



Academic Planning

Tips for Creating a Meaningful Personalized Education Plan (PEP)

Academic planning is an important part of your academic career. Knowing what courses you need to take to complete your degree and planning which courses you will take each semester will help keep you on path to completion. Without planning ahead, your progress towards completion of your degree at Danville Community College may be hampered or delayed. As a result, DCC requires all students to complete a personalized education plan (PEP) during their first semester prior to enrolling for their second semester. Developing a PEP can be a difficult, time-consuming task. To simplify the process, follow the tips outlined below:

Talk to your academic advisor

Every student at DCC is assigned an academic advisor based on his/her program of study. Your advisor will be able to help answer any questions you may have about your program as you create your PEP. Your academic advisor is by far your most valuable resource when it comes to developing your PEP.

Use the college catalog

The college catalog not only shows the course requirements but also provides a suggested course sequence for every program offered at DCC. Keep in mind that this course sequence is just a suggestion and does not have to align perfectly with your PEP. It does, however, give you a great place to start.

Link: <https://catalog.danville.edu/>

Be realistic

Be realistic about your target completion date by making sure to balance school, work, and life as you create your PEP. DCC's degree timelines are based on full-time student status. A full-time student takes between 12 and 18 credits per semester which typically averages out to be between 4 and 6 courses per semester. If you opt to take less than this, then your degree may take you longer to complete. Keep in mind, however, that not every student can be a full-time student and that is perfectly okay. In fact, many students at DCC are part-time students. If you are working and/or have other time-consuming responsibilities, taking fewer courses each semester may be in your best interest.

*Certain programs require you to be a full-time student. Talk to your advisor for more information.

Plan with your transfer school in mind

If you are transferring to a four-year college or university, then you will want to take advantage of the DCC Transfer Center and the DCC Transfer Guide. Knowing the requirements of your transfer school in advance will help you select the appropriate courses to take at DCC and save you both time and money. You will also be interested to know that DCC has guaranteed admission and articulation agreements with a number of colleges and universities. The specifics of these agreements can be found in the DCC Transfer Guide.

Link: <https://danville.edu/transfer-students>

Know if you are in a selective admission program

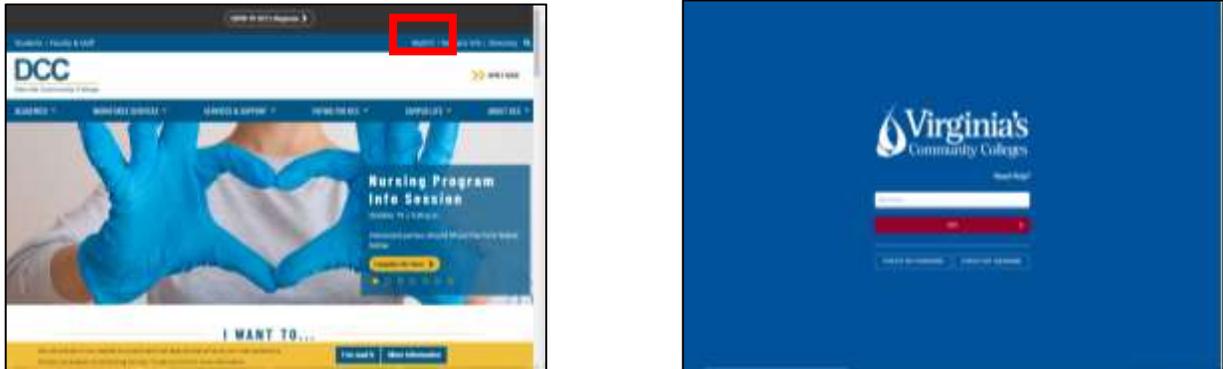
Some programs are selective admission programs. This includes many of the Health Sciences Programs such as Nursing, Practical Nursing, Dental Hygiene, Medical Laboratory Technology, Radiologic Technology, and Respiratory Therapy. Selective admission indicates that not everyone will be accepted into these programs typically because they have a limited number of spaces available. In order to gain acceptance into one of these programs, you will first have to complete certain requirements including prerequisite courses. Keep in mind that how well you perform in these prerequisite courses influences your chances of selection. If you are pursuing a degree in one of these programs, then use the link below to determine the prerequisite courses you should take before applying for the program to create your PEP. It is required that you complete the courses highlighted in red and strongly recommended that you complete the courses highlighted in yellow prior to starting the program. Courses that are not highlighted are only recommended if you intend to pursue the Science transfer degree.

*If you have any other questions about a selective admission program, please talk to your advisor.

Starting your Personalized Educaiton Plan (PEP)

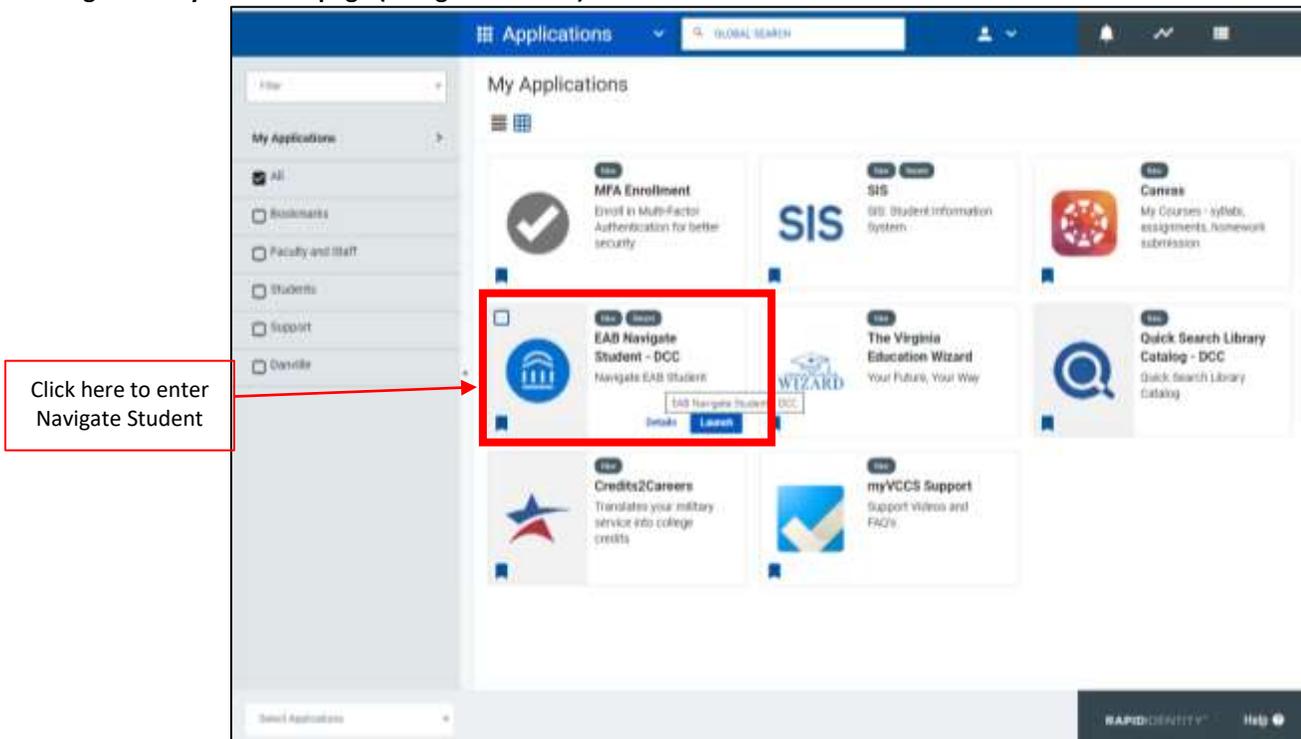
To create a Personalized Education Plan (PEP), you will start by logging into your MyDCC account using your username and password as illustrated in Figure 1. If you have forgotten your username and/or password, then click the appropriate link under the “SIGN IN” box and follow the steps. If you are still unable to log into your myDCC account, then please call 434-797-8500 or send an email to passwordreset@danville.edu for assistance.

Figure 1: Logging into myDCC



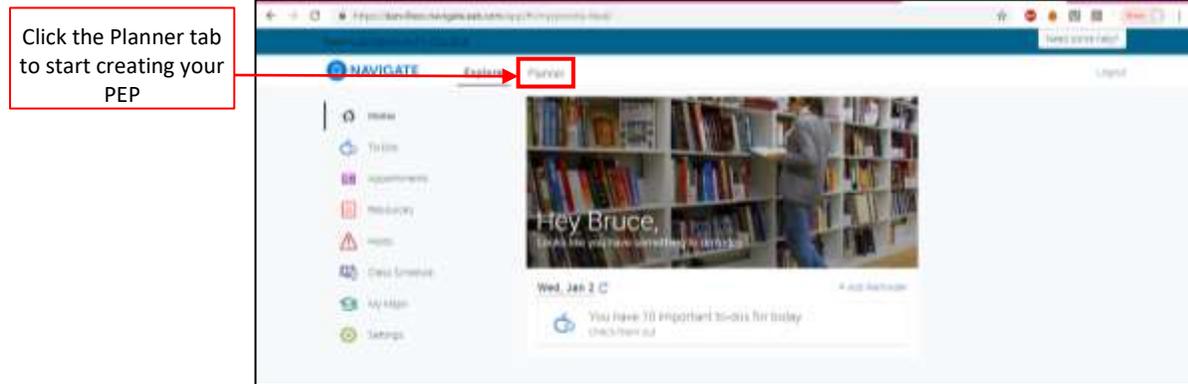
Once you have logged into your MyDCC account, you will see the MyDCC Homepage as illustrated in Figure 2. There are a variety of tools available in the MyDCC Homepage including Blackboard, canvas, Gmail, SIS, and Navigate Student. To create your Personalized Education Plan (PEP), you will be using Navigate Student as highlighted in Figure 2.

Figure 2: MyDCC Homepage (Navigate Student)



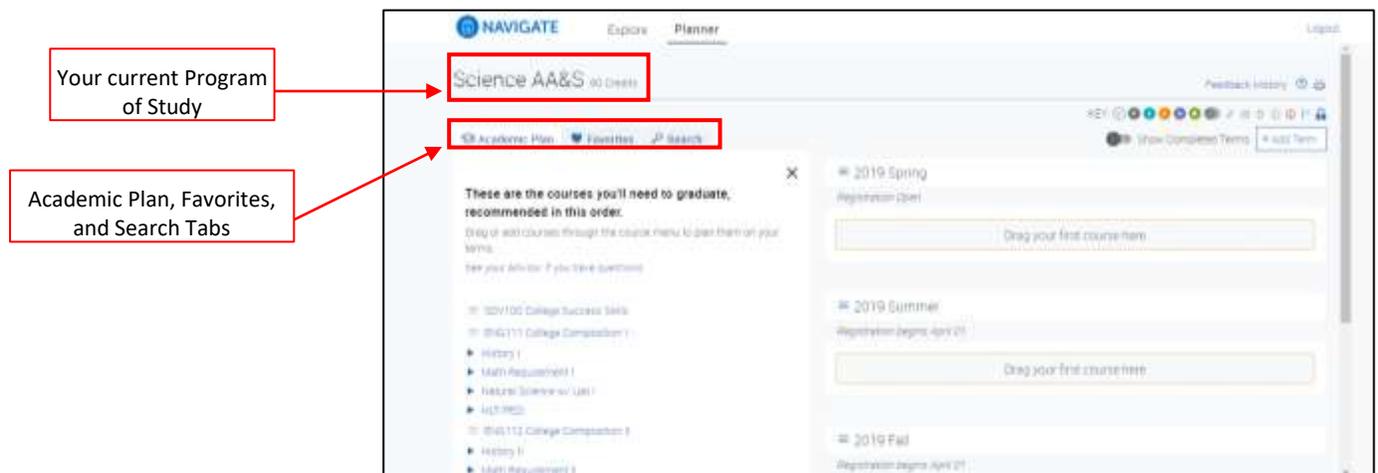
Selecting Navigate Student will direct you to the Navigate Student Homepage as shown in Figure 3. On the Navigate Student Homepage, you will select the “Planner” tab located in the top left portion of the screen and highlighted in Figure 3.

Figure 3: Navigate Student Homepage



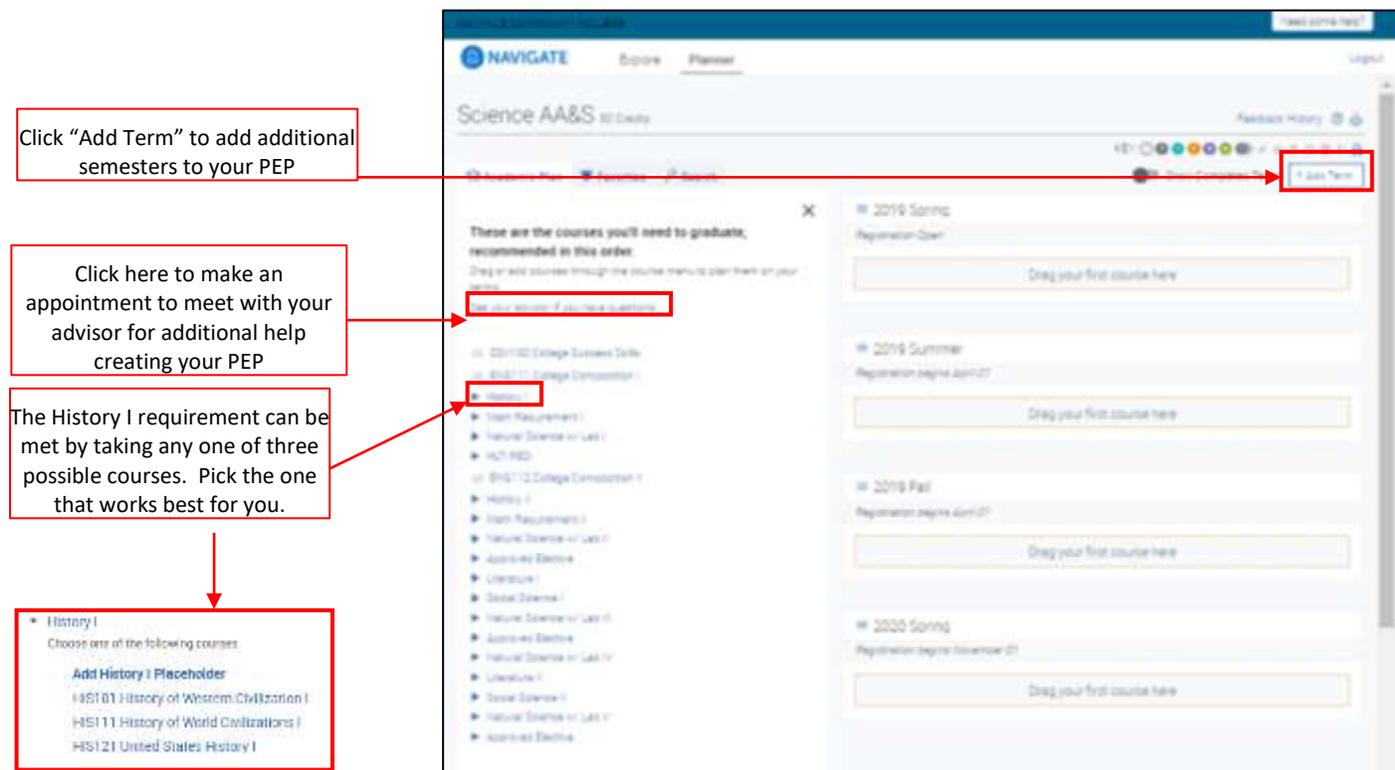
After selecting the Planner tab, you will be directed to the Academic Planning Homepage illustrated in Figure 4. At the top of the Academic Planning Homepage, you will see your program of study along with the minimum number of credits required to complete the program. If your program of study is incorrect, then please let your instructor and/or advisor know so that they can work to correct the issue. Just below your program of study, you will notice three tabs entitled Academic Plan, Favorites, and Search. The Academic Plan tab, which is the default, shows all of the course requirements for your program. The Favorites tab allows you to favorite any courses that you would like to take. The Search tab allows you to search for specific courses by prefix, number, and/or title to add to your plan. If you decide to use the search technique, please be sure to verify that the course you are selecting is a required component of your program of study. If not, the course cannot be covered by financial aid (or scholarship in many cases) and will not earn you any credits towards completion.

Figure 4: Academic Planning Homepage



Your final step will be to create your PEP by dragging and dropping courses from the Academic Plan list on the left into the semester box on the right to indicate which semester you plan to take each course. Additional semesters can be added by clicking on the “Add Term” button illustrated in Figure 5. In some cases, you will have a choice of which class you want to take to satisfy a program requirement. The requirements that have options will be illustrated by a drop down arrow () and the various courses you can take will show below the requirement. For example, the History I requirement can be met by taking either HIS 101, HIS 111, or HIS 121 as illustrated in Figure 5. If you are having trouble deciding on a specific course, you can simply drag the entire group over as a placeholder when creating your PEP.

Figure 5: Create your Personal Education Plan (PEP)



As you create your plan, keep in mind that some classes must be taken together (co-requisite) and some classes must be taken prior to others (prerequisite). For example, ENG 111 must be taken before ENG 112 and BIO 101 must be taken before BIO 102. These classes cannot be taken out of order. Thus, ENG 111 is a prerequisite for ENG 112 and BIO 101 is a prerequisite for BIO 102. Similarly, BIO 101 (Lecture) and BIO 101L (Lab) must be taken in the same semester. Thus, BIO 101 has a co-requisite of BIO 101L. It is also possible that you may need to take some developmental math (MTE 1-9) and/or developmental English (ENF 1-3) courses prior to enrolling in certain credit level courses. If so, these developmental courses should be taken early in your academic plan. The recommendation is to take any developmental courses during your first semester.

If you have any questions, concerns, or need help completing your Personalized Education Plan (PEP), then please make an appointment to see your advisor. This can be done by simply clicking the “See your advisor if you have any questions” link illustrated in Figure 5 and following the steps to select a day and time that works for you.