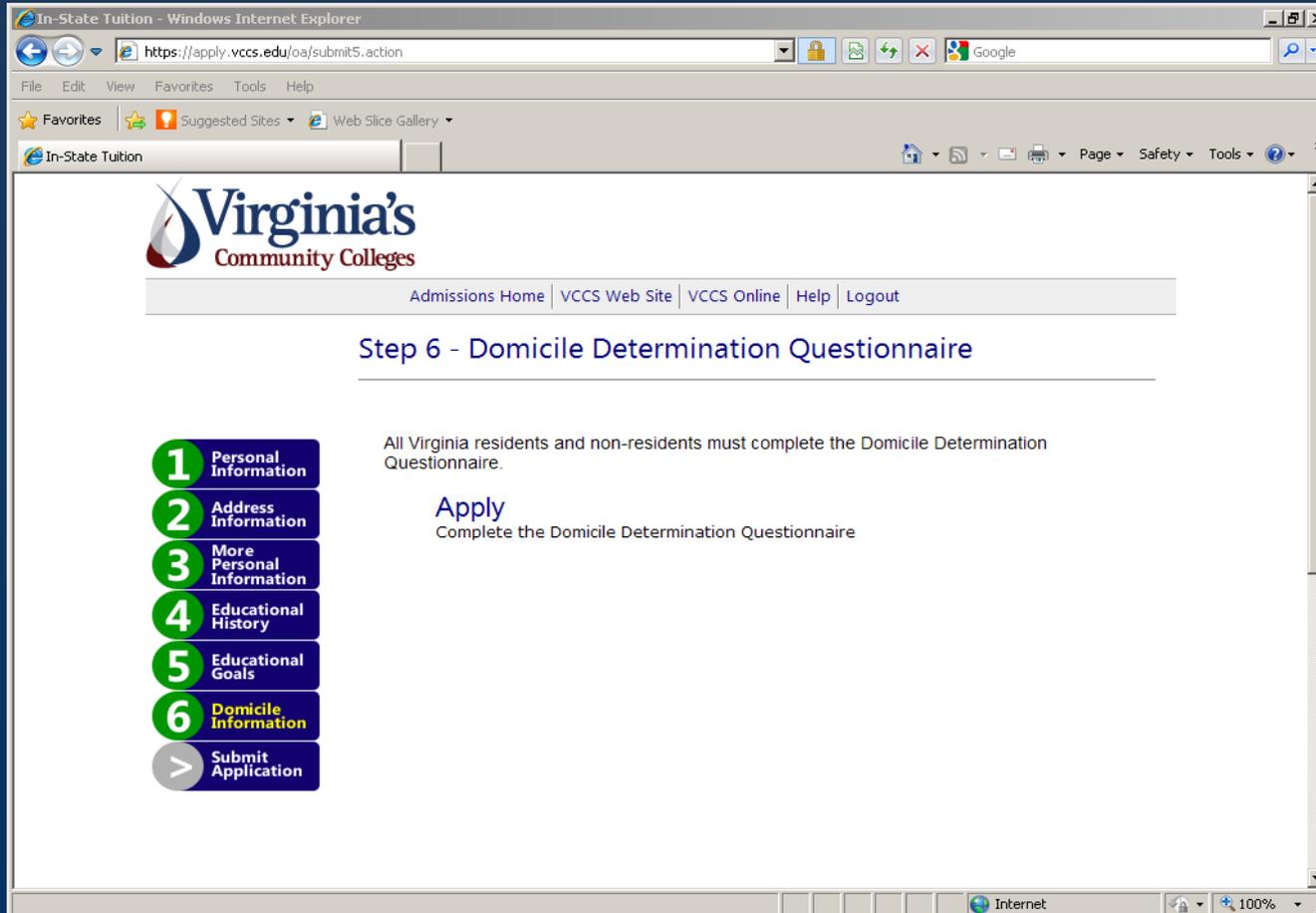
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For “Step 5: Educational Goals” Dual Enrollment students should select “HS Student – HS and College Cred (041)” or “043.” Then click “Save and Continue”.

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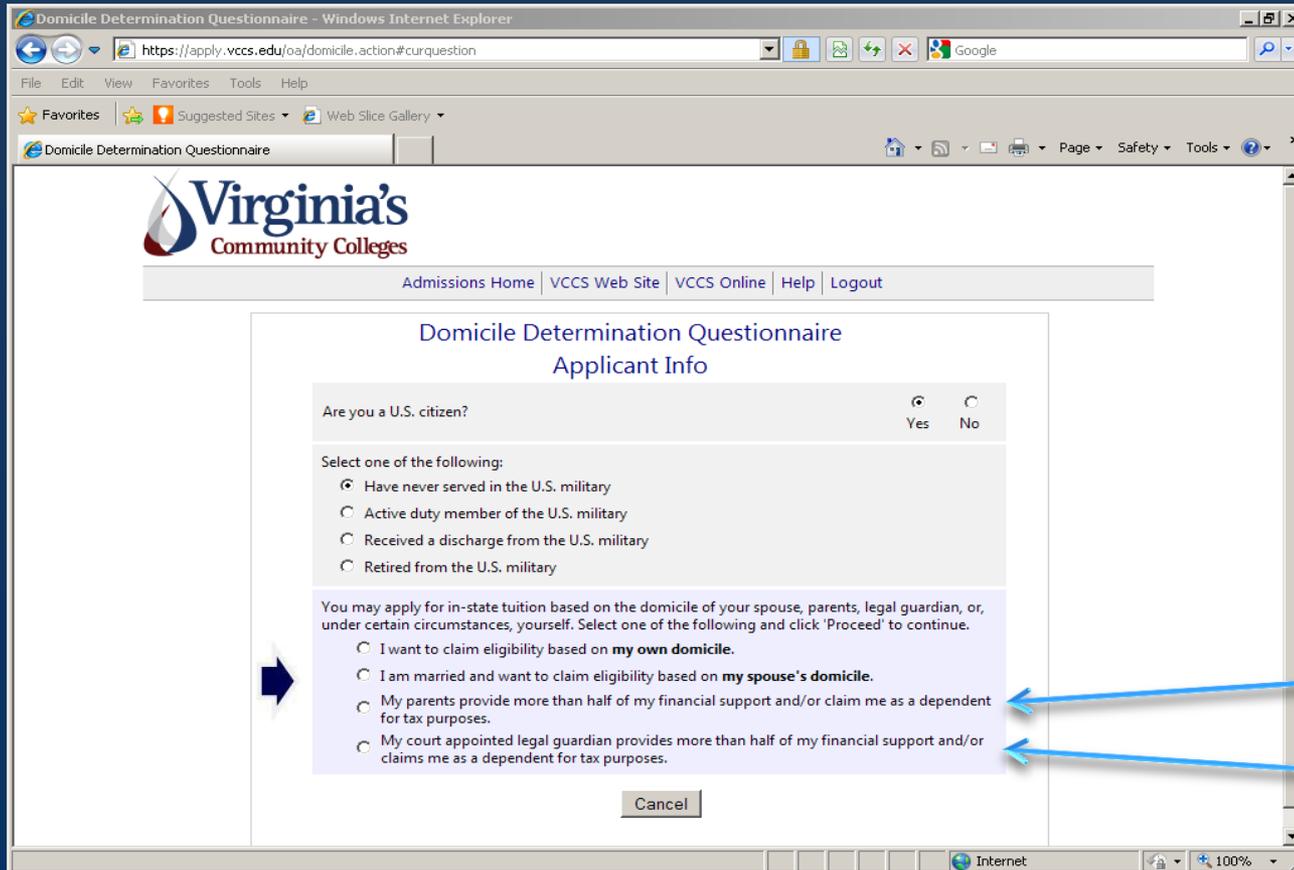


The screenshot shows a web browser window with the URL <https://apply.vccs.edu/oa/submit5.action>. The page header features the Virginia's Community Colleges logo and navigation links: Admissions Home, VCCS Web Site, VCCS Online, Help, and Logout. The main heading is "Step 6 - Domicile Determination Questionnaire". Below this, a vertical list of steps is shown, with step 6, "Domicile Information", highlighted in yellow. To the right of the list, text states: "All Virginia residents and non-residents must complete the Domicile Determination Questionnaire." Below this text is a blue "Apply" link and the instruction "Complete the Domicile Determination Questionnaire".

For “Step 6: Domicile Determination Questionnaire”, click the link “Apply” to complete the questionnaire.

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The screenshot shows a web browser window titled "Domicile Determination Questionnaire - Windows Internet Explorer". The address bar shows the URL "https://apply.vccs.edu/oa/domicile.action#curquestion". The page header includes the Virginia's Community Colleges logo and navigation links: "Admissions Home", "VCCS Web Site", "VCCS Online", "Help", and "Logout". The main content area is titled "Domicile Determination Questionnaire" and "Applicant Info".

Are you a U.S. citizen? Yes No

Select one of the following:

- Have never served in the U.S. military
- Active duty member of the U.S. military
- Received a discharge from the U.S. military
- Retired from the U.S. military

You may apply for in-state tuition based on the domicile of your spouse, parents, legal guardian, or, under certain circumstances, yourself. Select one of the following and click 'Proceed' to continue.

- I want to claim eligibility based on **my own domicile**.
- I am married and want to claim eligibility based on **my spouse's domicile**.
- My parents provide more than half of my financial support and/or claim me as a dependent for tax purposes.
- My court appointed legal guardian provides more than half of my financial support and/or claims me as a dependent for tax purposes.

Cancel

Blue arrows point to the "Proceed" button (implied by the context) and the two dependent options.

Once you click "Apply", you will begin the domicile questionnaire. For the third question, on eligibility for in-state tuition, in most cases you will select one of the options for being claimed as a dependent by your parent or legal guardian. You may need to consult with your parent/guardian to accurately answer this question.

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The screenshot shows a web browser window titled "Domicile Determination Questionnaire - Windows Internet Explorer". The address bar shows the URL "https://apply.vccs.edu/oa/domicile.action#curquestion". The form contains the following sections:

- Radio button: My court appointed legal guardian provides more than half of my financial support and/or claims me as a dependent for tax purposes.
- Text input: Please enter your parent's name
- Radio buttons: Is your parent a U.S. citizen? Yes No
- Section: Select one of the following:
 - My parent never served in the U.S. military
 - My parent is an active duty member of the U.S. military
 - My parent received a discharge from the U.S. military
 - My parent retired from the U.S. military
- Radio buttons: Is your parent married to an active duty member of the U.S. Armed Forces? Yes No
- Radio buttons: Has your parent lived in Virginia for the last twelve months? Yes No
- Section: Which one of the following applies to your parent:
 - paid Virginia income taxes on all earned income
 - filed as a resident in another state
 - filed as a resident in Virginia and as a non-resident in another state
 - was a resident in a state without income tax
 - had no taxable income
-

Once you select an option for your eligibility for in-state tuition, you will need your parent or guardian to complete the next part of the questionnaire, pertaining to their name, military service, tax filing status, Virginia driver information, and voter registration status.

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Domicile Determination Questionnaire - Windows Internet Explorer

https://apply.vccs.edu/oa/domicile.action#curquestion

File Edit View Favorites Tools Help

Domicile Determination Questionnaire

Is your parent married to an active duty member of the U.S. Armed Forces? Yes No

Has your parent lived in Virginia for the last twelve months? Yes No

Which one of the following applies to your parent:

- paid Virginia income taxes on all earned income
- filed as a resident in another state
- filed as a resident in Virginia and as a non-resident in another state
- was a resident in a state without income tax
- had no taxable income

For the last twelve months, has your parent held a Virginia driver's license or Virginia DMV ID? Yes No

For the last twelve months, has your parent owned or operated a motor vehicle registered in Virginia? Yes No

For the last twelve months, has your parent been registered to vote in Virginia? Yes No

You have completed the Domicile Determination Questionnaire. At this point, you may cancel the questionnaire and go back to where you were in your admissions application, or save your answers and move forward.

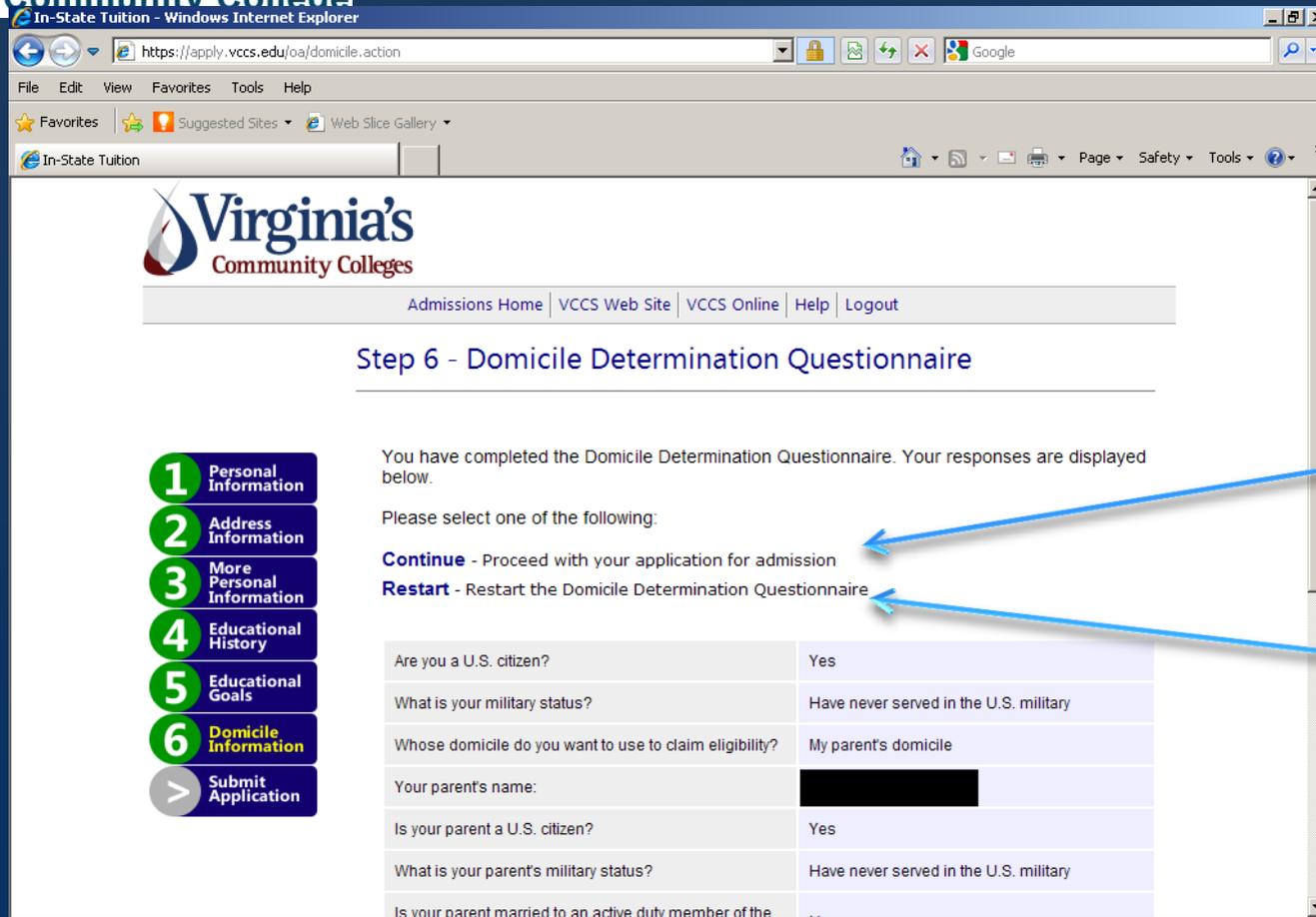
Save

Cancel

After your parent or guardian has completed their portion of the domicile questionnaire, click "Save".

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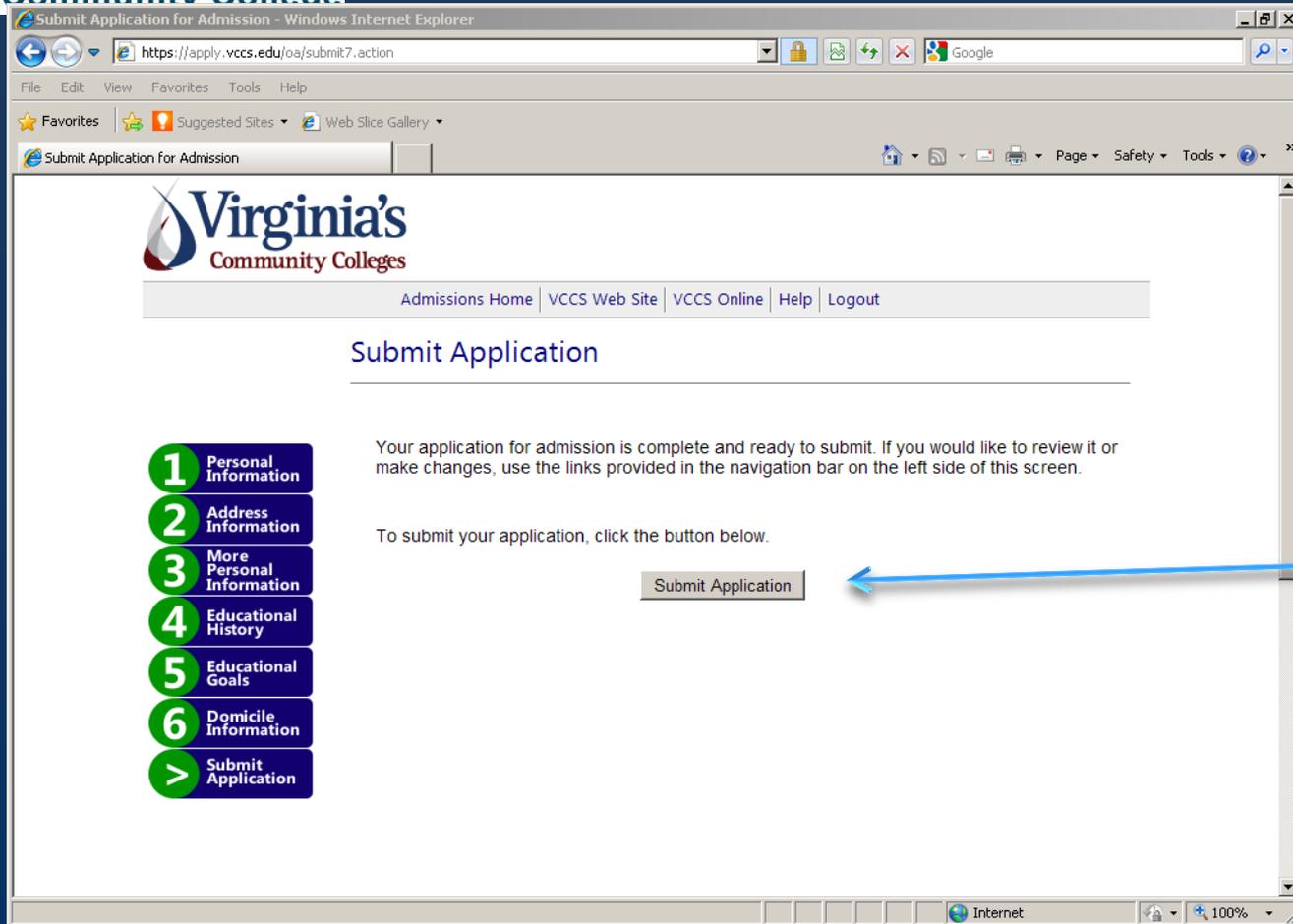
The screenshot shows a web browser window displaying the application portal for Virginia's Community Colleges. The page title is "Step 6 - Domicile Determination Questionnaire". A sidebar on the left contains a progress indicator with six steps: 1. Personal Information, 2. Address Information, 3. More Personal Information, 4. Educational History, 5. Educational Goals, and 6. Domicile Information (highlighted in yellow). Below the sidebar is a "Submit Application" button. The main content area states: "You have completed the Domicile Determination Questionnaire. Your responses are displayed below." It then asks the user to "Please select one of the following:" and provides two options: "Continue - Proceed with your application for admission" and "Restart - Restart the Domicile Determination Questionnaire". Two blue arrows point from the right side of the page to these two options. Below the options is a table of the user's responses to the questionnaire.

Are you a U.S. citizen?	Yes
What is your military status?	Have never served in the U.S. military
Whose domicile do you want to use to claim eligibility?	My parent's domicile
Your parent's name:	[REDACTED]
Is your parent a U.S. citizen?	Yes
What is your parent's military status?	Have never served in the U.S. military
Is your parent married to an active duty member of the	..

The next page allows you to review your answers to the Domicile Determination Questionnaire. If you find incorrect information, click "Restart" to correct any errors. Otherwise, click "Continue".

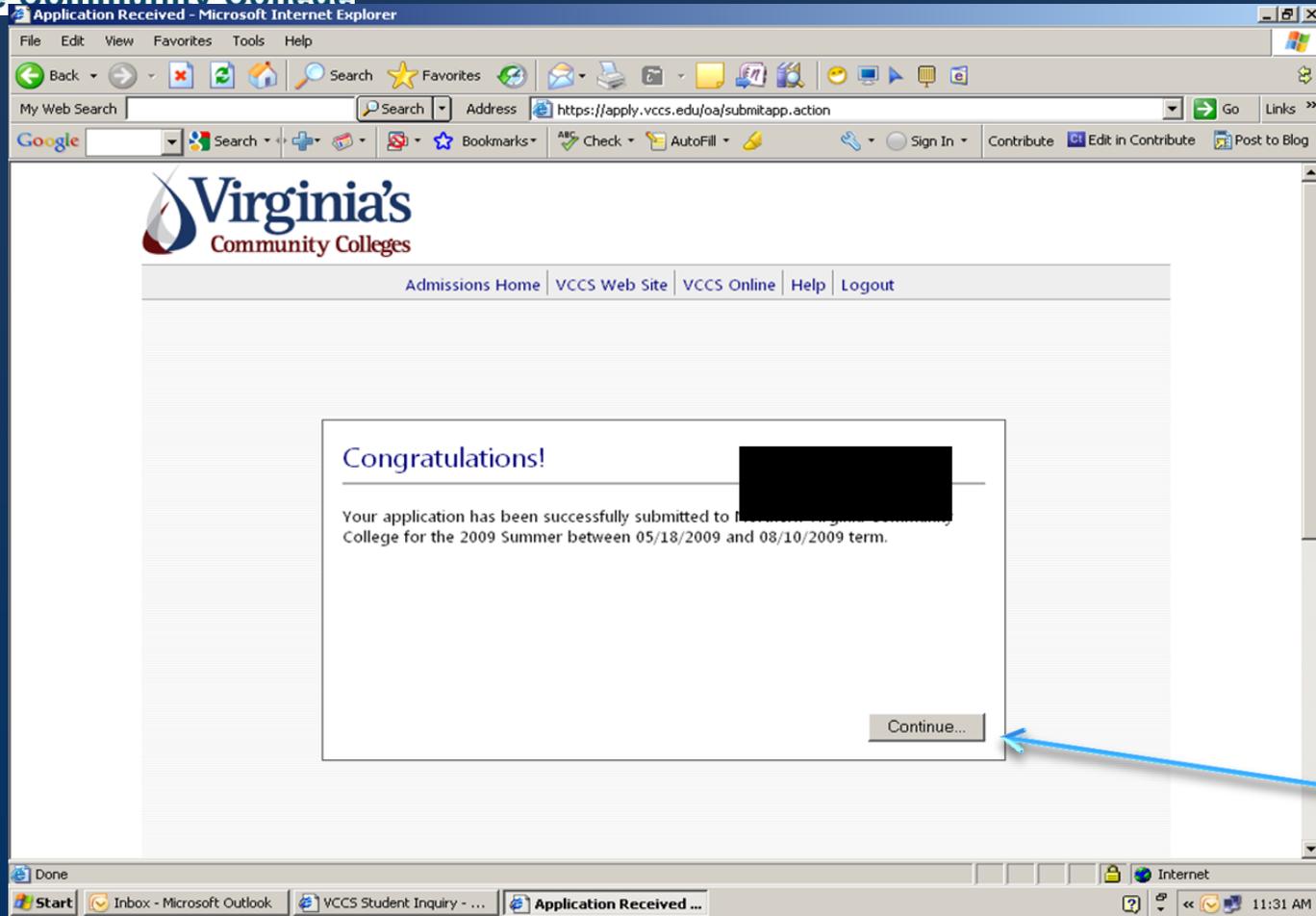
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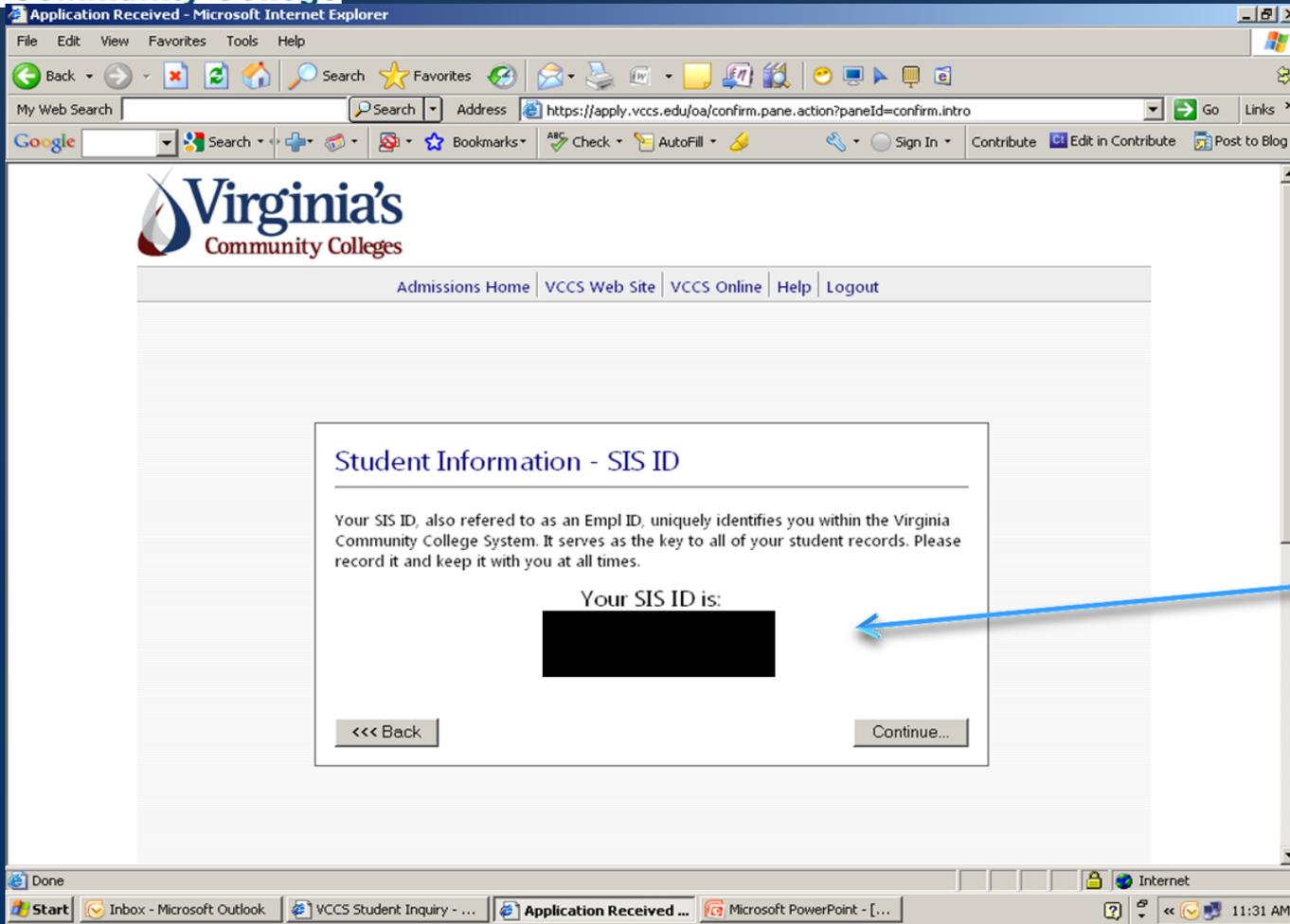
You've reached the final step of the VCCS online application. Click the "Submit Application" button. ****IMPORTANT: Do not open or close any browser windows while your application is being submitted, as this will cause your application to fail!**

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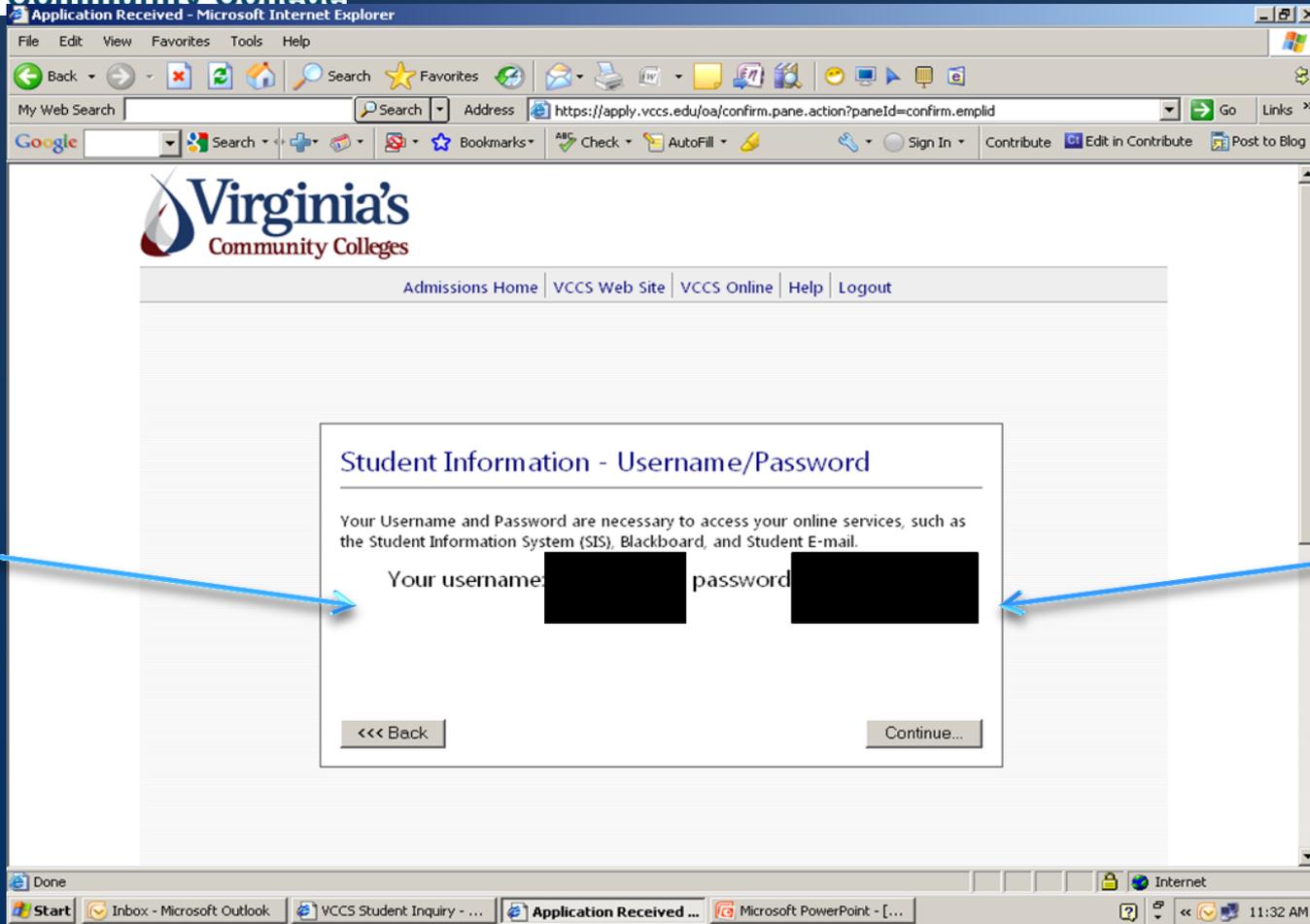
After your application is submitted successfully, you will see the message above. Click the button "Continue".

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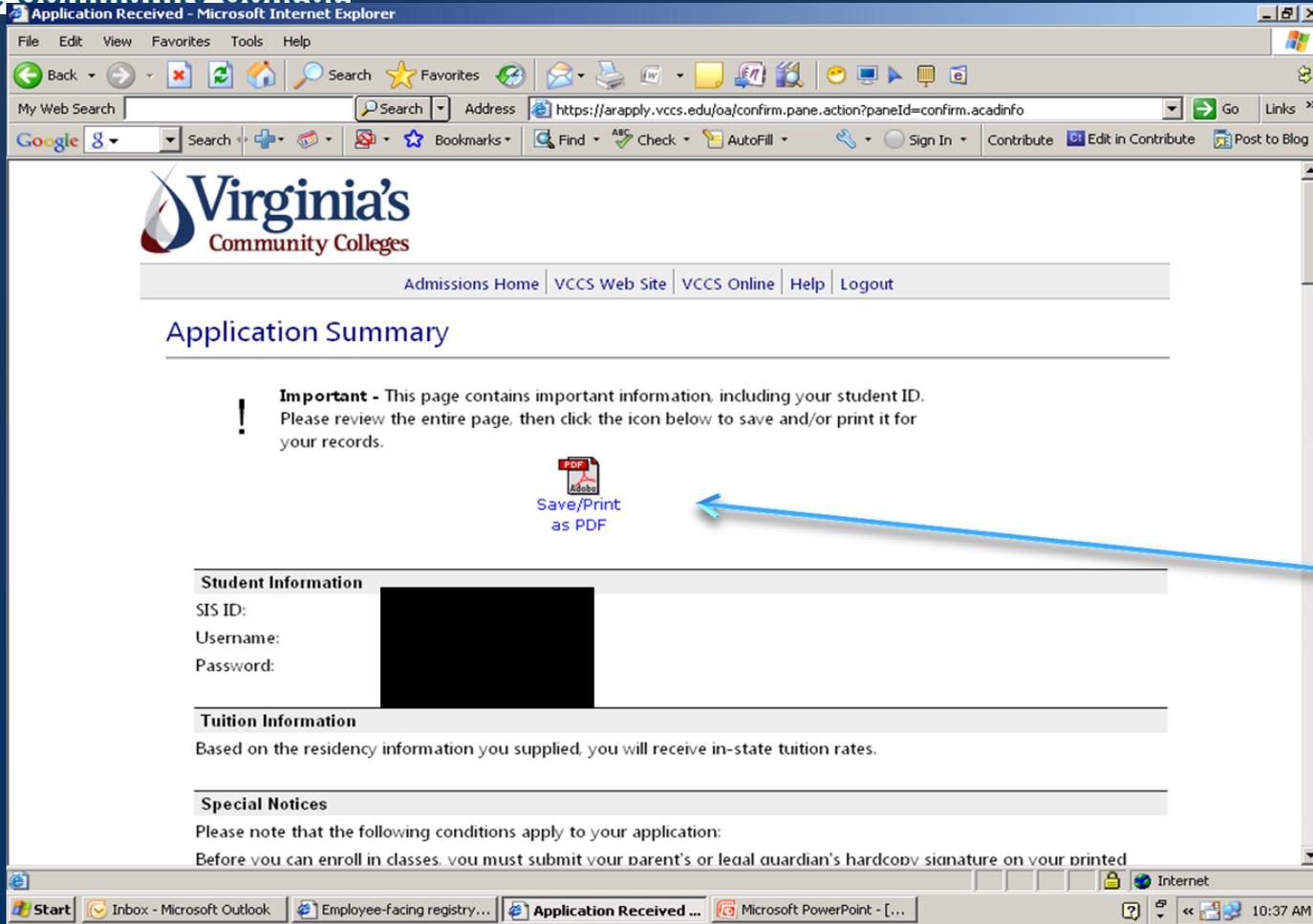
On the next page, you will receive a VERY important piece of information: your Student Information System, or SIS, ID. Write this number down! Then click "Continue".

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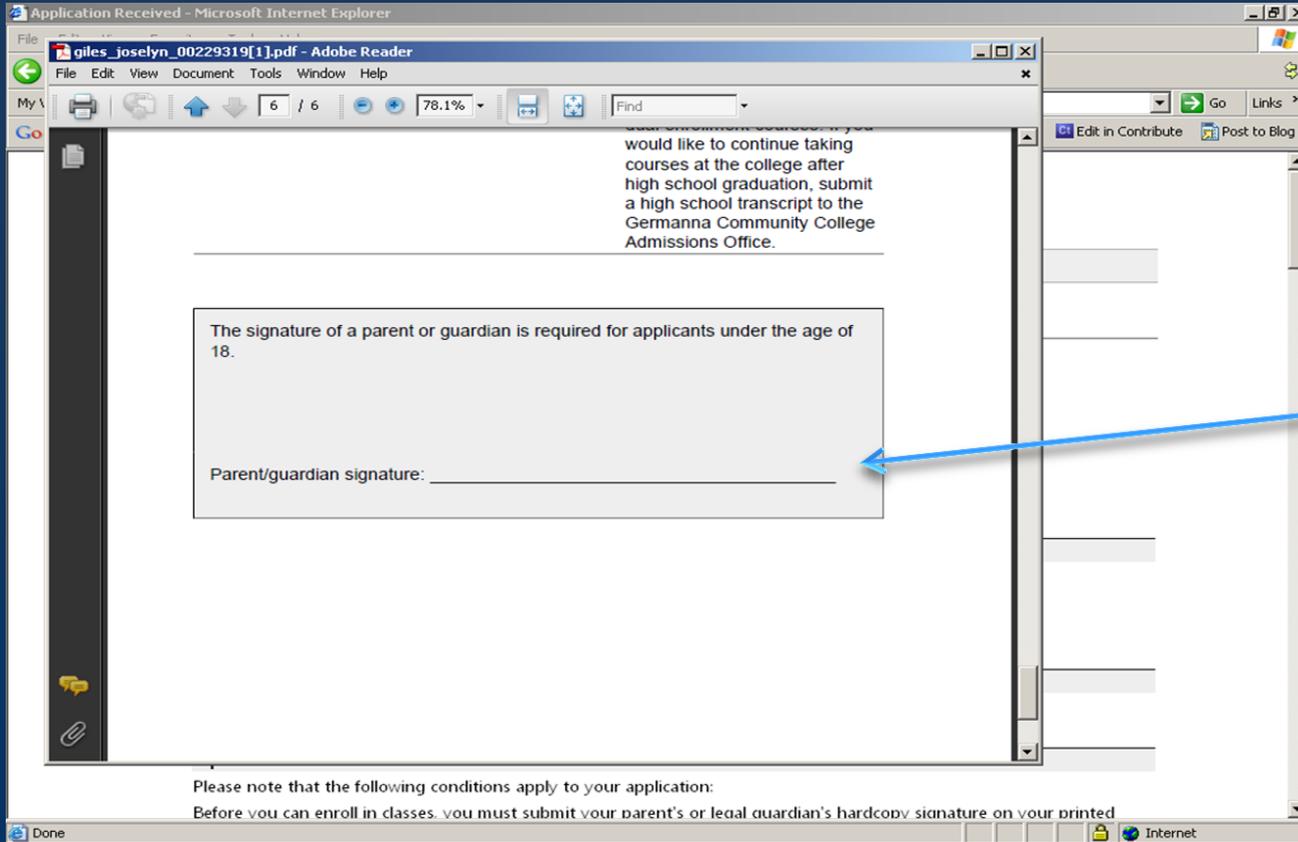
On the next page, you will receive your “MyGCC” username and password. These will be used to access online Student Resources for your college classes. Once again, this is important info for you to write down and keep for your records!

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When you get to the “Application Summary” page, you will need to Save the PDF version of your application, by clicking on the “Save/Print as PDF” icon.

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Then, you should print and have your parent or guardian sign the last page of the application. Additionally, write your SIS ID number on the application. Once signed, turn this form in to your Dual Enrollment Instructor. You should also sign the first page of the Dual Enrollment Application available online at www.dcc.vccs.edu/studentservices/dualenrollment.

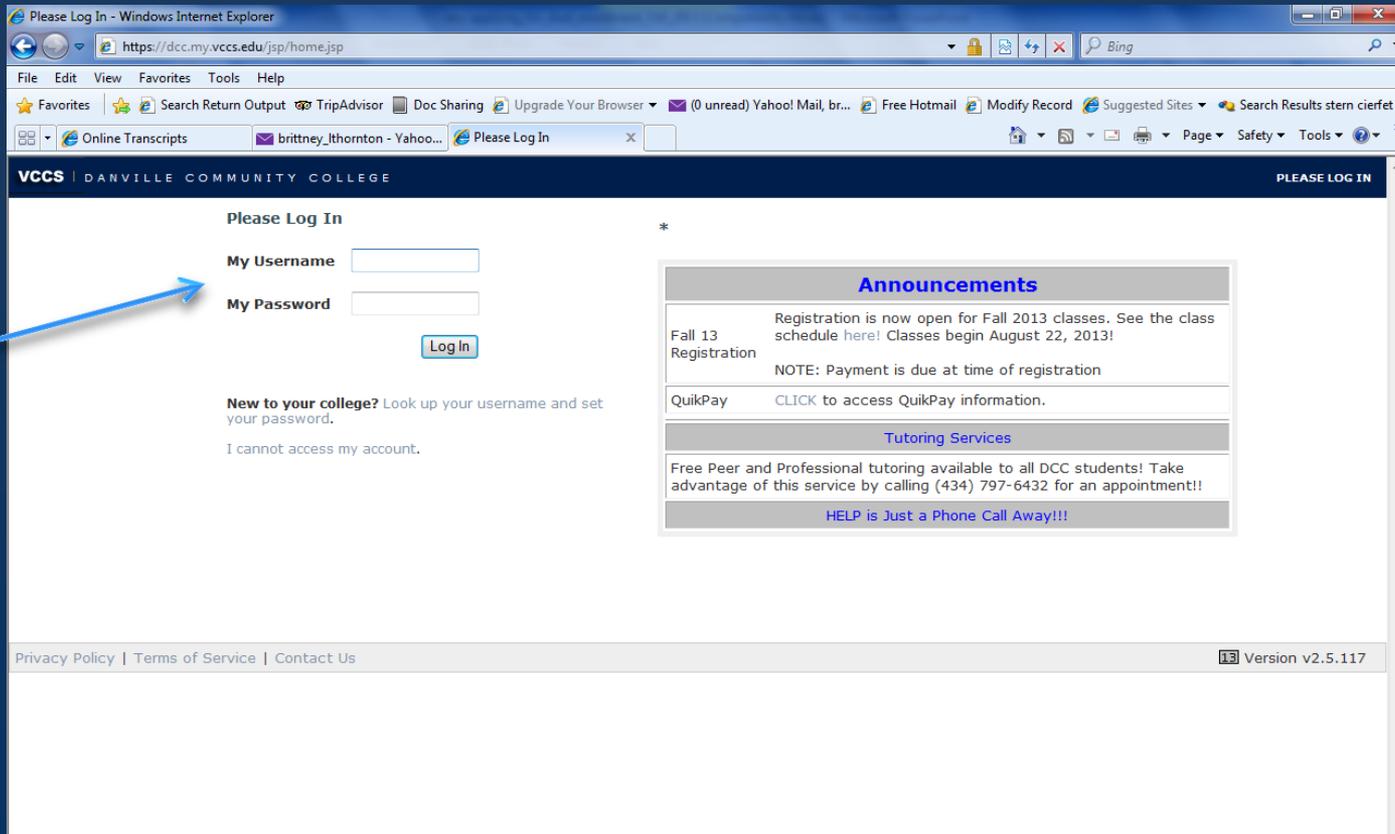
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The screenshot shows the Danville Community College website in a Windows Internet Explorer browser. The address bar displays <http://www.dcc.vccs.edu/>. The page features a blue header with the DCC logo and navigation links: About DCC, Future Students, Current Students, Workforce Services, Alumni/Foundation, and News. On the right side of the header, there are 'DCC Quick Links' with a dropdown menu set to 'Activities' and a '[Go]' button. Below this, a 'myDCC' link is highlighted in yellow, with a blue arrow pointing to it from the right. The main content area includes a large banner for 'be.successful Become a student at DCC!' with a 'More >>' link. To the right of the banner is a 'DCC Events' calendar widget showing events for Wednesday, July 24, Tuesday, August 20 (11:00am SVO Command Staff Meeting), Tuesday, August 27 (11:00am SVO Regular Meeting), and Tuesday, September 17. Below the banner are several utility widgets: AccuWeather.com weather forecast (86°F), Graduation LiveStream Feed, The Virginia Wizard, nenet logo, and logos for Grow By Degrees and Norton Secured.

Now there is just one last step! In order to ensure you are able to login to the online resources, go to www.dcc.vccs.edu . On the top right of the page, click the link “MyDCC”.

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Please Log In - Windows Internet Explorer

https://dcc.my.vccs.edu/jsp/home.jsp

File Edit View Favorites Tools Help

VCCS | DANVILLE COMMUNITY COLLEGE PLEASE LOG IN

Please Log In

My Username

My Password

Log In

New to your college? Look up your username and set your password.

I cannot access my account.

Announcements

Fall 13 Registration
Registration is now open for Fall 2013 classes. See the class schedule [here!](#) Classes begin August 22, 2013!

NOTE: Payment is due at time of registration

QuikPay [CLICK](#) to access QuikPay information.

Tutoring Services

Free Peer and Professional tutoring available to all DCC students! Take advantage of this service by calling (434) 797-6432 for an appointment!!

[HELP is Just a Phone Call Away!!!](#)

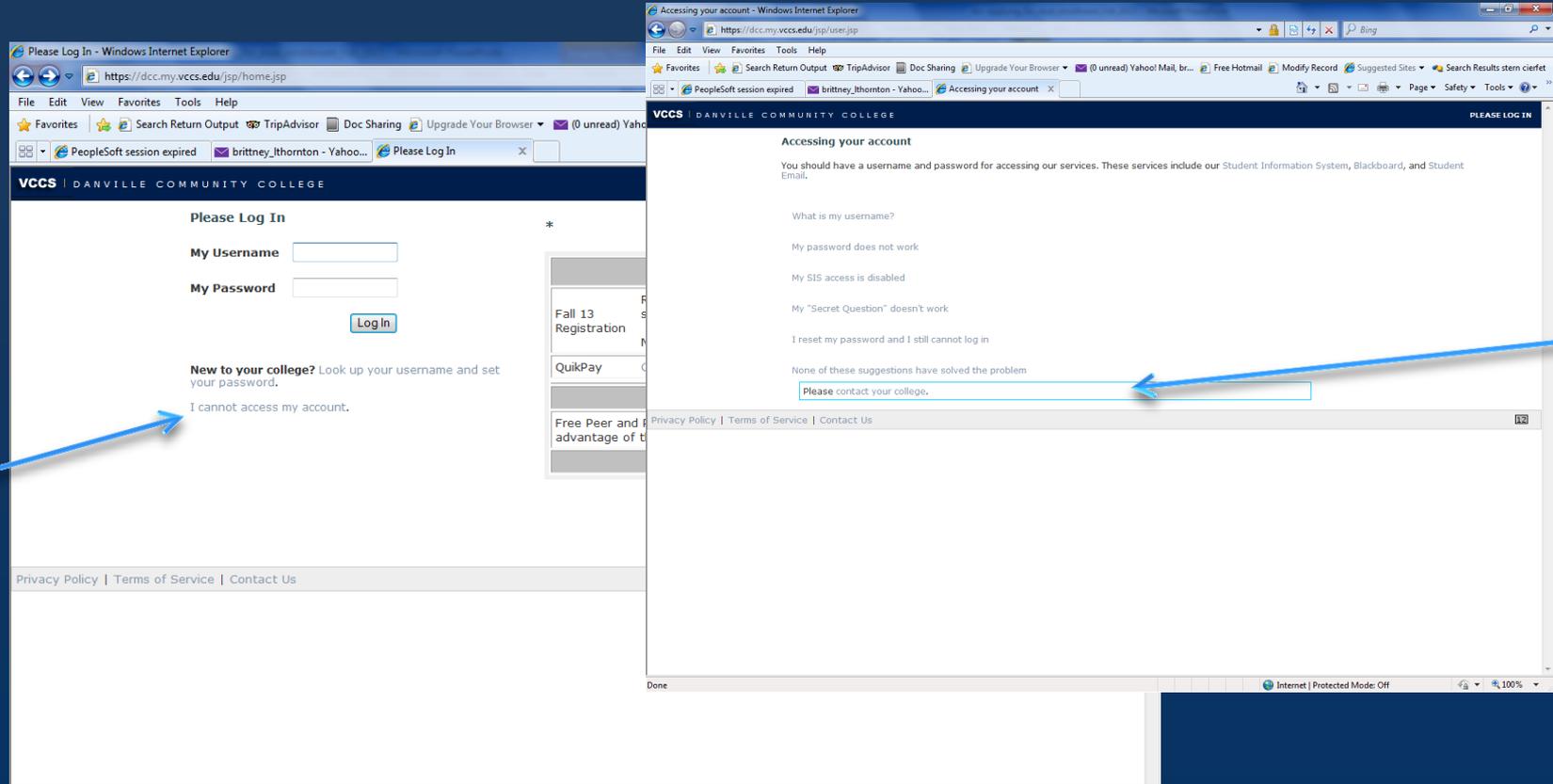
Privacy Policy | Terms of Service | Contact Us

Version v2.5.117

That will take you to the MyDCC login page. You will use MyDCC to access your grades, transcript, your Danville student e-mail, and Blackboard—all essential tools for dual enrollment students' success! In the center of the page, enter your username and password to log in.



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If you experience any technical difficulties while attempting to logon to MyDCC, please contact the Danville Helpdesk for assistance.



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If you have any questions regarding your Danville Community College application, or experience difficulties while trying to complete your online application, please contact the Admissions Office:

(434) 797-8467

For questions about Dual Enrollment classes please contact Cathy Pulliam:

(434) 797-8538



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Congratulations! You have now completed Step Two on your way to becoming a Dual Enrollment student!

Four Steps to Becoming a Dual Enrollment Student:

- ✓ **Step One:** Discuss Dual Enrollment opportunities with your high school guidance counselor, and be approved to take Dual Enrollment classes.
- ✓ **Step Two:** Apply to Danville Community College online.
- ❑ **Step Three:** Complete the Virginia Placement Test through your high school.
- ❑ **Step Four:** Register for Dual Enrollment classes through your high school, during your high school registration period.