Applying to Danville Community College

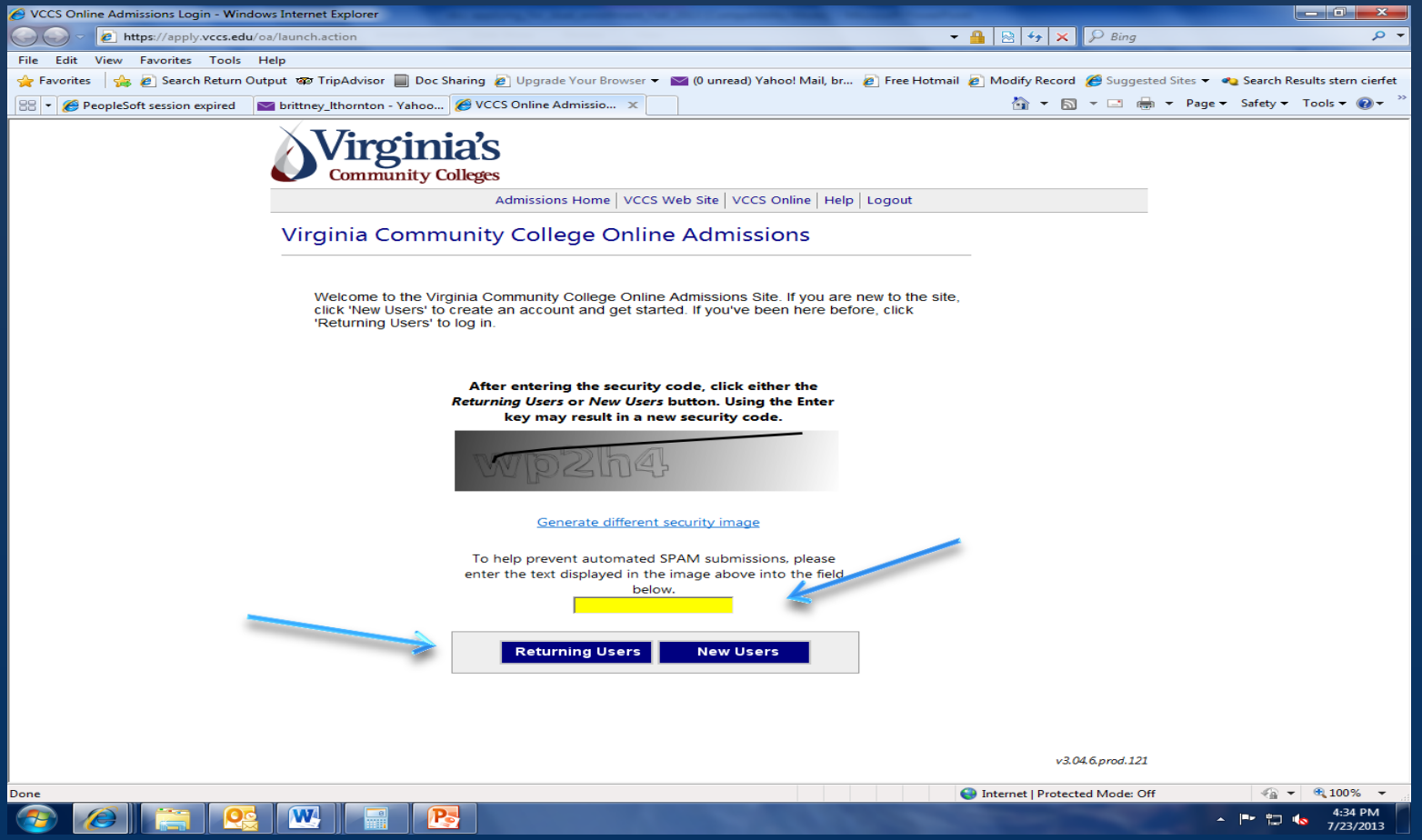
Guide for Dual Enrollment Students

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

Revised 7/2013

Applying to Danville Community College

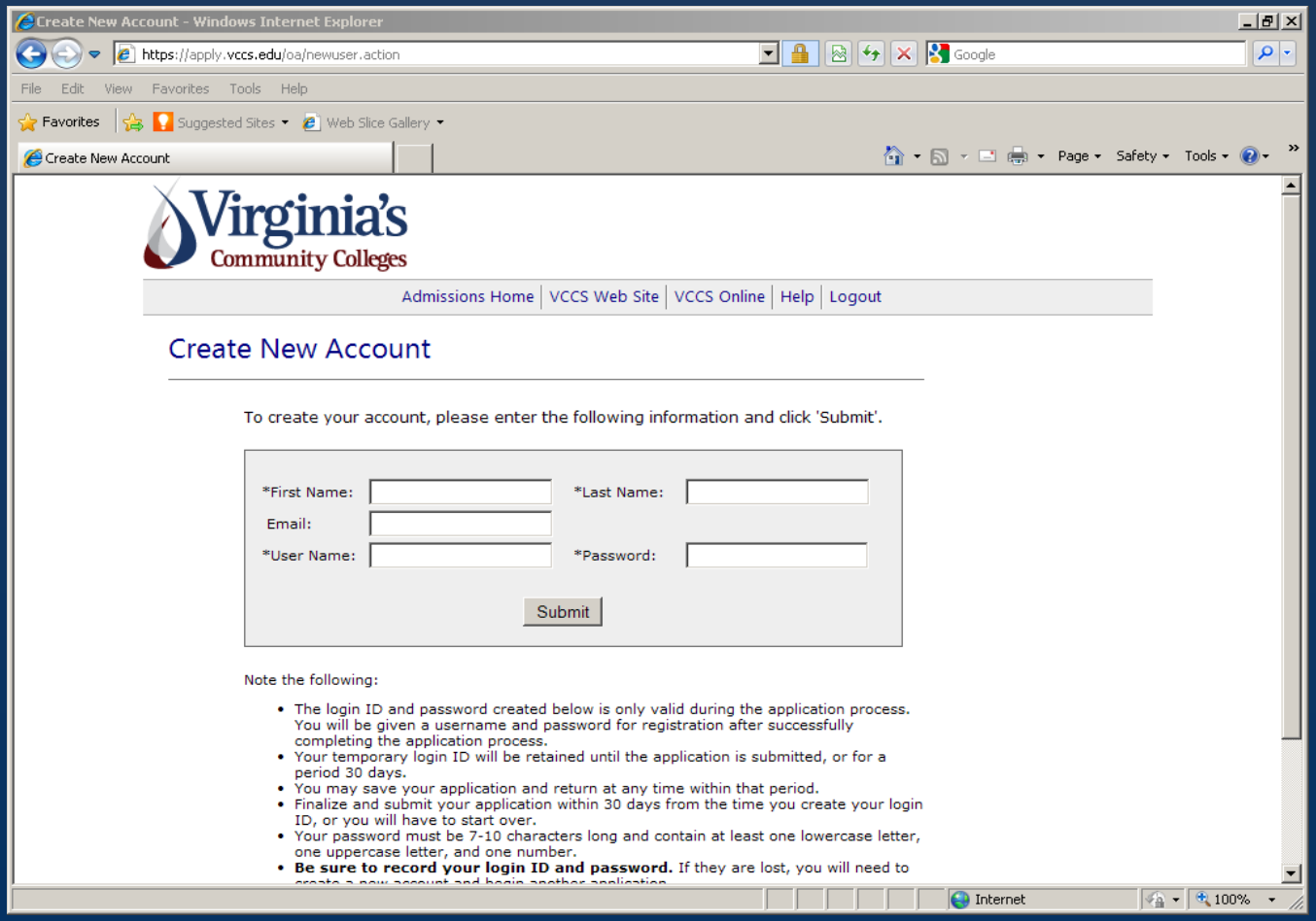
Guide for Dual Enrollment Students



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”.

Applying to Danville Community College

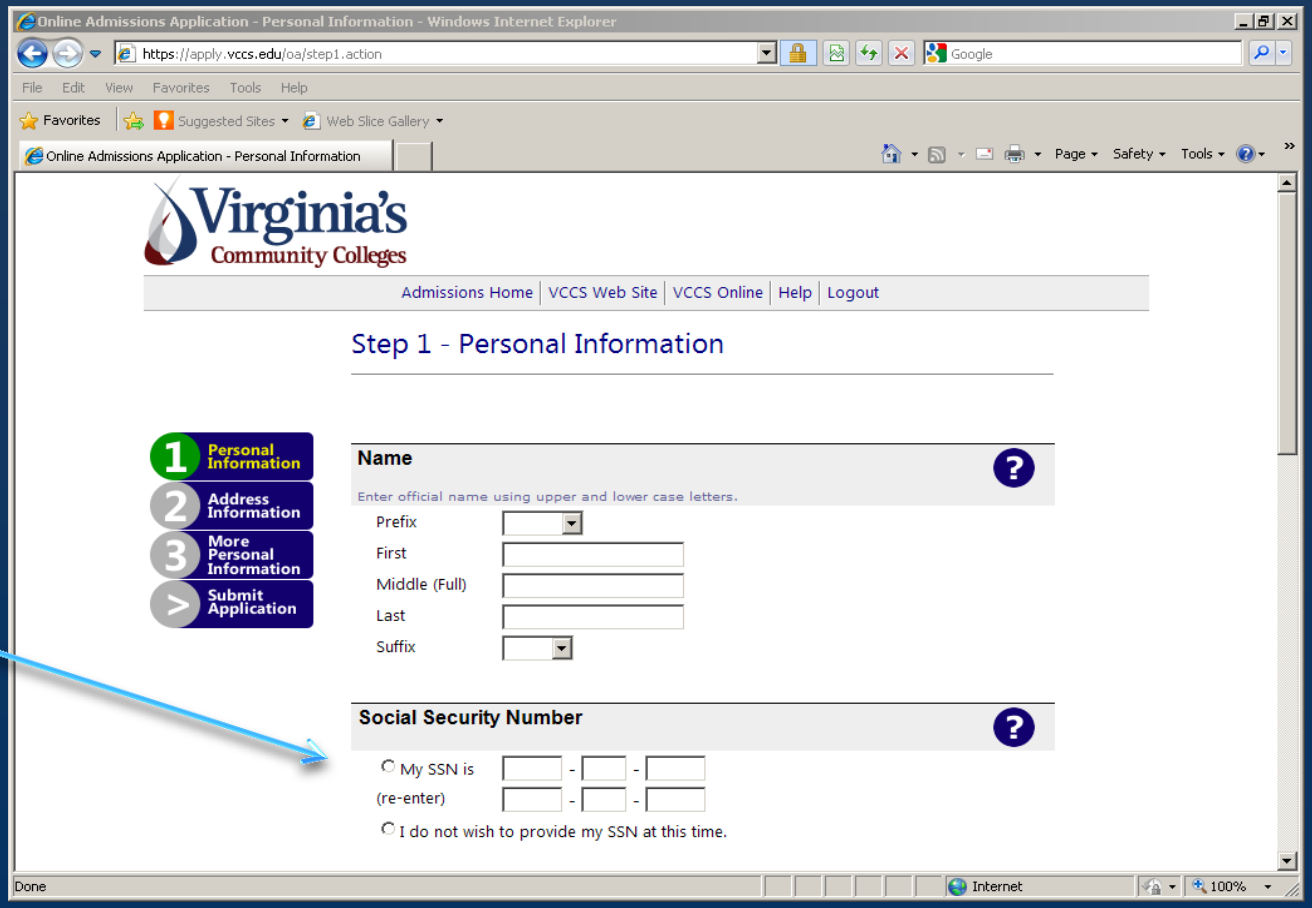
Guide for Dual Enrollment Students



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.

Applying to Danville Community College

Guide for Dual Enrollment Students



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.

Applying to Danville Community College

Guide for Dual Enrollment Students

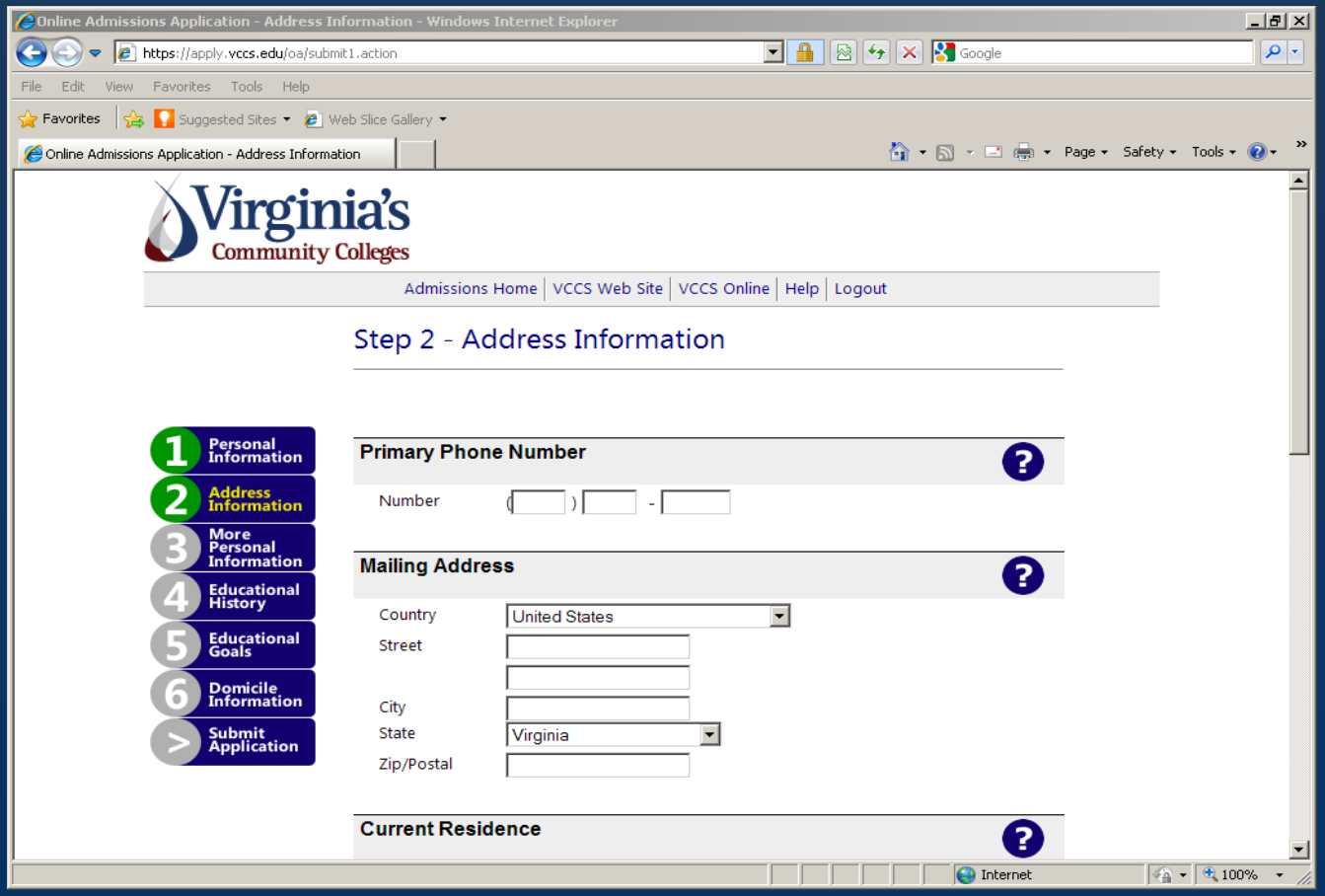
As you are filling out the personal information:

- 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".

Applying to Danville Community College

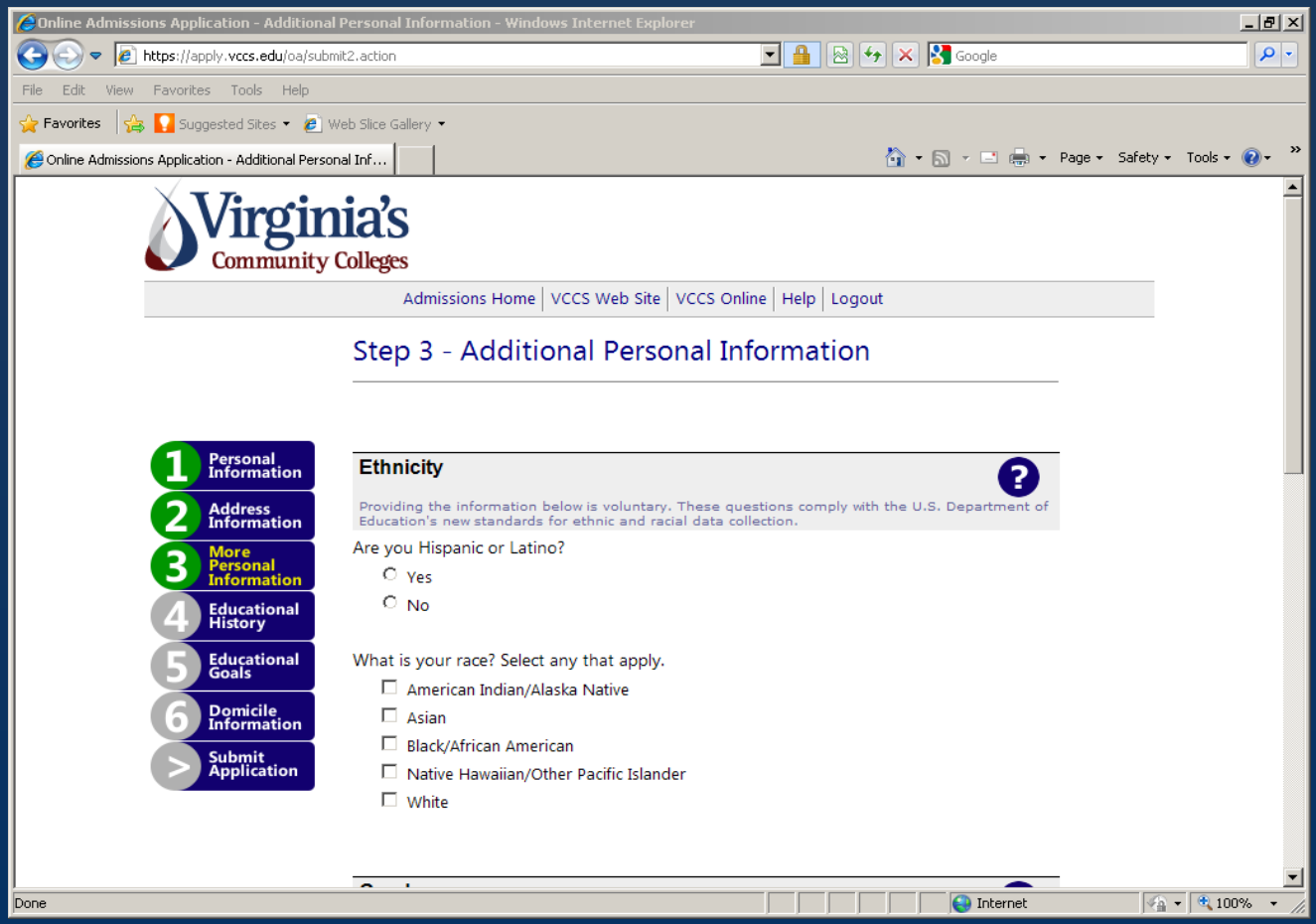
Guide for Dual Enrollment Students



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”.

Applying to Danville Community College

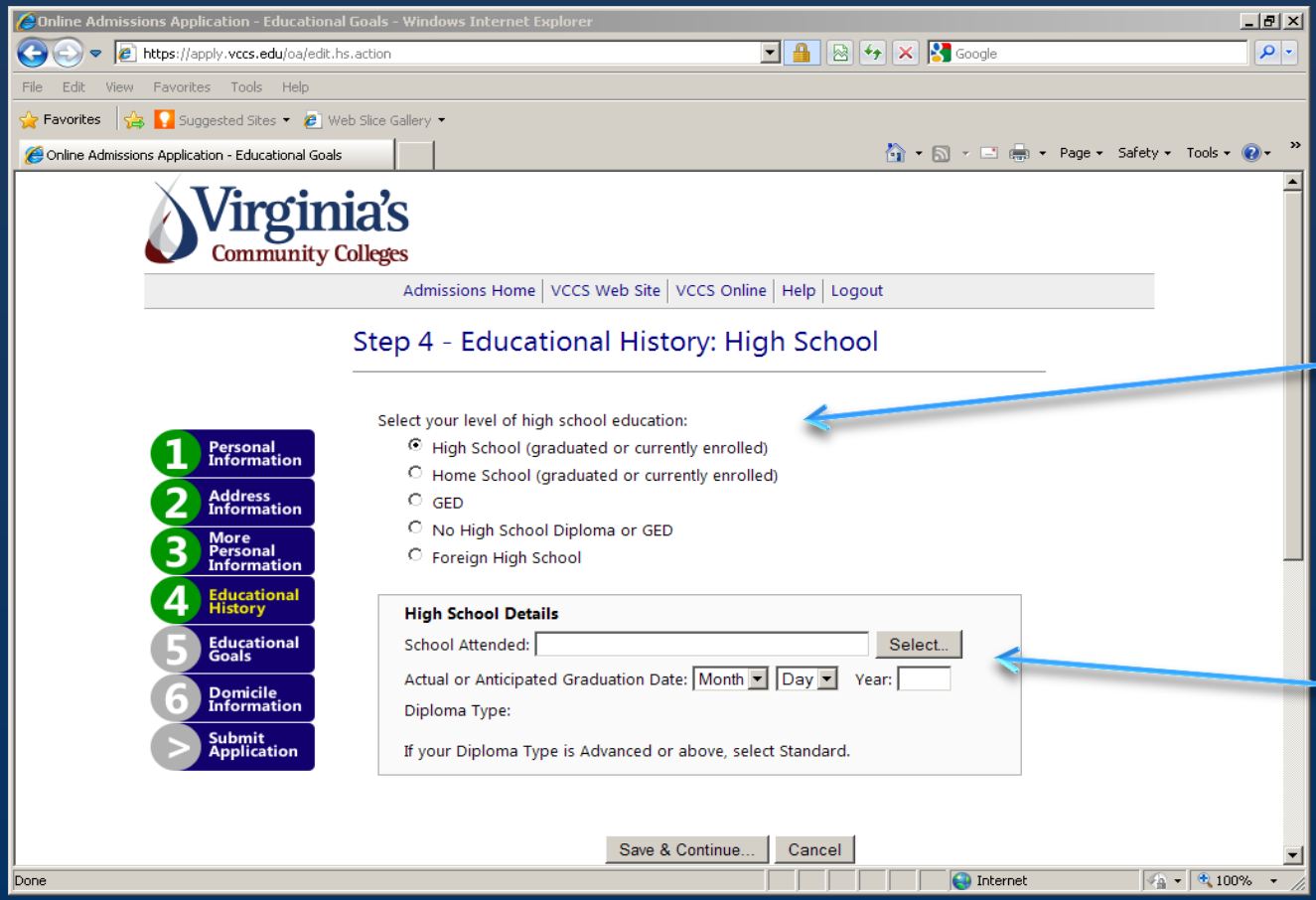
Guide for Dual Enrollment Students



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

Applying to Danville Community College

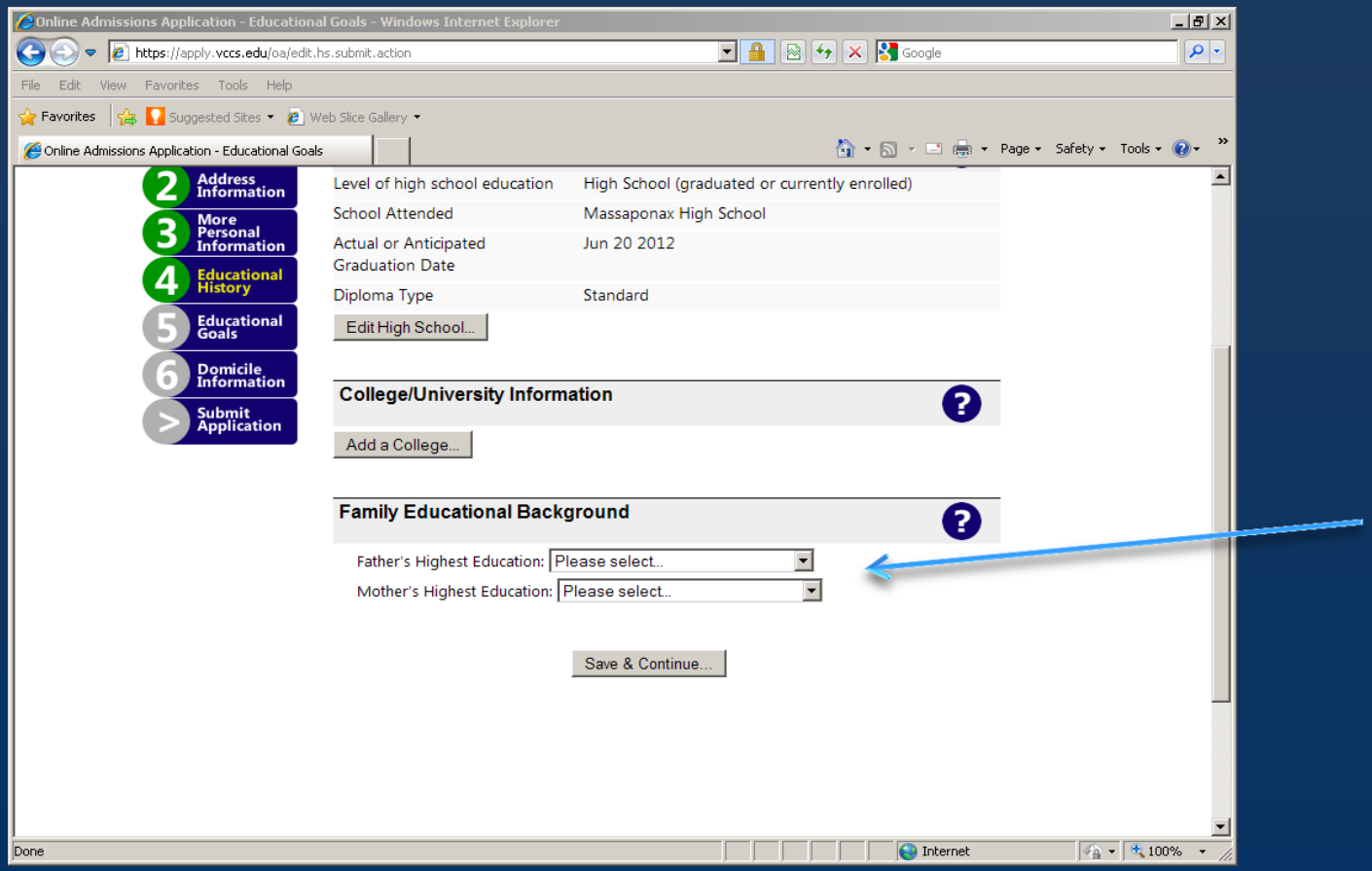
Guide for Dual Enrollment Students



"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.

Applying to Danville Community College

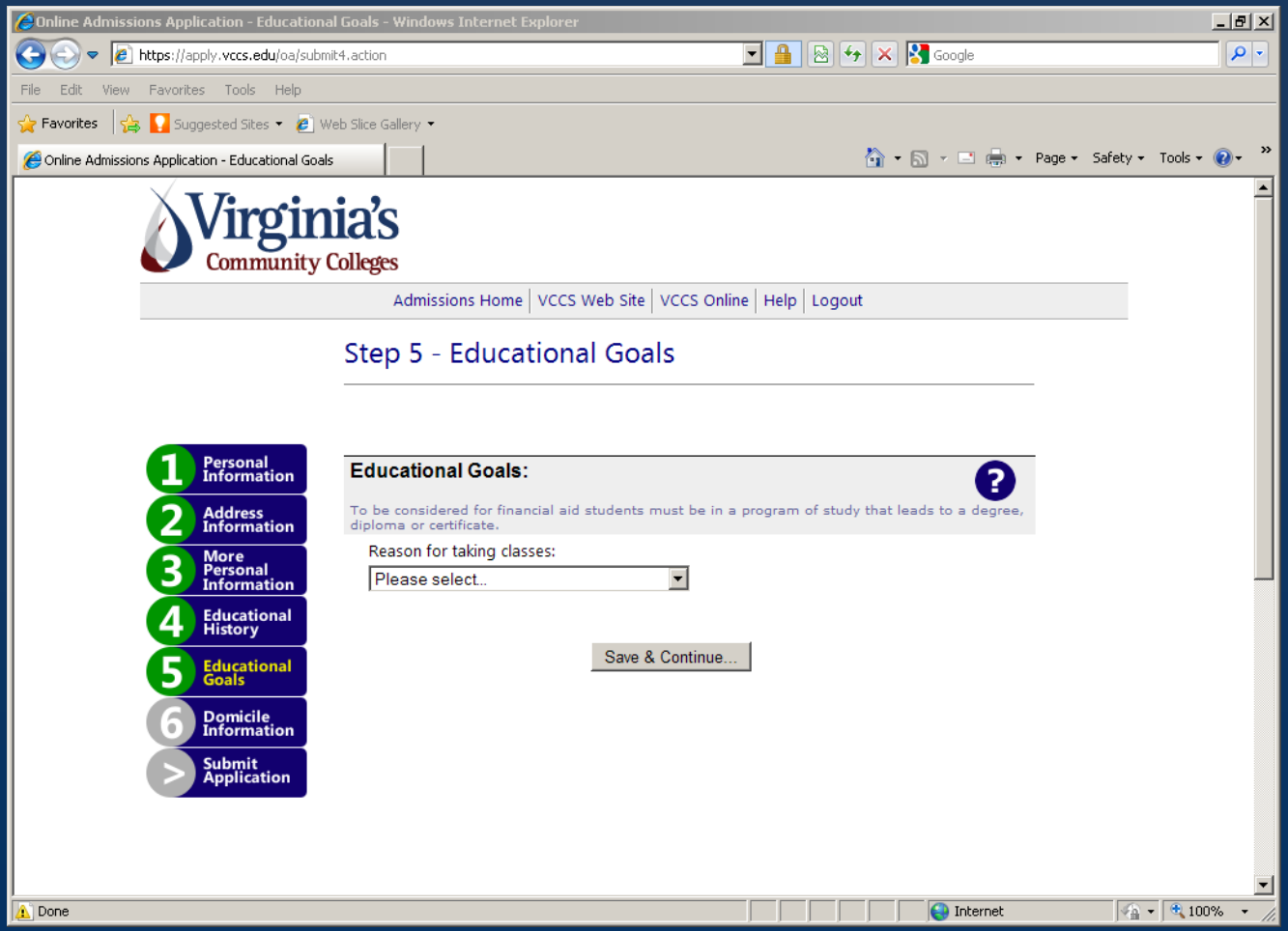
Guide for Dual Enrollment Students



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”.

Applying to Danville Community College

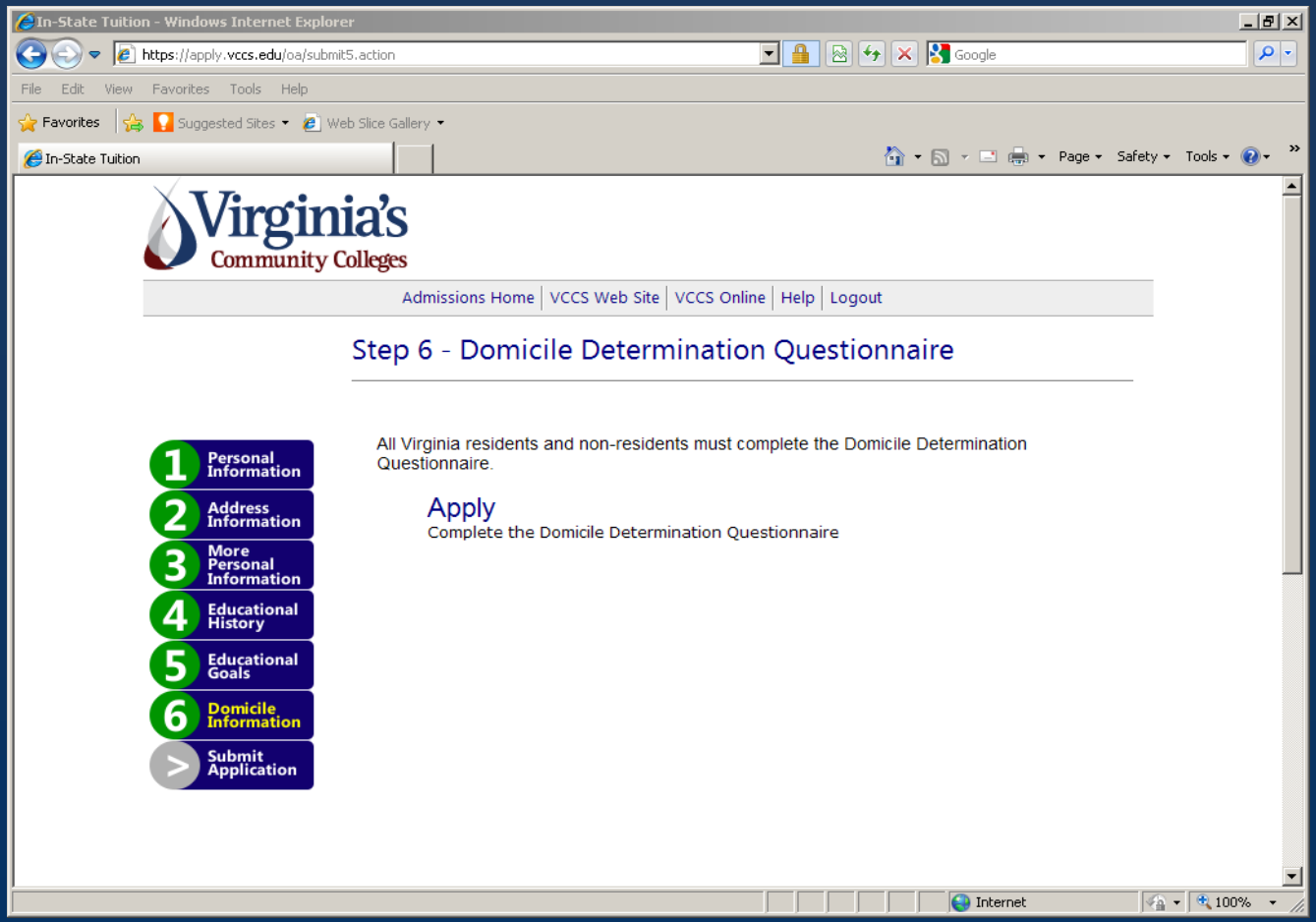
Guide for Dual Enrollment Students



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

Applying to Danville Community College

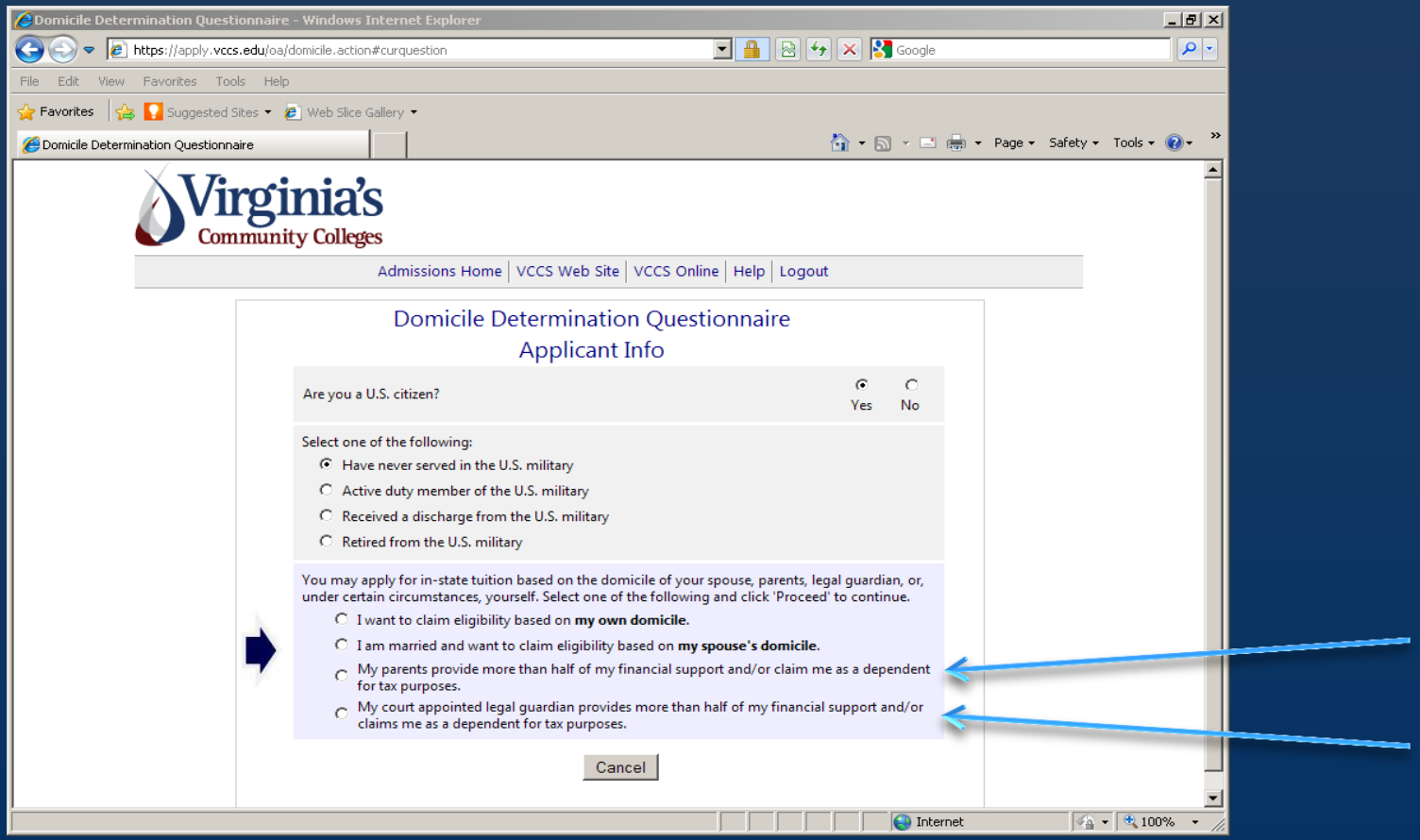
Guide for Dual Enrollment Students



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

Applying to Danville Community College

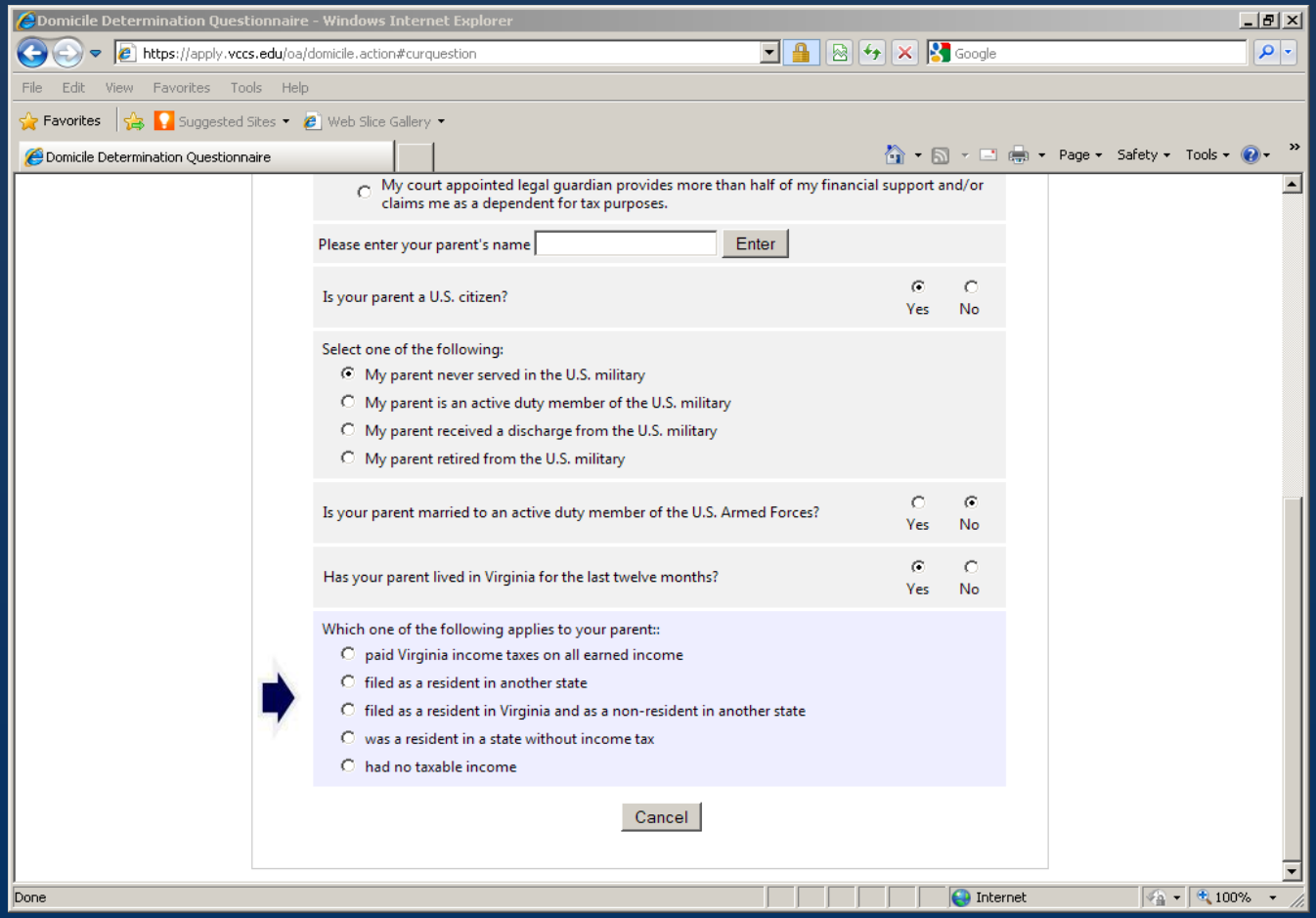
Guide for Dual Enrollment Students



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.

Applying to Danville Community College

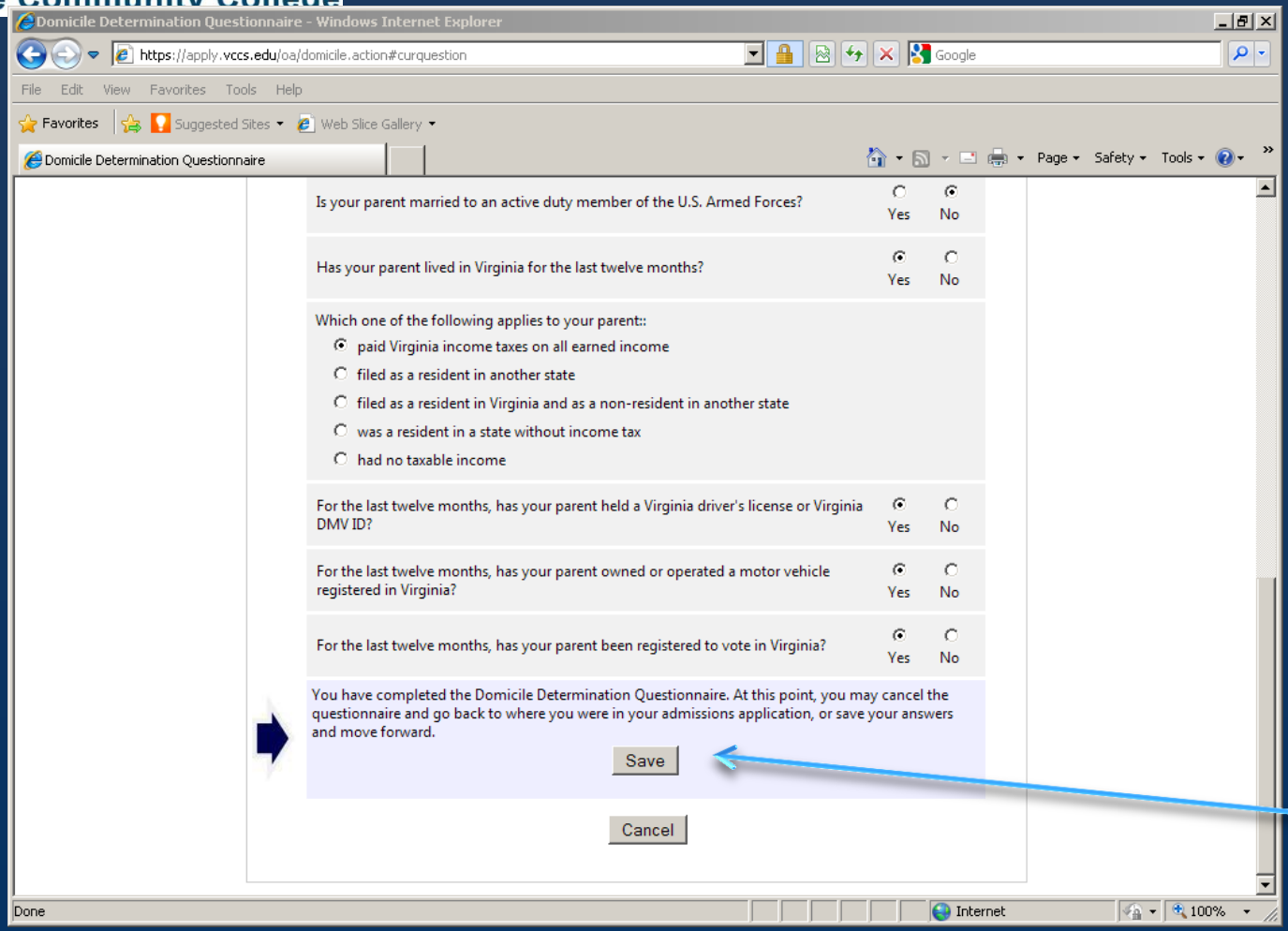
Guide for Dual Enrollment Students



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.

Applying to Danville Community College

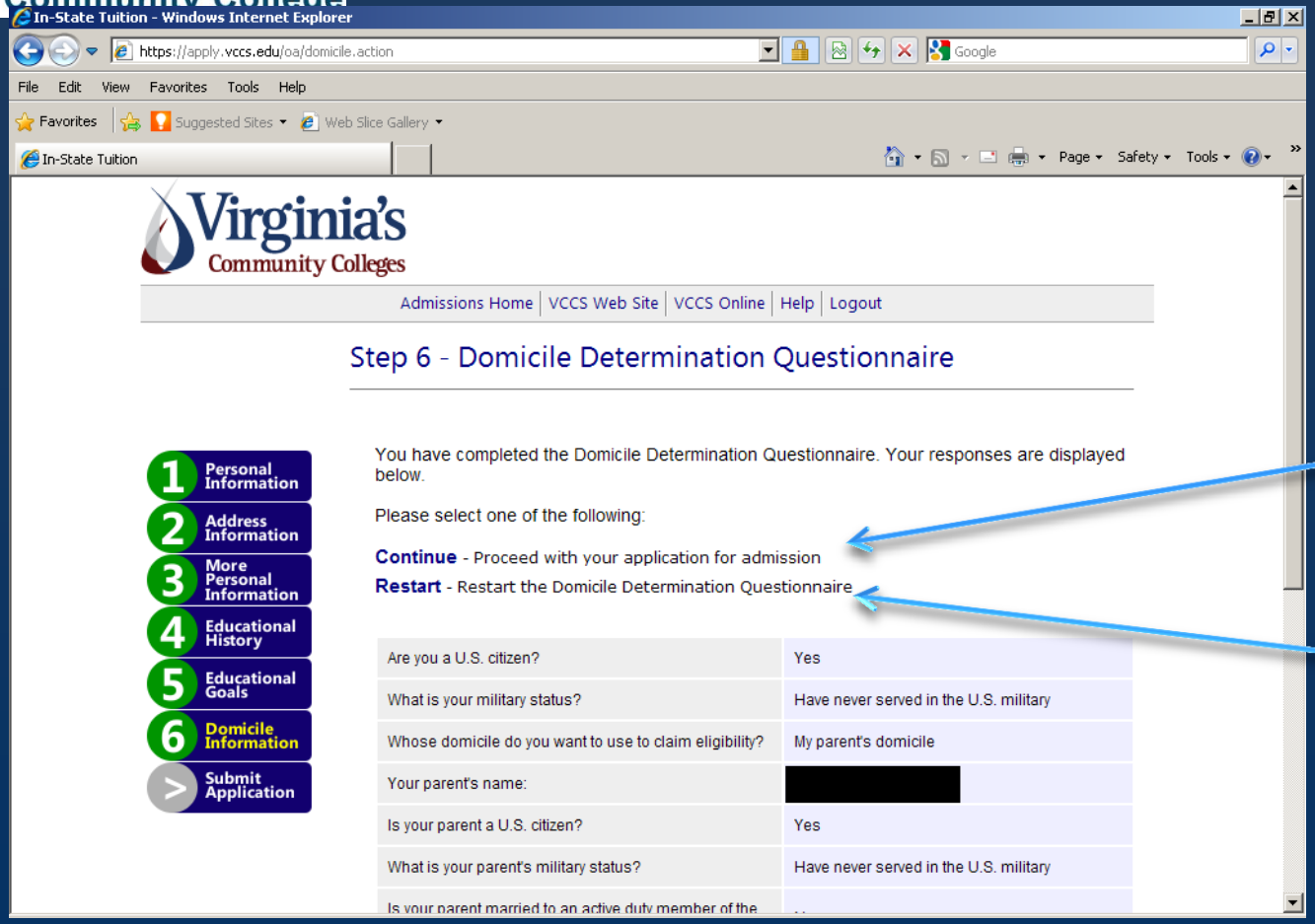
Guide for Dual Enrollment Students



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

Applying to Danville Community College

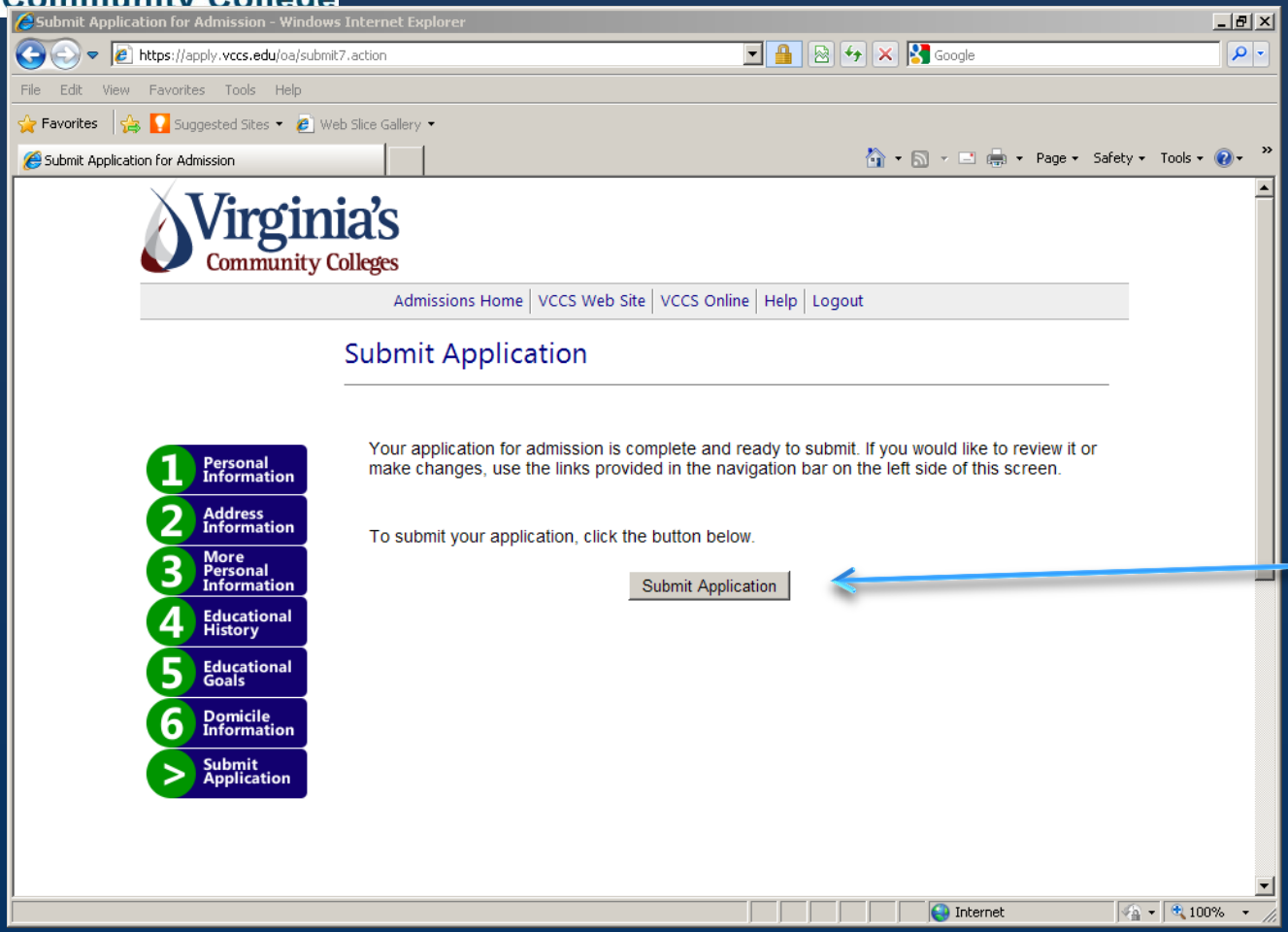
Guide for Dual Enrollment Students



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”.

Applying to Danville Community College

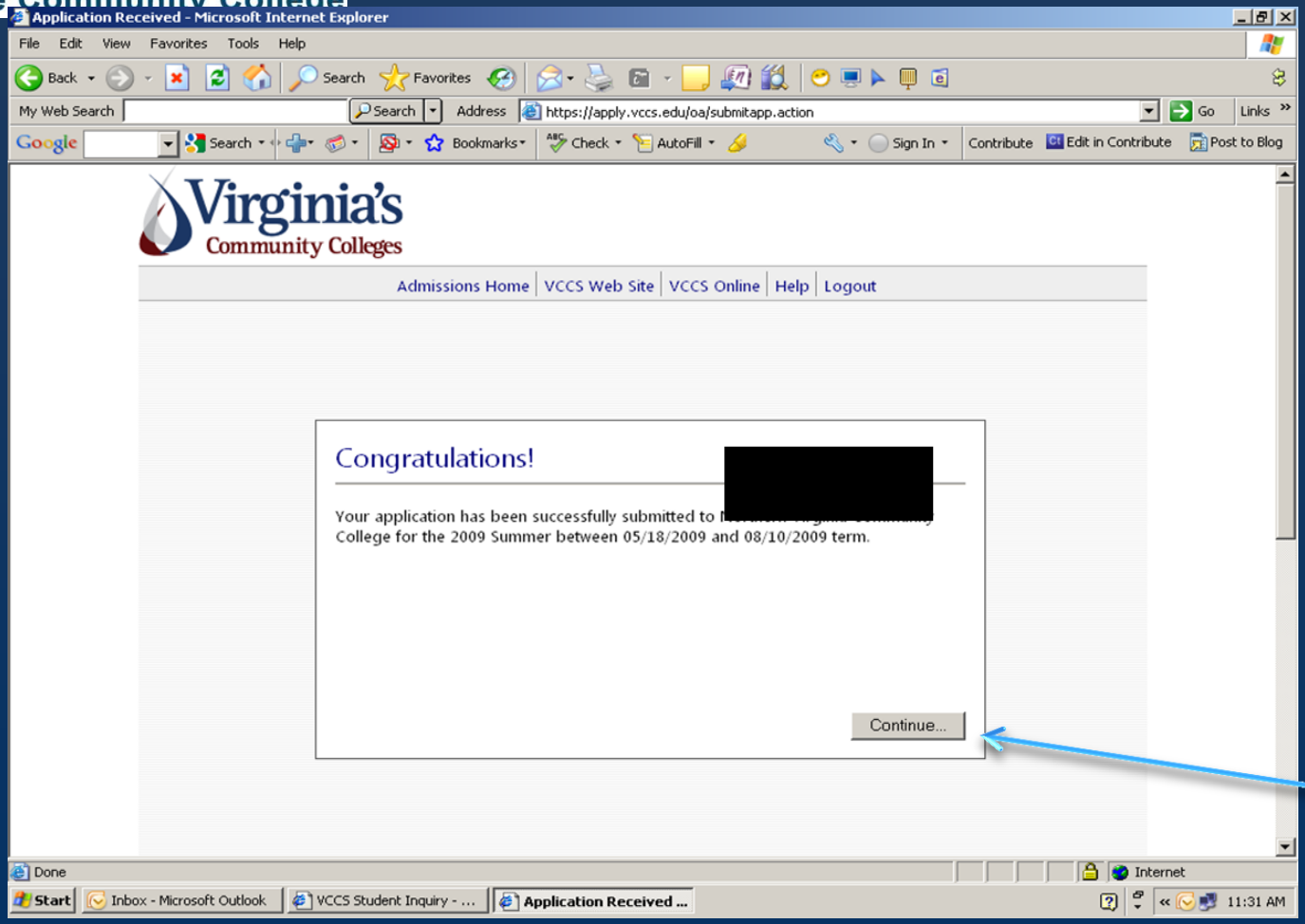
Guide for Dual Enrollment Students



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!

Applying to Danville Community College

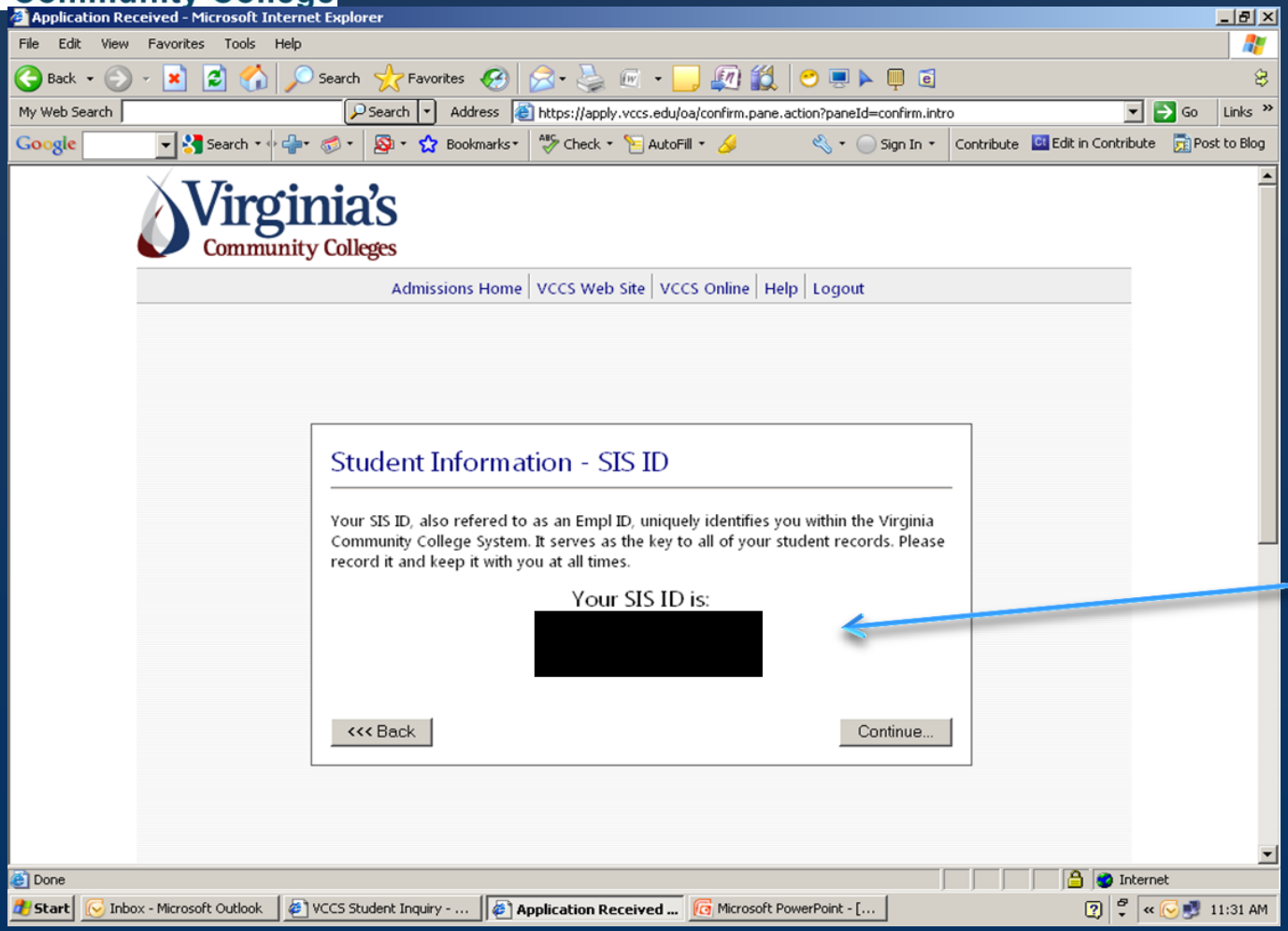
Guide for Dual Enrollment Students



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

Applying to Danville Community College

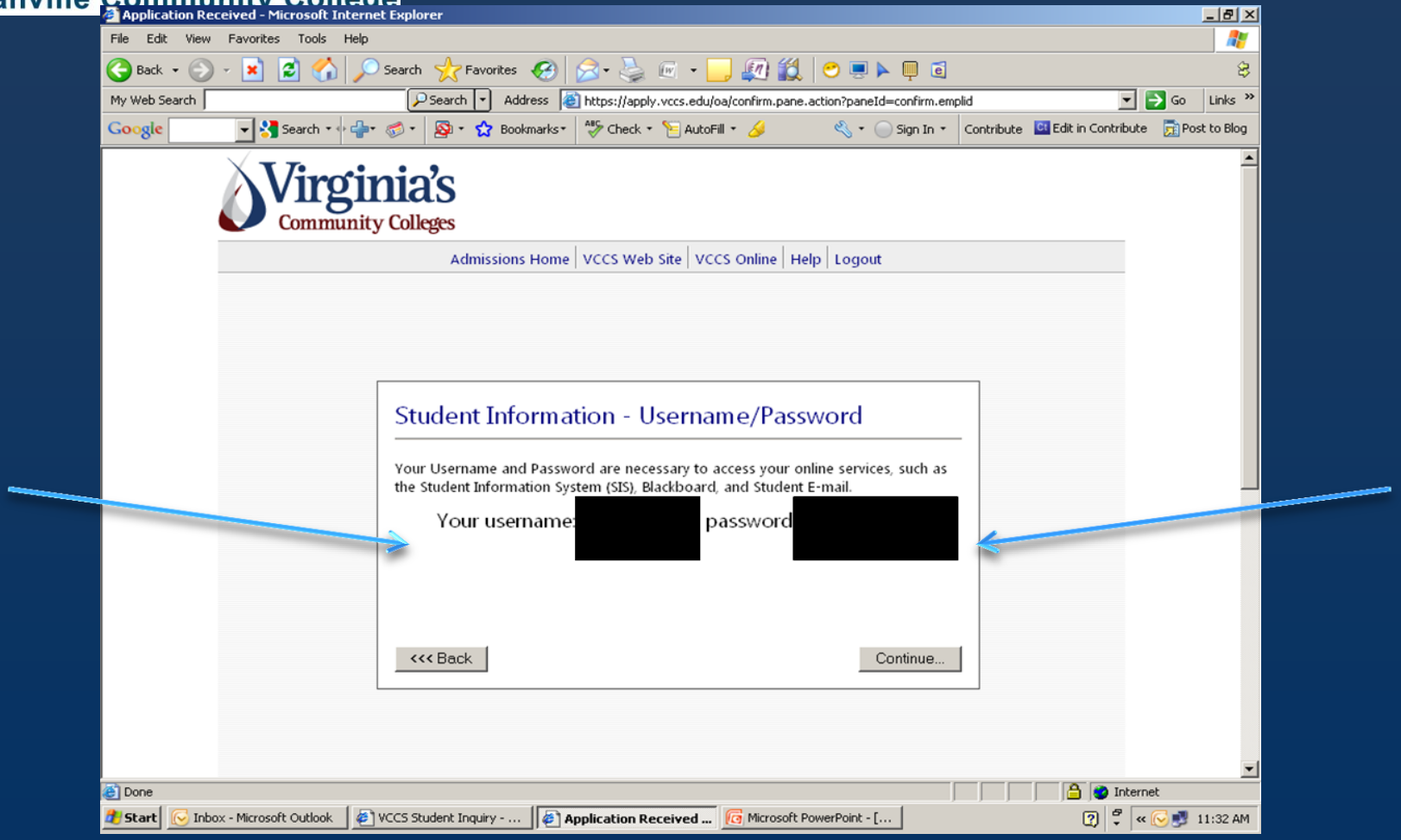
Guide for Dual Enrollment Students



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”.

Applying to Danville Community College

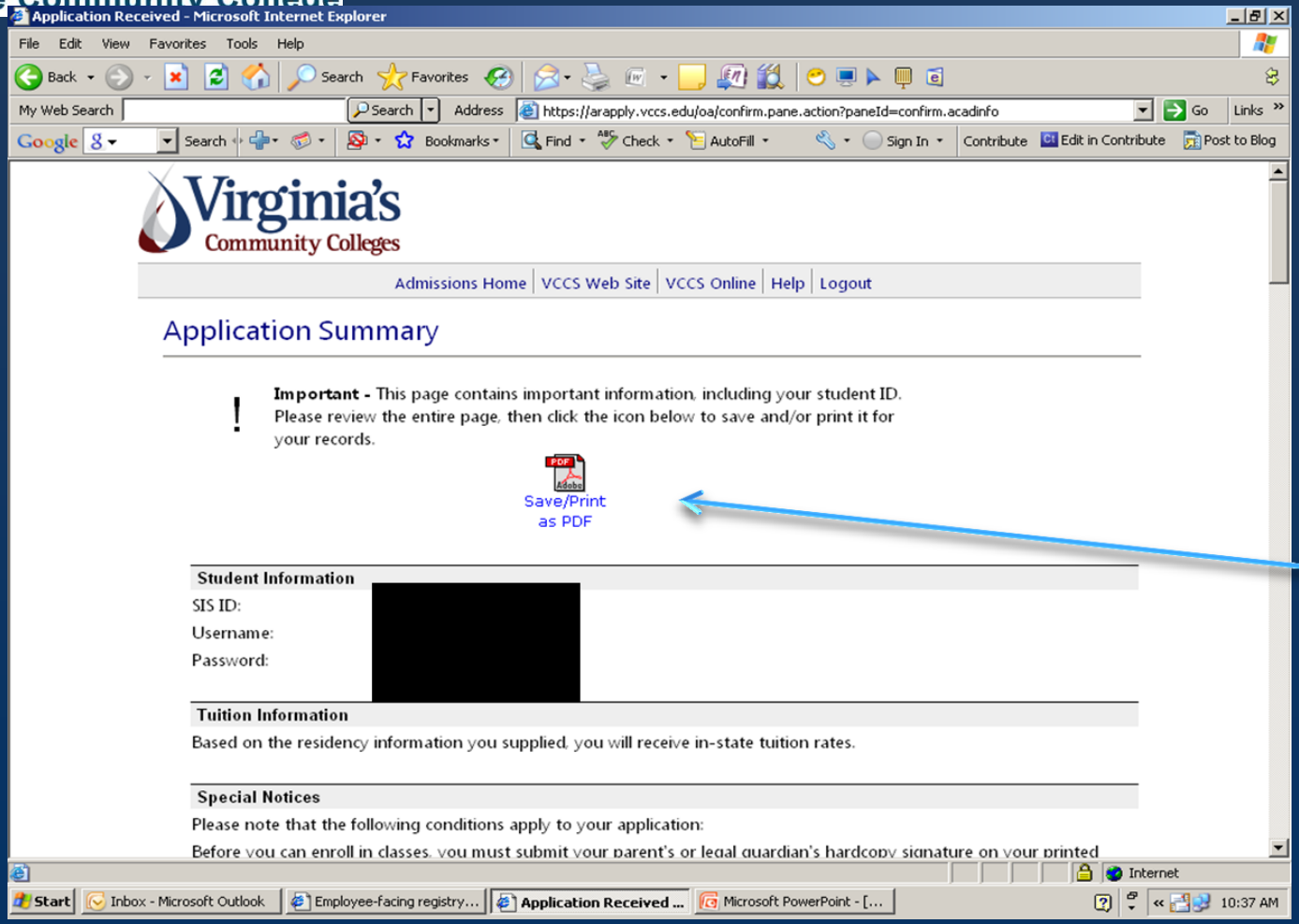
Guide for Dual Enrollment Students



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!

Applying to Danville Community College

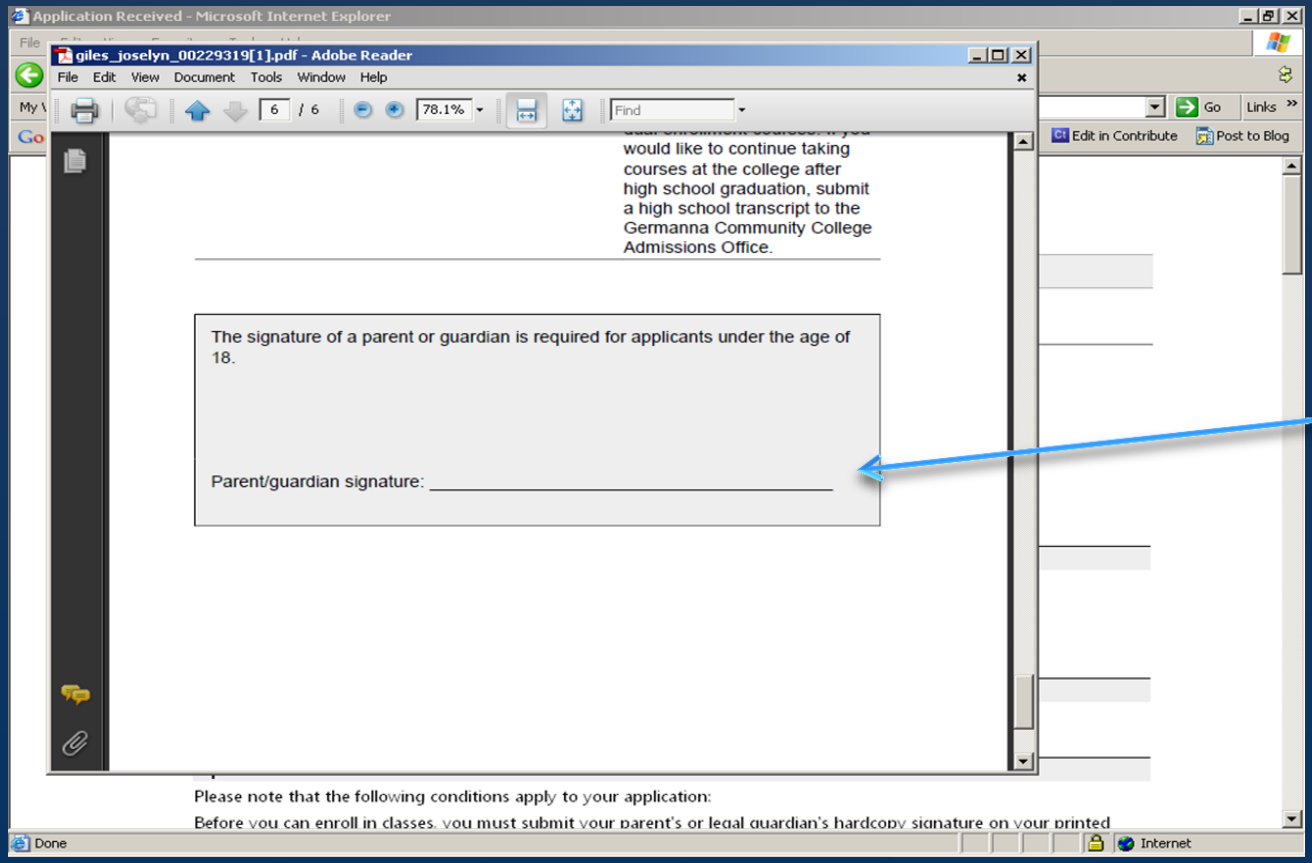
Guide for Dual Enrollment Students



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.

Applying to Danville Community College

Guide for Dual Enrollment Students



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.

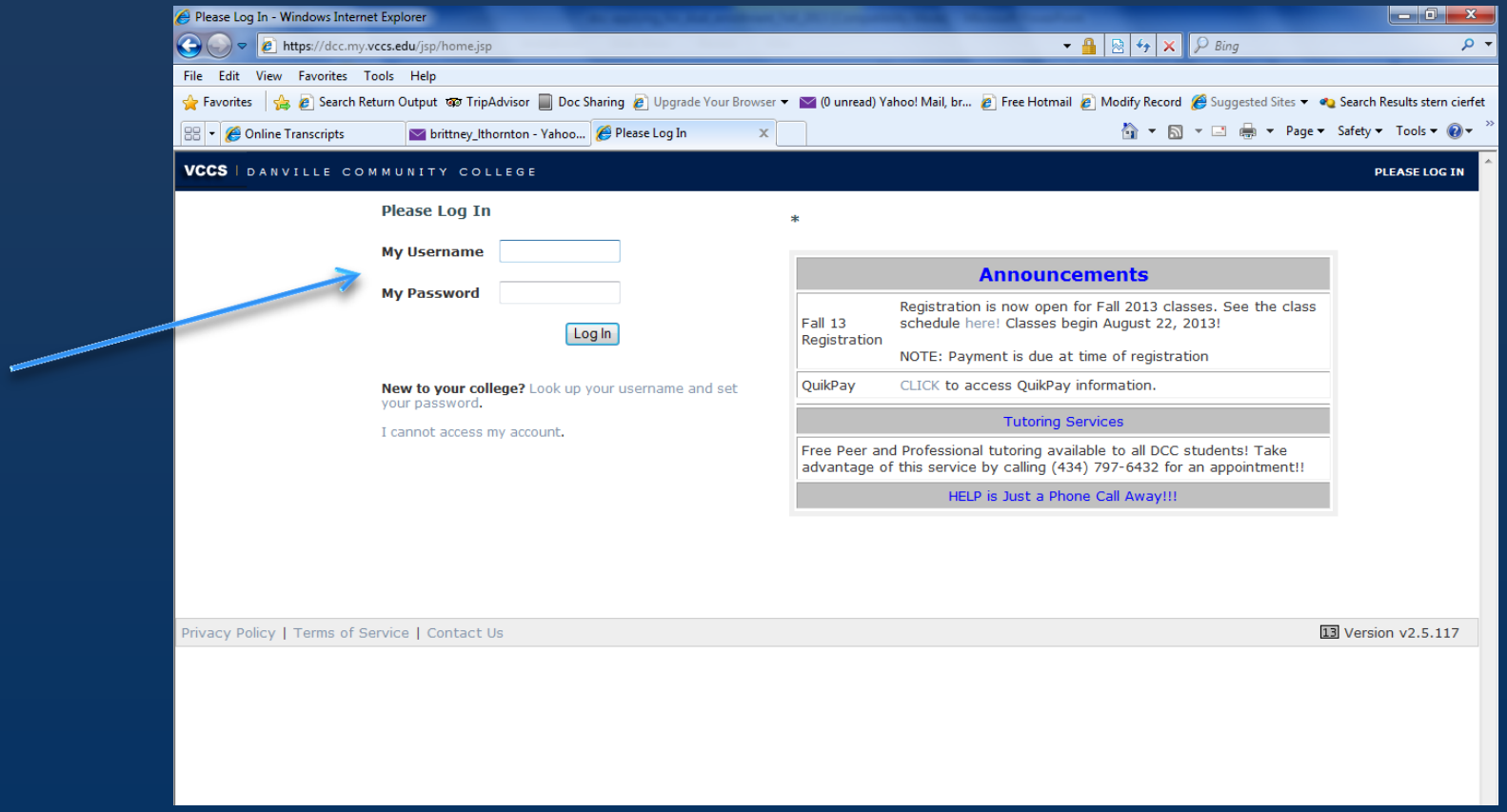
Applying to Danville Community College

Guide for Dual Enrollment Students

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”.

Applying to Danville Community College

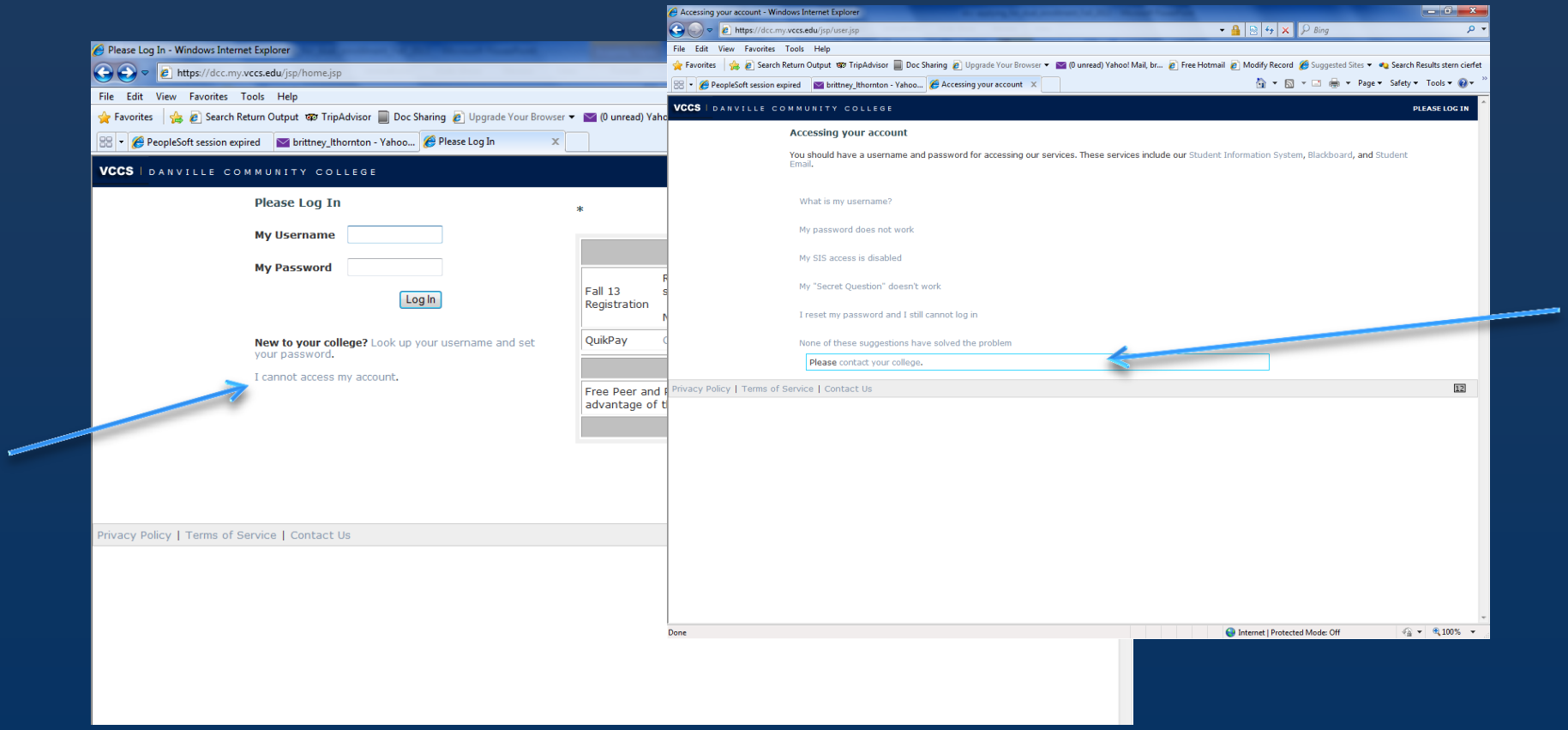
Guide for Dual Enrollment Students



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.

Applying to Danville Community College

Guide for Dual Enrollment Students



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

Applying to Danville Community College

Guide for Dual Enrollment Students

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

Applying to Danville Community College

Guide for Dual Enrollment Students

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.