

DCC

Danville Community College

2015-2016

Academic Advisor Manual

Welcome to the DCC Academic Advisor Manual. This manual is designed to help you do what you do so well—guide students on their journey through education. On average, faculty members will spend more face to face time with students than any other group of people on campus. Advising is merely an extension of the skills that you are already using in your classroom. The goal of this manual is to aid you in your interactions with your advisees in your office. With this manual, we can help ensure that all academic advisors are effective A.G.E.N.T.S. of the College.

ACADEMIC
GOALS
ENGAGING
NAVIGATING
TRAINING FOR
SUCCESS



This manual is designed to be used in conjunction with the College Catalog. Always refer to the current College Catalog for information regarding courses and registration associated with advising.

AD D LINK TO CATALOG

Prepared By The DCC Program Advisor Communications Skills Training Task Force

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INTRODUCTION

MISSION OF MANUAL AND DEFINITION OF ADVISING

Advising Mission

The mission of Academic Advising is to support and empower students to take ownership of their educational experience by having students develop and implement educational plans to achieve educational goals.

What Is Advising?

“A series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes. Academic advising synthesizes and contextualizes students’ educational experiences within the frameworks of their aspirations, abilities and lives to extend learning beyond campus boundaries and timeframes” (NACADA, 2006).

“Advising is a process in which advisors and advisees enter a dynamic relationship respectful of the students concerns. Ideally, the advisor serves as teacher and guide in an interactive partnership aimed at enhancing the student’s self-awareness and fulfillment” (O’Banion, 1994).

The relationship between an academic advisor and a student is one of the most important relationships a student will form at the College!

Goals of Academic Advising

Academic advising at DCC has two overarching goals, which are supplemented by multiple, individually assessed student learning outcomes:

- Students will gain additional skills in planning, personal development, and deeper understanding of college through actively participate in the development and implementation of a personal education plan that will include setting academic goals, identifying course requirements for their program of study, and developing a tentative timeline for completing courses.
- Students will gain a deeper understanding of subject specific knowledge and experience an increased level of success in completing their academic goals through engagement with college resources mediated via interaction with institutional agents.

Promoting student success through engaging students as they take ownership of their academic careers directly supports the mission of the College.

Roles and Responsibilities

Of Advisors: Advisors are knowledgeable about their program of advisement, graduation requirements, and policies and procedures associated with their program. In order to ensure that students take advantage of this information it is expected that advisors take the following actions:

- Refer students to appropriate campus resources
- Guide students in the development of a personal education plan
- Be accessible to students by phone, email and appointment
- Assess and document students' academic progress
- Be respectful of student diversity
- Maintain confidentiality

Of Students: Students are expected to seek advisement and participate in this process. Advising is designed to be a process in which the students are not only vested, but also active participants. This is their academic future and the overall goal is that students

- Know their academic advisor
- Contact their advisor when needed
- Actively participate in the academic advising process
- Become knowledgeable of college policies, procedures, and resources
- Make progress toward program completion
- Access resources necessary for academic success
- Accept responsibility for their decisions and actions



COLLABORATIVE ADVISING

WHAT IS AN ADVISOR?

An advisor is individual who is part of a larger system designed to ensure students have the knowledge and skills necessary to successfully navigate higher education from enrollment through matriculation to graduation. Advisors are present to help develop the students' abilities to be self-aware and develop critical thinking and decision-making skills as they apply to and complete their individual academic programs. At DCC, academic advisors are faculty members.

WHO, WHAT, WHEN, WHERE FOR KEY ADVISING RESOURCES

Who Where	What	When	
Admissions Cathy Pulliam, <i>Assistant Coordinator of Recruitment & Enrollment Management</i> 434-797-8538 cpulliam@dcc.vccs.edu	The mission of Danville Community College's Admissions and Records Office is to provide support during the admissions process, effectively communicate enrollment procedures, and ensure accurate record keeping for internal and external constituencies.	Monday-Friday 8:00a.m. - 5:00p.m.	Wyatt Bldg., Rm. 108
Bookstore	The Bookstore offers a large variety of school products including books,	Monday -	EIT Bldg.,

Andre' Jordan
Bookstore Manager
Office: Hawkins E&IT
434-797-8432
ajordan@dcc.vccs.edu

supplies and discounted computer items. Trade paperbacks, hardcover fiction and non-fiction are available as well as general merchandise items such as book bags, totes, sweatshirts, etc. Students can also order books online through the bookstore website
(WEBSITE LINK)

Thursday
8:00a.m. – 6:00p.m.

Friday
8:00a.m. – 1:00p.m.

The Castle
(across from the Student Center)

Saturday & Sunday Closed

Business Office

Scott Barnes
 Vice-President of Financial & Administrative Services
434-797-8409
sbarnes@dcc.vccs.edu

The Business Office develops an annual financial plan to support current College needs and a six year plan for future College needs, maintains facilities to support current programs and develop plans for future programs and College growth, and maintains a safe campus environment.

Monday-Friday
8:00a.m.-5:00p.m.

Wyatt Bldg., Rm. 103

Counseling

Howard Graves,
*Coordinator of Counseling,
 Financial Aid Services and
 Student Activities, Deputy
 Title IX Coordinator*
434-797-8443
hgraves@dcc.vccs.edu

Jim Lindley,
*Counselor, Student Activities
 and Athletic Director*
434-797-6422
jlindley@dcc.vccs.edu

Jolane Tilley,
Counselor
434-797-8481
jdunlap@dcc.vccs.edu

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.

**Monday-
 Friday**
**8:00a.m.-
 5:00p.m.**

**Wyatt Bldg.
 1st Floor**

Accessibility Services

Dr. Carl Amos,
ADA Coordinator
434-797-8572
camos@dcc.vccs.edu

The primary mission of Danville Community College Accessibility Services is to ensure that all qualified students with disabilities have equal access to educational programs and services.

**Monday-
 Friday**
**8:00a.m.-
 5:00p.m.**

**Wyatt Bldg.,
 1st floor**

Financial Aid

Mary George,
*Administrative & Office
 Specialist III (Financial Aid
 Technician)*
434-797-8567
mgeorge@dcc.vccs.edu

Angela Turner,
Administrative & Office

The primary mission of Danville Community College's Financial Aid Office is to provide financial guidance to students as they pursue their educational goals. The program is committed in its belief that qualified students should have an opportunity to pursue educational objectives,

**Monday-
 Friday**
**8:00a.m.-
 5:00p.m.**

**Wyatt Bldg.,
 1st floor**

Specialist III (Financial Aid Technician)

434-797-8438

aturner@dcc.vccs.edu

regardless of financial resources.

Mona Snead,

Administrative & Office

Specialist III (Administrative Assistant)

434-797-8567

msnead@dcc.vccs.edu

Goal Center

Chandy Haskins

Student Success & Retention Specialist

434-797-8479

chaskins@dcc.vccs.edu

The GOAL Center joins with other campus organizations and academic departments to provide students a variety of workshops, activities, and one-on-one services. We provide a coordinated set of services that give individuals and families facing certain barriers the opportunity to complete their certificate or degree.

Monday-

Friday

9:00a.m.-

4:00p.m.

Lower level of LRC, Rm. 14

Information Technology (IT)

Tom Canupp,

Information Technology Manager I

434-797-8510

jcanupp@dcc.vccs.edu

The Information Technology department at DCC provides technical support to both students and staff.

Monday-

Friday

8:00a.m.-

5:00p.m.

Lower level of LRC

H. Mckenly Graves,

Information Technology

Specialist I

434-797-8406
 hmgraves@dcc.vccs.edu

C. Bracken Jones,
*Information Technology
 Specialist II*
 434-797-8515
bjones@dcc.vccs.edu

Chris Marshall
*Information Technology
 Specialist I*
*Program Support - Software &
 Hardware*
 434-797-8531
 cmarshall@dcc.vccs.edu

Learning Resources Center

Bill Dey
*Director of Learning
 Resources and Distance
 Learning*
 797-8454
 wdey@dcc.vccs.edu

The Whittington W. Clement Learning Resources Center will support the mission of Danville Community College by providing services and learning resources for the educational and workforce training programs and services of the College.

Hours vary by semester. For all hours:
<http://www.dcc.vccs.edu/lrc/LRC/hours.htm>

Whittington W. Clement Learning Resources Center

Testing Center

Beth Astin
*Specialist - Distance
 Learning and Make-up
 Testing*
 434-797-8404
 eastin@dcc.vccs.edu

The DCC Testing Center proctors both make-up tests and distance learning exams. It can also facilitate testing for distance learning students at off-campus locations.

Hours vary by semester. For all hours:
<http://www.dcc.vccs.edu/lrc/LRC/hours.htm>

LRC, upper level, iLAC

Veterans' Affairs

Tom Loftus,

DCC Campus is a "Military Friendly Campus," and this office is dedicated to helping eligible

Call for an appointment

Inside the Student

Veterans Specialist
434-836-8447
tloftus@dcc.vccs.edu

Local Claims Office:
VA Department of Veterans
Services
139-A Deer Run Rd.
Danville, VA 24540
Phone: 434-836-8447
Nicole.crews@dvs.virginia.
gov

veterans, dependents, reservists, guardsmen, and disabled veterans (service connected) in the pursuit of education, be it higher education, retraining, vocational skills or just life long learning. We will assist veterans in using their earned Veterans benefits through the Department of Veteran Affairs.

Center

Together, advisors and various Agents across campus can create an environment at DCC where students can achieve the following four Student Learning Outcomes:

1. Students will know the name, location, and contact information of their assigned program advisor.
2. Students will be able to accurately interpret diploma, certificate, and/or degree requirements in order to make appropriate course selections.
3. Students will develop a personal education plan for achieving their educational goals taking into consideration their circumstances, needs, and abilities.
4. Students will be aware of the appropriate College resources available to ensure academic success.

To assist you in using the resources across campus that are designed to help you, as the advisor, increase student success, the departments have provided cheat sheets and/or frequently asked questions and answers. Should you come across a question, comment, or concern that is not addressed in this handbook, please refer to the contact information included in the previous chart.

CHEAT SHEETS FOR ADVISORS AND F.A.Q.s

Accessibility Services Cheat Sheet and F.A.Qs

The Law

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 mandate institutions of higher education not discriminate against "otherwise qualified" individuals with disabilities and provide them reasonable and appropriate academic accommodations. Under Title II of the ADA, public colleges and universities are required to provide auxiliary aids and services to qualified students with disabilities. Providing auxiliary aids and services is not considered special treatment, but rather an equal opportunity to participate in the services, programs, or activities offered by the institution.

What faculty members need to know

1. Students requesting accommodations are responsible for disclosing their disability to the DCC ADA Coordinator Dr. Carl Amos (camos@dcc.vccs.edu, 434.797.8572) if they would like to receive an accommodation letter for classes. **Students need to contact Dr. Amos and make accommodation requests every semester.**
2. If a student tells a faculty member that he/she is disabled and needs to be accommodated **WITHOUT** an accommodation letter from the student, **DO NOT** accommodate this student. Please have the student contact Dr. Carl Amos. Students who are approved for ADA accommodations will provide an accommodation letter to the faculty reflecting the services which are to be provided. If you have questions regarding the needs of students with accommodations, please contact Dr. Amos.
3. Students are not required to use all approved accommodations for each course. They are able to select which accommodations they need per class.
4. Accommodations are not always the same for students with the same diagnosis; accommodations are based on individual need.

Admissions Cheat Sheet and F.A.Q.s

Can students change their catalog year?

The student's program is associated with the catalog in effect at the time the student is enrolled. Students are allowed to change catalog years, but can only change to the catalog currently in effect at the time of the request. For example, if a student starts the Business Administration degree program in fall 2009, his/her catalog year is 2009. If the student then decides in the fall of 2013 to change his/her major, the student will be placed into the 2013 catalog instead, which is the effective catalog for the semester of the program change. Please keep in mind that the catalog goes summer, fall, and spring; a student who is accepted for summer 2014, fall 2014, or spring 2015 will be placed in the 2014-2015 catalog year.

Can students change their program of study?

Yes, students can change their program of study by talking to a counselor. Students that are uncertain about a program change are encouraged to seek career counseling prior to making a decision. **Multiple changes can result in loss of financial aid.** For questions about impact on a student's financial aid, please contact the Financial Aid Office.

What are the admission requirements for Partnership Programs?

Admission requirements vary by program. Updated requirements are located on the DCC website under each program of study. Any student with questions about admission requirements should talk to his/her program advisor.

Counseling Cheat Sheet and F.A.Q.s

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. Counselors review placement test scores with students in addition to placing them in a program of study. The DCC Counseling staff can help students with general concerns such as developing educational plans, lifestyle transitions related to education, and problems that are interfering with progress in college. During academic counseling, students may be shown how to find the kinds of information they need to understand themselves better and to learn more about the college and the world of work. Counselors provide assistance to students with stressors and/or problems that may arise both in and out of the classroom. The following includes the roles of the Counselors/Counseling.

Counselors/Counseling Roles

- Facilitate decision making on educational and career goals
- Facilitate college adjustment for in-coming freshmen (time management, depression, anxiety)
- Facilitate college adjustment for returning adult students (balancing roles of student, parent, spouse and/or employee)
- Mediate conflicts for students
- Teach coping skills and stress management
- Provide crisis counseling
- Develop individualized academic recovery plans
- Interpret career inventories
- Assist with ADA accommodations (Dr. Carl Amos)

Financial Aid Cheat Sheet and F.A.Q.s

Will Financial Aid pay for a class outside of the program?

No, Financial Aid will only pay for classes within the program of study in which the student is currently enrolled.

Will Financial Aid pay for a course substitution?

Financial Aid will cover a course substitution only if the course substitution is approved by the appropriate dean.

Will Financial Aid pay for multiple programs?

No, Financial Aid can only view one program at any given time. If a student is enrolled in a certificate and diploma during the Fall term, FA will only look at one program of study and pay out accordingly. If a student is enrolled in the certificate program in the fall and then changes the program to a diploma program for the spring FA will pay for courses provided the registered classes are within the program of study the student is currently enrolled in.

Does Financial Aid cover all of the programs listed at DCC?

Financial Aid will not be awarded for programs with less than 16 hours in length.

When does a student need to apply for Financial Aid?

Students should apply for Financial Aid as soon after January 1st of each year as possible and are strongly encouraged to apply at least eight weeks prior to registration. Completing the FAFSA does not mean that the student is automatically awarded financial aid. Additional documentation is required; if students are unsure, direct them to talk to the Financial Aid office for more details.

How does withdrawing impact Financial Aid?

A withdrawal from a class is counted the same as a grade of "F" for students receiving Financial Aid and can result in a loss of current or future eligibility. Students receiving financial aid should consult with the Financial Aid and/or Veterans Affairs prior to withdrawing.

Registrar' s Office Cheat Sheet and F.A.Q.s**How do students change their name/address?**

By filling out and submitting the Change of Name/Address request form ([click here](#))

How does a student get an enrollment verification?

By submitting an enrollment verification form to the Admission's Office or online at www.degreeverify.org

Where can a student find directory information?

[ADD LINK](#)

How does a student register for an independent study?

Students must first meet with their advisor and instructor and then follow appropriate departmental steps.

What does a student need to do for graduation?

A student needs to meet with his/her advisor and needs to complete the Graduation Application ([click here](#)). Return the completed form to the Division Administrative Assistant. If the student is participating in the commencement, he/she must order cap and gown before the deadline. Payment for cap and gown is required upon pick-up.

How many times can a student take a course?

A student can take a course twice without permission. On the third attempt, the student must request permission to take the course from the Admissions Office by submitting a Third Enrollment Request Form. The Admissions Committee will meet and review the request. Once the request is approved, the student must register in the Admissions Office. All requests must be submitted and acted upon prior to the first day of classes for the term of enrollment.

[Click here for a copy of the Third Enrollment Request Form](#)

Testing Center Cheat Sheet and F.A.Q.s

Per the VCCS Policy Manual, the following policies are in effect for the Virginia Placement Test:

Test scores are valid for two (2) years after the date of the test. Student who take the Mathematics or English placement test and who do not enroll in developmental math and/or English are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental math and/or English are ineligible for a retest. Students who provide official evidence of SAT and/or ACT test scores that meet the minimum score requirements and were taken within the last two years, are exempt from taking the VCCS placement test.

How do I sign up to take the Virginia Placement Test?

Contact the Counseling Office at 434-797-8460 for an appointment. Appointments are mandatory in order to take the placement test. You must have an application with DCC in order to register for the test.

How can I study for the Virginia Placement Test?

For the Math, Writing, and Reading placement practice tests and tutorials, please [click here](#).

Is there a charge to take the Virginia Placement Test?

There is no charge to take the VPT.

What do I need to bring with me when I take the Virginia Placement Test?

Please arrive on time as our session times are limited. If you are unable to complete the entire test in one sitting, you will need to schedule a time to come back and finish it.

You will need to bring a **picture I.D.** and your **social security number.**

What do I do if I need an ADA accommodation for testing?

If you are a student who will be requesting accommodations to take the Placement assessment, please contact the ADA Coordinator at 434.797.8572.

ADVISING SYLLABUS

The Advising Syllabus is designed to identify the shared roles and responsibilities of students and their academic advisors. There are many similarities between the Advising Syllabus and traditional course syllabi. Both course syllabi and the Advising Syllabus relay important information regarding roles, responsibilities, and student learning outcomes. Students are highly encouraged to use this syllabus as a guide, and advisors are encouraged to ensure their students have **and are using** the Advising Syllabus.

[Click here for a printable form](#)

ADVISING RUBRIC

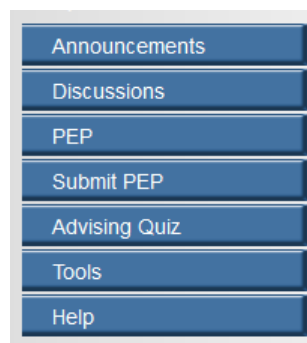
Coming soon!

OVERVIEW OF THE BLACKBOARD ORGANIZATIONAL SITE FOR ADVISING

One of the goals of DCC's QEP is to provide a means for advisors to interact with advisees for the purposes of:

- completing and storing a student's Personal Education Plan
- administering an advising quiz to assess students' knowledge of DCC advising procedures and campus resources

In setting up the BOSAs, the steering committee tried to keep everything as simple as possible. Students are assigned an advisor when they are first program placed at DCC. The college official who assigns the student's advisor will also enroll the student as an advisee in the advisor's BOSA. Advisors will have a "welcome" message (and perhaps other announcements) on the opening page that students see when they first access the BOSA. While some faculty advisors may choose to add other content or links to their BOSA, each BOSA will have, at a minimum, the following buttons:



For most students, their first exposure to the BOSA will come during *Student Orientation* when they visit a computer lab and are assisted by admissions office counselors and staff in looking up their DCC username and setting their password. During student orientation, admissions' staff will show students how to access their advisor's BOSA, and how to open the PEP Part 1 (personal information) and PEP Part 2 (course planning document). Students will be encouraged to take time while in the computer lab during orientation to complete the PEP Part 1. Students who do not complete the PEP Part 1 at that time will be instructed to access their advisor's BOSA from home (or elsewhere) and complete the PEP Part 1 prior to meeting with their advisor for the first time.

Also during the orientation, students will watch a short online video demonstrating the procedure for submitting the PEP Part 1 as an assignment. If the student has completed the PEP Part 1 during orientation, then admissions staff can assist student in completing the process of submitting their completed PEP Part 1 using the assignment submission feature in Bb.

When a student meets with an advisor for the 1st time, the advisor will review the PEP Part 1 with the student and will use information from the PEP Part 1 to give guidance and to make suggestions about things that the student might want to consider when making academic and career plans.

Also during the 1st meeting between advisor and advisee, the advisor will demonstrate the use of the PEP Part 2 for creating an academic plan, which will include the courses that the student might want to take and the semester in which the student hopes to take the course. At this initial meeting, advisors will probably have only enough time to assist the student in completing the student's course plan for the first semester. However, having been shown how to use the PEP Part 2, students can be encouraged to work on completing their academic plan on their own, so that the advisor and the advisee can review the plan during their next advising session. Faculty advisors may need to take time during this first advising session to refresh their advisees' memories for how to submit a completed PEP Part 2 using the assignment submission feature in Bb.

The *Advising Quiz* is an online multiple-choice quiz used to assess new students' familiarity with advising practices and college resources after the student has been enrolled at DCC for a minimum of 10 weeks. Since advisors sometimes meet with new advisees for the first time *prior to* the 10th week of the semester, the advisor may need to delay prompting the student to take the Advising Quiz until their 2nd advising session (i.e., when meeting with the student to plan his/her course schedule for the next semester). Either during or immediately after the advising session in which the advisor prompts the student to complete the quiz, the advisor should make every effort to get advisees to complete the advising quiz. The Advising Quiz contains only 17 items and can easily be completed in 5 minutes. Thus, advisors may want to give students the option to complete the quiz during the advising session.

The advisor will want to return to his or her BOSA during subsequent advising sessions and retrieve the student's most recent PEP Part 2 as a guide in selecting assisting the student with selecting courses. BOSAs can be used for other purposes at other times throughout the year (e.g., to send an email to all advisees reminding them of the dates for advising sessions).

PERSONALIZED EDUCATION PLANS

Many factors can impact the length of time it takes for a student to earn an academic award. DCC students can enroll in one or two- year programs, but factors such as required developmental coursework, work schedules, family responsibilities, or failure to successfully complete a course can impact the time it takes to earn an award. Many students may get discouraged if their path to success takes longer than anticipated. By developing a realistic timeline to graduation in the initial advising sessions during the first semester, students will be aware of the time commitment necessary to achieve their goals and the impact on this timeline should they fail to adhere to the original plan. During the initial advising session, students will be encouraged to explore career goals and determine the best way to achieve them by developing a plan that meets their individual circumstances. Students and advisors will discuss career goals and gain insight on which programs and courses at DCC can lead them in that direction. Goals and timelines will be revisited at each session beyond the initial advising session in an effort to keep students on track. Should it be necessary, adjustments to the timeline, career goals, and education goals can be made. Students will be encouraged to explore class options and meet regularly with an advisor to help the students realistically evaluate their progress. The Personalized Education Plan will be housed in the BlackBoard Organizational Site for Advising.

Students will develop a Personal Education Plan by the end of their first semester.

Personalized Education Plan Part One:

Part One of the Personalized Education Plan should be filled out and submitted on BlackBoard during the new student orientation. Part One collects vital student data that will be useful for advising sessions.

[Click here for a printable form](#)

Personalized Education Plan Part Two:

Year 1, Semester One (semester will depend on when the advisee starts taking classes) of the Personalized Education Plan Part Two should be filled out and submitted by the advisee with the help of the advisor on BlackBoard during the new student's **first advising session**. Students should complete the rest of the form by the end of the first semester (**prior to the second advising session**). Part Two helps advisors and advisees map out the advisee's plan of study. This part is a fluid document that will be updated and changed by the student every semester.

Part Two MUST be completed prior to the student's second advising session.

[Click here for a printable form](#)

PLACEMENT TESTING

All students are required to take the College Placement Test (VPT- Math and VPT-English). DCC does NOT require the SAT or ACT. However, students who provide official evidence of SAT and/or ACT test scores that meet the minimum score requirements and were taken within the last two years are exempt from taking the VCCS placement test.

Minimum score requirements are as follows:

- Mathematics: SAT 520 or above, ACT 22 or above
- English: SAT Reading 500 or above, SAT Writing 500 or above. ACT combined score of 21 or above or both the English and Writing tests of ACT.

Click here for Information on the placement test:

<http://www.dcc.vccs.edu/Studentservices/Admissions/admissions.htm#two>

Click here for practice test items:

<http://www.dcc.vccs.edu/Studentservices/Admissions/PlacementTesting.htm>

More information regarding the VPT Placement Tests:

Per the VCCS Policy Manual, the following policies are in effect for the Virginia Placement Test:

Test scores are valid for two (2) years after the date of the test. Students who take the Mathematics or English placement test and who do not enroll in developmental math and/or English are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental math and/or English are ineligible for a retest.



GETTING STARTED WITH SIS/PEOPLESOFT

Login Directions for SIS:

1) Go to www.dcc.vccs.edu

Click on myDCC.

DCC
Danville Community College

About DCC | Future Students | Current Students | Workforce Services | Alumni/Foundation | News

DCC Quick Links
Activities [Go]
[Text Only]

myDCC

For questions about your FAFSA and award information, please call 1-855-844-3834. If you need help completing your FAFSA, please come to the Financial Aid office in the Wyatt Building.

Click Here for Full Calendar

DCC Events
Today Thursday, September 24

Friday, September 25
6:00am Busch Gardens Trip
8:00am Justice Club Field Trip to Central Prison

Tuesday, September 29
5:00pm Lady Knights Volleyball VS. Patrick H

Class Schedule
Click Here
Apply Now!

- Library
- Distance Learning
- Faculty/Staff
- Privacy Policy
- Campus Virtual Tour
- Emergency Information
- DCC Alert System

Search the DCC Website
Google Custom Search
Search

Danville 79°F
AcerWeather.com
Weather Forecast
Delayed Class Schedule

DCC Afford
Monthly Payment Plans
The Virginia Wizard
smarthinking

D.R.R. Dan River Review
eVA Transparency in Procurement
BELLEVUE UNIVERSITY
Real Learning for Real Life

RURAL VIRGINIA HORSESHOE INITIATIVE

DCC QEP Info
Quality Enhancement Plan
A.G.E.N.T.S.

Norton SECURED
powered by Symantec
ABOUT SSL CERTIFICATES

Enter your Username and Password.

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 !

Tobacco and STEM-H Applicants!
Tobacco and STEM-H applications are available **Online!** All Tobacco and STEM-H students must fill out this form to be eligible for the Summer term.

Refund2Card – Electronic Disbursements!
We are pleased to announce that Danville Community College has contracted with Tuition Management Services (TMS) to process electronic financial aid disbursements and tuition refunds to students. Learn more here !

Learn about QuikPay

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. Learn more here about DCC Alert System.

Privacy Policy | Terms of Service | Contact Us 18 Version v2.5.155

Click on VCCS SIS: Student Information Center.

The screenshot shows a web browser window displaying the VCCS My.VCCS Applications dashboard. The browser's address bar shows the URL <https://dcc.my.vccs.edu/jsp/home.jsp>. The page header includes the VCCS logo and the text "DANVILLE COMMUNITY COLLEGE" with a "LOGOUT" link. A "Welcome" message is displayed, along with a "You are logged in" status. The main content area is titled "My Tools" and lists several applications: Blackboard (sgott), VCCS SIS: Student Information System, VCCS HR: Human Resource System, Gmail (sgott@email.vccs.edu), Library Services, Virginia Education Wizard, SAILS, VCCS QUINN Decision Support System, and ICE - Innovation Community Exchange. Below the list are links for "View My Information" and "Change My Password". A notice at the bottom of the main area reads "Please LOG OUT when you are finished!". The footer of the page includes "Privacy Policy | Terms of Service | Contact Us" and "Version v2.5.160". The Windows taskbar at the bottom shows the system tray with the time 10:54 AM and date 11/2/2015.

Click on Main Menu, then on VCCS Custom.

My.VCCS Applications Base Navigation Page (9 unread) - phithetakappa...
https://ps-sis-sa90.vccs.edu/psp/ps/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppH Search

ORACLE SIS PRODUCTION Home Add to Favorites Sign out

Favorites Main Menu > Self Service

Main Menu > Search Menu: [Search Box]

Navigate to

- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Academic Advisement
- Set Up SACR
- Reporting Tools
- PeopleTools
- VCCS Custom**
- VCCS College
- My Dictionary

Acad Build [mv] [En] [Mv]

Campus Maint pending to your record. [Addresses] [Names] [Phone Numbers] [11 More...]

Transfer Credit Evaluate classes for transfer and view your transfer credit report. [View Transfer Credit Report]

Search [Class Search] [Browse Course Catalog]

Class Search / Browse Catalog
Find classes that match your selection criteria, or browse the course catalog by subject.
[Class Search] [Browse Course Catalog]

Enrollment
View appointments, plan and enroll in classes, view student and exam schedules.
[Enrollment Dates] [My Class Schedule] [My Weekly Schedule] [6 More...]

Academic Records
View grades and advisors and request transcripts and verification reports.
[Request Official Transcript] [View Unofficial Transcript] [My Course History] [My Advisors]

Faculty Center
Use the Faculty center to manage all your class related activities.
[My Schedule] [Class Roster] [Grade Roster]

Apply for Admission
Apply for admission using the Online Admissions Application only if you are unable to enroll in classes at the desired institution.

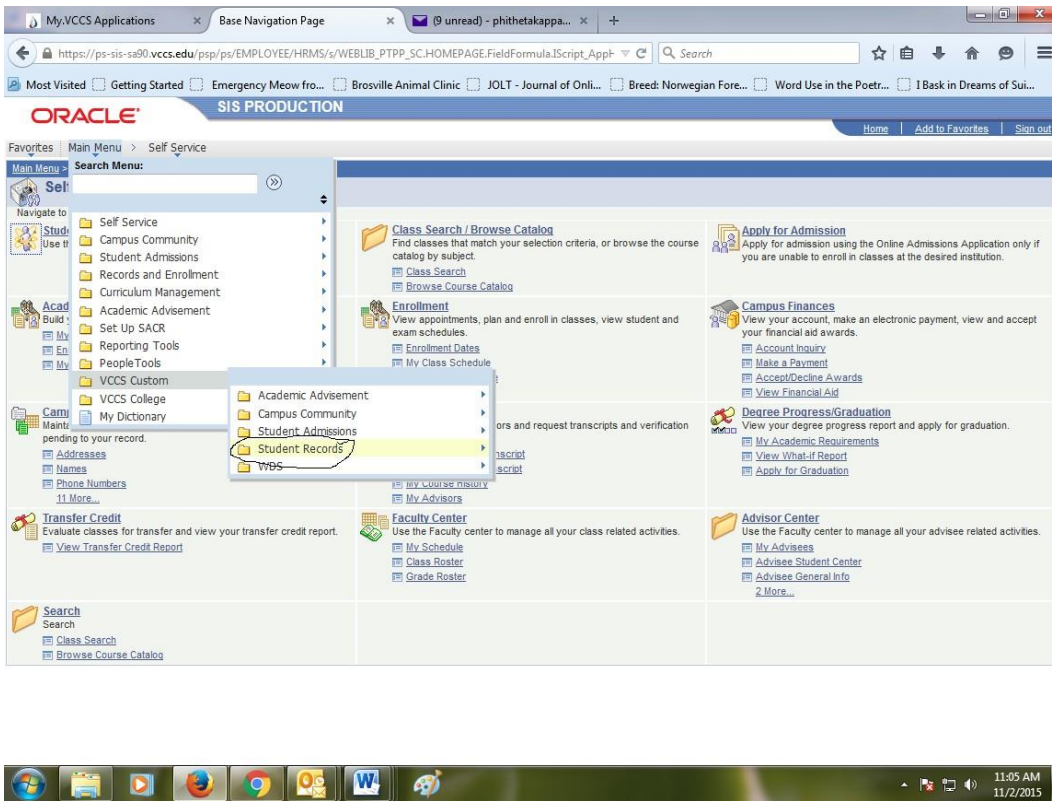
Campus Finances
View your account, make an electronic payment, view and accept your financial aid awards.
[Account Inquiry] [Make a Payment] [Accept/Decline Awards] [View Financial Aid]

Degree Progress/Graduation
View your degree progress report and apply for graduation.
[My Academic Requirements] [View What-if Report] [Apply for Graduation]

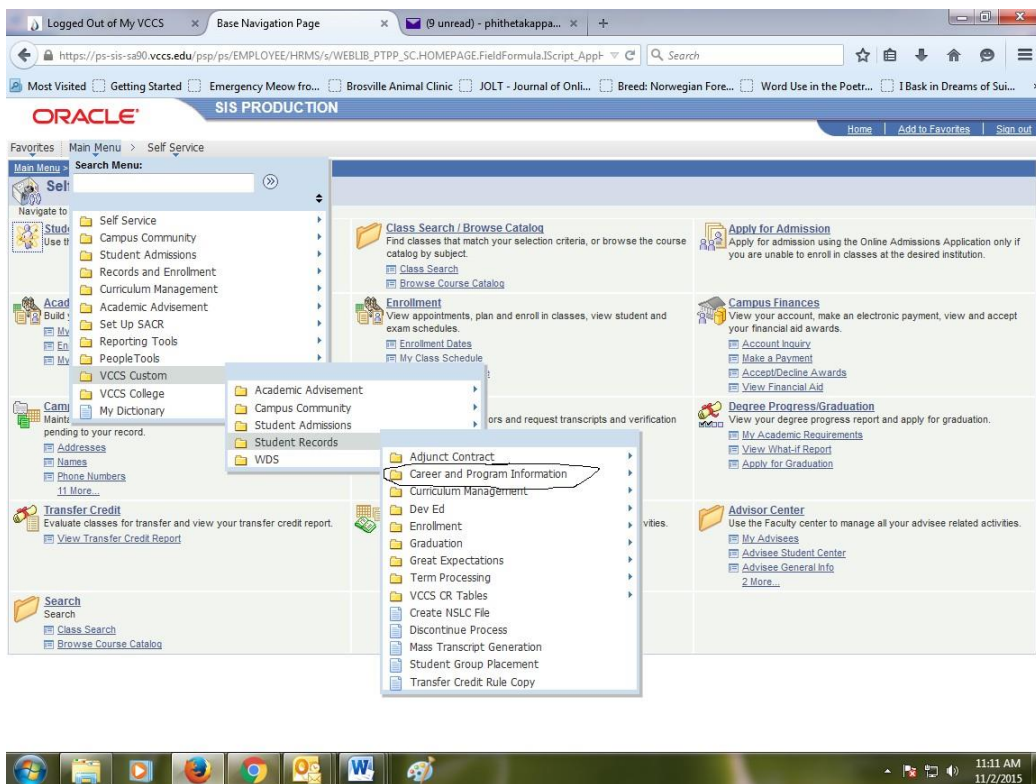
Advisor Center
Use the Faculty center to manage all your advisee related activities.
[My Advisees] [Advisee Student Center] [Advisee General Info] [2 More...]

Windows taskbar: 10:59 AM 11/2/2015

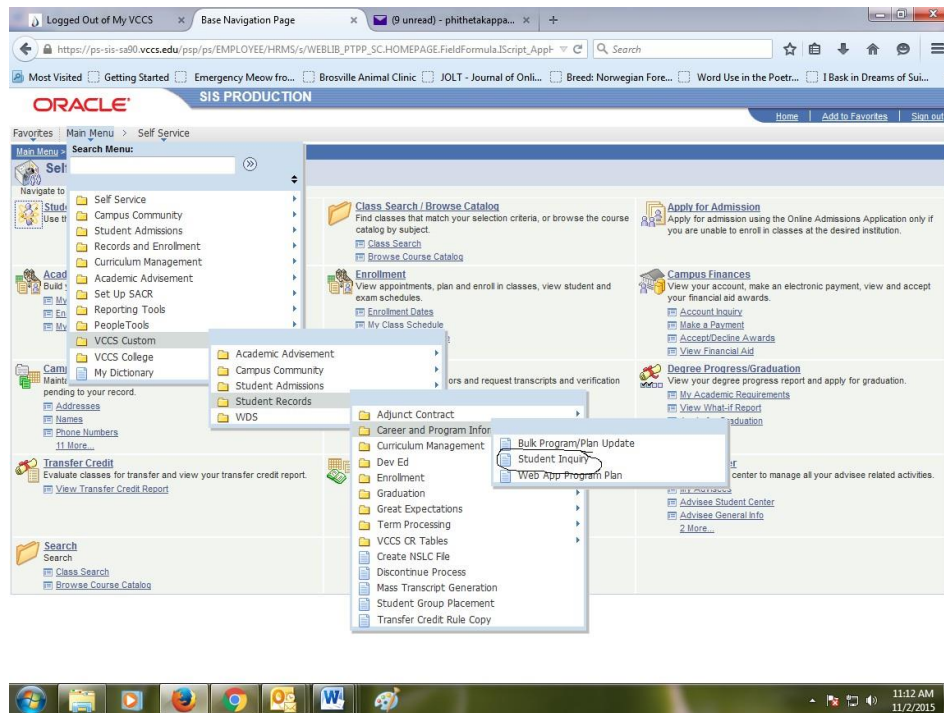
Click on Student Records.



Click on Career and Program Information.

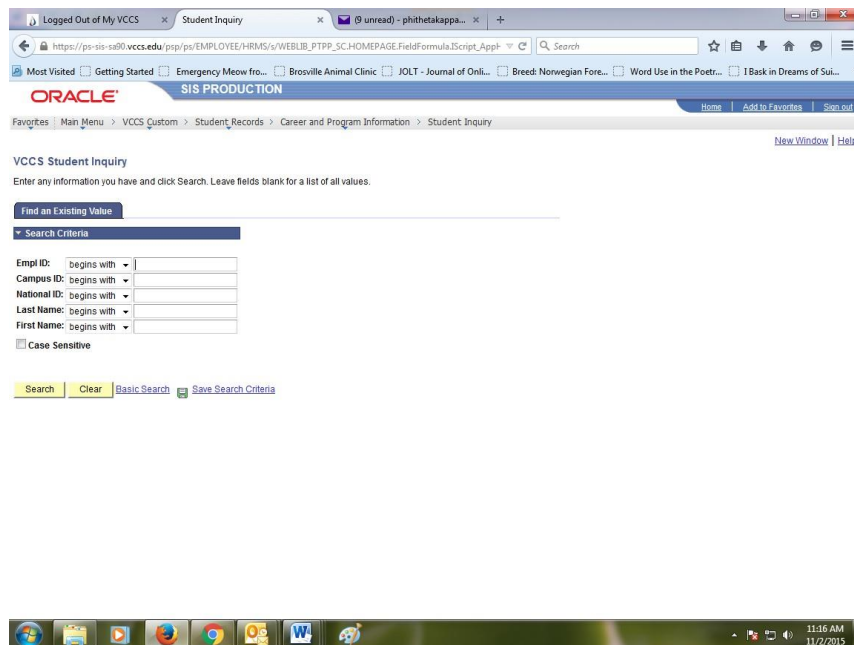


Click on Student Inquiry.



To access student records

- Enter a student's Emplid
- Or SS#



Now you have access to the student's information by clicking on the tabs.

The screenshot shows the Oracle SIS PRODUCTION interface. The 'BioDemo Data' tab is active, displaying the following information:

Type of Name	Effective Date	Name	Name Suffix
Preferred	10/01/2009	[REDACTED]	[REDACTED]
Primary	10/01/2009	[REDACTED]	[REDACTED]

Address Type	Mailing	Effective Date
Address Line 1	[REDACTED]	01/26/2011
Address Line 2	[REDACTED]	
City	[REDACTED]	
State	VA	Postal Code [REDACTED]

Country	NID Type	NID
USA	PR	*****127

Type	Phone
Main	757/329-9482

Date of Birth	Gender	Ethnic Group	VCSN
02/16/1992	Female	WHITE	[REDACTED]

Email Type	Email Address
Other	[REDACTED]@gmail.com
VCCS Student	[REDACTED]@mail.vccs.edu

Country	Citizenship Status
USA	1

CONFIRMING A STUDENT'S PREVIOUS GRADES AND DEVELOPMENTAL MATH AND ENGLISH PLACEMENT

Login to SIS and go to Student Inquiry. Click on the Enrollment tab.

The screenshot shows the Oracle SIS PRODUCTION interface with the 'Enrollment' tab selected. The page displays the following information:

Institution	Term	Academic Career	Non Credit
Danville Community College	2013 Summer		

Enrollment	Standing	Statistics												
Enrolled MATH 2000 97 DYN MAIN Bridge to Math Lecture S S		<table border="1"> <thead> <tr> <th>Taken</th> <th>Passed</th> <th>Grd Points</th> <th>GPA</th> </tr> </thead> <tbody> <tr> <td>Current 0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> </tr> <tr> <td>Cumm 0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> </tr> </tbody> </table>	Taken	Passed	Grd Points	GPA	Current 0.000	0.000	0.000	0.000	Cumm 0.000	0.000	0.000	0.000
Taken	Passed	Grd Points	GPA											
Current 0.000	0.000	0.000	0.000											
Cumm 0.000	0.000	0.000	0.000											

Terms
CNED DC279 2133
CREC DC279 2162
CREC DC279 2154
CREC DC279 2153
CREC DC279 2152
CREC DC279 2144
CREC DC279 2143
CREC DC279 2142
CREC DC279 2134
CREC DC279 2133
CREC DC279 2132
CREC DC279 2122

Click on the View All button.

The screenshot shows the Oracle SIS PRODUCTION Student Inquiry page. The 'View All' button in the Institution/Career/Term section is circled. The page displays enrollment details for Danville Community College, 2013 Summer term, including a list of courses and grades.

Institution/Career/Term	View All	First	1 of 8	Last
Institution Danville Community College				
Term 2013 Summer				
Academic Career Academic Career				
Non Credit Non Credit				
Enrollment	View All	First	1 of 1	Last
Enrolled	MATH 2000 97	DYN MAIN	Bridge to Math	Lecture S S
Standing	View All	First	1 of 1	Last
Statistics				
	Taken	Passed	Grd Points	GPA
Current	0.000	0.000	0.000	0.000
Cumm	0.000	0.000	0.000	0.000
Honors/Awards	View All	First	1 of 1	Last

Terms

CNED DC279 2133
CRED DC279 2162
CRED DC279 2154
CRED DC279 2153
CRED DC279 2152
CRED DC279 2144
CRED DC279 2143
CRED DC279 2142
CRED DC279 2134
CRED DC279 2133
CRED DC279 2132
CRED DC279 2122

[Return to Search](#)

[Bio/Demo](#) | [Enrollment](#) | [Test Results](#) | [Adv/StdGrp](#) | [Prg/Pln/Dg](#) | [Crse Xfer](#) | [Test Xref](#) | [Other Xfer](#) | [Misc](#)

11:41 AM
11/2/2015

As you scroll down, you will see courses and grades listed.

The screenshot shows the Oracle SIS PRODUCTION Student Inquiry interface. The main content area displays enrollment records for Danville Community College. The top section shows the 2013 Summer term with an enrollment record for MATH 2000 97 DYN MAIN (Bridge to Math) with a grade of S. The bottom section shows the 2015 Fall term with several enrollment records, including MTT 1 02A through MTT 1 02D (all Dev. Math Tech. Based) and ENG 112 01 (College Composition II). A statistics table shows current and cumulative GPA values of 0.000. A 'Terms' list on the right side of the page includes terms from DC279 2133 to DC279 2122.

How to Place Students in Developmental Math Correctly:

From student inquiry, click on the Adv/StdGrp tab.

The screenshot shows the Oracle SIS PRODUCTION Adv/StdGrp page. The 'Adv/StdGrp' tab is highlighted in the navigation menu. The main content area displays the 'Academic Institution' as Danville Community College. Under the 'Advisors' section, an advisor role is listed for Business Adm. (A.A. & S.). The 'Student Groups' section lists several groups, including DEV3 (Developmental), JD (JoLane Dunlap-Counselor), and XDG0 through XDG2 (Satisfies Basic Skills, Satisfies MTE 1 / PRS 1, and Satisfies MTE 2 / PRS 2). Each group has an 'Active' status and a 'College Success' indicator.

Institution			
Academic Institution		Danville Community College	
Advisors			
Eff Date	Advisor Role	Academic Advisor	Academic Plan
11/18/2014	Advisor	0326187	Vickie Taylor
Student Groups			
Student Group			
XDG0	Satisfies Basic Skills	01/01/2015 Active	College Success
XDG1	Satisfies MTE 1 / PRS 1	02/11/2015 Active	Score Evaluation from Pearson
XDG2	Satisfies MTE 2 / PRS 2	01/01/2015 Active	College Success
XDG3	Satisfies MTE 3 / PRS 3	03/10/2015 Active	Score Evaluation from Pearson

***Units 0 and 2 were passed with the VPT and Units 1 and 3 were satisfied in a class.**

- 1) Determine the units your student will need for his/her program of study (see spreadsheet).
- 2) You will register your student for one MTT1 class for each unit needed. For example, if your student needs units 1, 3, & 5, he/she will need three MTT1 classes (MTT1-A, MTT1-B, MTT1-C).
- 3) Each MTT1 class runs for 4 weeks. It should take a student one session to complete one unit. Please keep students with the same instructor all semester. Each semester has an A, B, C and D section per class.
- 4) If you have a question, please call a developmental math instructor.

CONFIRMING FINANCIAL AID IN SIS/PEOPLESOFT



COLLEGE KNOWLEDGE A TO Z

A

Administrative Withdrawal-- Students missing 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" and no financial aid checks will be issued. See Administrative Withdrawal Form:

<http://www.dcc.vccs.edu/Documents/PolicyManual/Appendix%20C.pdf>

ADA Accommodations-- Students are eligible for disability services if they have a documented physical or mental impairment that substantially limits one or more major life activities. To qualify for disability services, the student must provide clear and specific evidence that 1) a qualified professional has established a formal diagnosis of a disability, 2) the student has a history of a disability, or 3) the student has a history of being regarded as having a disability. Examples of common disabilities include being visually impaired or blind; being hard of hearing or deaf; having a learning disorder; having psychological disorders; having a medical impairment. See Accessibility Services:

<http://www.dcc.vccs.edu/studentServices/ADA/DisabilityServices.htm>

Advising Syllabus-- The Advising Syllabus is designed to identify the shared roles and responsibilities of students and their academic advisors. There are many similarities between the Advising Syllabus and traditional course syllabi. Both course syllabi and the Advising Syllabus relay important information regarding roles, responsibilities, and student learning outcomes. Students are highly encouraged to use this syllabus as a guide, and advisors are encouraged to ensure their students have **and are using** the Advising Syllabus.

[Click here for a printable form](#)

Advising Rubric—

AP Credit-- Many area high schools offer Advanced Placement (AP) or honors courses to their students giving them the opportunity to complete college level work while attending high school. A minimum Advanced Placement score of 3 is required for credit at DCC. An official copy of the AP transcript must be submitted to the DCC Admissions Office in order to obtain credit. Unofficial, student copies,

or high school transcripts noting the AP credit will not be accepted for credit at the college.

Obtaining an AP Transcript:

Students can order an AP official transcript by contacting AP Services:

AP Services
P.O. Box 6671
Princeton, NJ 08541-6671

Phone: 609-771-7300 OR 888-225-5427

Articulation Agreements-- DCC students who intend to transfer to four-year colleges or universities may take advantage of DCC's Articulation or Guaranteed Admission Agreements as well as the Guaranteed Admission Agreements set up by the Virginia Community College System (VCCS). Qualified graduates seeking transfer to these schools will be admitted automatically with full third-year status upon application. See Articulation and Guaranteed Admission Agreements: http://www.dcc.vccs.edu/Academics/catalog/catalog/10-DCC15-16Cat-Artic_GuarTransAgree.pdf

Arts and Sciences Program Worksheets—

See <http://www.dcc.vccs.edu/Departments/A&S/worksheets/15-16.htm>

Auditing a Course-- Under special circumstances, and with the approval of the Division Chair/Director and the Dean of Instruction and Student Development, course audits may be permitted. Audit courses carry no credit and do not count as a part of the student's course load. Students receiving permission to audit a course will register in the regular manner and pay tuition.

B

Blackboard-- Blackboard is a web-based learning environment used at Danville Community College to enable educators to enhance on-campus learning and/or deliver distance only learning by bringing their course materials, class discussions, assignments and assessments to the Web.

See Guide: <https://www.dcc.vccs.edu/StudentGuide.pdf>

Bookstore-- The Bookstore offers a large variety of needed products including books, supplies and discounted computer items. Trade paperbacks, hardcover fiction and non-fiction are available as well as general merchandise items such as book bags, totes, sweatshirts, etc. Each month the Bookstore sponsors a Student Spotlight and awards a yearly Excellence in Academics Scholarship.

Textbooks purchased at the Bookstore may be returned for a refund until the last day of the add/drop period. An official drop form must be provided along with the dated bookstore receipt. Books must be in resalable condition with no writing in them in order to receive a refund. Trade paperbacks, hardcover fiction and non-fiction are non-refundable.

See <http://dccbookstore.dcc.vccs.edu/StoreAbout.aspx>

Business Office— The Business Office develops an annual financial plan to support current College needs and a six year plan for future College needs, maintains facilities to support current programs and develop plans for future programs and College growth, and maintains a safe campus environment.

See <http://www.dcc.vccs.edu/aboutdcc/Business/Business.htm>

Business Program— The Division of Business and Engineering Technologies provides numerous curriculum choices in three programs of study: University Parallel, Business, and Engineering Technologies. The Division is responsive to the academic and technical training needs of students, employers, and our community and will develop and maintain innovative, affordable, and accessible programs of study to address these needs.

See http://www.dcc.vccs.edu/Departments/B&EIT/business_programs.htm

C

Campus Directions—See <http://www.dcc.vccs.edu/Directory/Maps.htm>

Campus Map—See <https://www.dcc.vccs.edu/Academics/Catalog/catalog/2-DCC15-15Cat-Map.pdf>

Change of Name— A student can change his/her name by filling out and submitting the Change of Name/Address request form

See APPENDIX

Change Program of Study--To change programs of study, a student must meet with a college counselor and complete a program change form which must be signed by the counselor. To set up an appointment with a counselor, call 434.797.8460 or drop by the Counseling Center in the Wyatt Building.

Clubs and Organizations—DCC has a number of clubs and organizations to enrich a student's experience while at DCC.

For a complete list of clubs and organizations, please click here.

<http://www.dcc.vccs.edu/studentServices/Activities/StudentActivities.htm>

Confidentiality--See FERPA

College Catalog—

Click here for the current College Catalog.

See <http://www.dcc.vccs.edu/Academics/Catalog/Catalog.htm>

College Calendar—

Click here for the current College Calendar.

See <https://www.dcc.vccs.edu/Academics/Catalog/catalog/6-DCC15-16Cat-Calendar.pdf>

College Transfer Programs— The Transfer Coordinator at DCC is here to help you achieve your goal of transferring to the four-year college or university of your choice. If you are unsure whether a bachelor's degree is the appropriate next step for you, the transfer coordinator can help you work through that decision-making process as well. The Transfer Coordinator is prepared to help you every step of the way, from building your college list to registering for transfer orientation. Whether you want to transfer out of state, attend college locally, or get a degree via distance education, the options are numerous.

Click here for the DCC College Transfer Guide.

<https://www.dcc.vccs.edu/Departments/Success/TransferTalk/TransferGuide.pdf>

Co-Requisite Course(s)--A co-requisite is a course which the student **must take** while taking some other course if he/she has not already passed it. For instance, ENF 3 is a co-requisite for HUM 165. The student must enroll in ENF 3 while taking HUM 165 if he/she has not satisfied the placement requirements needed to exempt ENF 3.

Competency Based Education and Credit for Prior Learning Experiences—

Competency Based Education (CBE) is an outcomes based approach to education. Programs award credit for demonstrated learning of skills and concepts rather than seat time in the classroom. Competencies, or skills, need to be mastered in order to progress to the next level. Also, students can receive credit for prior learning experiences such as work-related experience or non-credit classroom experience in order to progress through the degree program.

Fall 2016 Start-Up CBE programs include:

Advanced Welding CSC (see Herb Hardy)
Electronics CSC (see Teresa Hawker or George Turnbull)
Information Systems Technician CSC (see Lisa Garneau)

Information Systems Management CSC (see Sandi Satterfield)
 Maintenance Mechanic Certificate (see Jerry Franklin)
 Networking with CISCO/CCNA CSC (see Steve Carrigan)
 Project Management CSC (see Vince Decker)

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. Counselors review placement test scores with students in addition to placing them in a program of study. The DCC Counseling staff can help students with general concerns such as developing educational plans, lifestyle transitions related to education, and problems that are interfering with progress in college. During academic counseling, students may be shown how to find the kinds of information they need to understand themselves better and to learn more about the college and the world of work. Counselors provide assistance to students with stressors and/or problems that may arise both in and out of the classroom.

Course Add/Drop—Students may add or drop a course in SIS under Enrollment.

Course Swaps—Students may swap courses in SIS under Enrollment.

Course Substitution—Course substitutions **MUST** be approved by the program Dean.

Click here for the Course Substitution Form

<http://www.dcc.vccs.edu/departments/a&S/Advisement/advising.htm>

Campus Directory—

Click here for the current Campus Directory

See <http://www.dcc.vccs.edu/Directory/directory.htm>

D

Dental Assisting Program Information—

Dental Assisting is a one-year certificate program designed to prepare students for employment as dental assistants in the Commonwealth of Virginia. Students in the dental assisting program attend classes part-time, starting in the fall semester, continuing through the spring semester, and ending in the summer term. A required 100-hour internship placement is typically completed during the summer term.

Students wishing to complete the certificate in basic dental assisting must first enroll at DCC as basic dental assisting program students, then apply for

acceptance into the basic dental assisting program courses. (**Note:** Registering as a Basic Dental Assisting student at DCC does not automatically qualify a student to take Basic Dental Assisting courses.)

Application Procedure for DCC

- ___ 1. Submit the DCC application – either in-person or online at:
<http://www.dcc.vccs.edu/StudentServices/Admissions/admissions.htm>
- ___ 2. Take the DCC placement test
- ___ 3. Submit an official high school transcript or GED score
- ___ 4. Submit official transcripts from other colleges or schools that could be used for transfer credits

For additional information about enrolling at DCC, visit:

<http://www.dcc.vccs.edu/studentServices/BecomeaStudent.htm>

Application Procedure for Acceptance into Basic Dental Assisting Program Courses

- ___ 1. Fulfill all minimum requirements as indicated on page 2 of this information sheet.
- ___ 2. Meet with the faculty advisor for Basic Dental Assisting for advising-for-registration.*

*Advising-for-registration appointments will begin on the first day of registration for fall classes.

Fall registration typically starts during the first or second week of June. However, for the upcoming 2015-2016 school year, school officials are considering opening enrollment for fall classes during April 2015. Prospective dental assisting students will need to carefully monitor enrollment announcements on the DCC website to know when fall registration will begin. Students should schedule advising-for-registration appointments as soon as possible because seats in the basic dental assisting classes will be assigned on a first-come, first-served basis.

Minimum requirements for acceptance into basic dental assisting program courses

1. Completion of ENF3/ENG111, or exemption from all developmental English courses as determined by Virginia Placement Test scores.*

2. Completion of all developmental math requirements up to and including MTE3, or exemption from developmental math requirements up to and including MTE3 as determined by Virginia Placement Test scores.*
3. Completion of a biology or anatomy lecture-and-lab course with a “C” or better
 - a. From high school – within past 5 years
 - b. From college – within past 10 years
4. Eight hours of job shadowing with a dental assistant.

Attached JOB SHADOWING FORM must be completed and turned in with application.

Note: Students must earn grades of “C” or higher in basic dental assisting courses (DNA 100, 103, 109, 110, 113, 134) to remain active in program.

Developmental English Courses—

EDUC 1738

This course is for students who place below ENF 1. It is a non-credit course and students must complete a non-credit application before taking the course. After completion of this course, students will take the English portion of the VPT Test.

ENF 1

Provides integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture 8 hours per week.

ENF 2

Provides integrated reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College Level III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. 4 credits hours.

ENF 3

Provides integrated reading and writing instruction for students who require minimal preparation for college-level English but still need some preparation to succeed. Students in this course will be co-enrolled in college-level English. Students will place into this course based on placement test score. Credit is not applicable toward graduation. 2 credit hours.

Developmental English Prerequisites—

When placing a student in a developmental English class, check the placement in his/her folder against the score located under the test tab in SIS (formerly PeopleSoft). Do not rely solely on the "Adv/Std Grp" placing in SIS.

VPT Scores:

CS English Blended 0.00 = BSK English (EDUC 1738)

CS English Blended 1.00 = ENF 1

CS English Blended 2.00 = ENF 2

CS English Blended 3.00 = ENF 3 in combination with ENG 111, ENG 131, or ENG 134

CS English Blended 4.00 = college level English

A few points to keep in mind:

- If a student has taken an ENF class before, check his/her enrollment in SIS under "Student Inquiry" to be sure that the student passed the class.
- ENF 3 and ENG 111, ENG 131, or ENG 134 are co-requisites. If a student needs ENF 3, the class MUST be taken in conjunction with a college-level English class.
- College-level English classes may not be taken before or at the same time as an ENF 1 or an ENF 2.
- A student with BSK placements in both math and English may only take:
 - BSK classes
 - developmental math units
 - an SDV course
 - ONE other college course in his/her program of study that has no prerequisites

- The student may only take one college class at a time until he/she has successfully completed all required BSK classes.
- Finally, it is important that the student knows he/she has only two opportunities to pass ENF classes. If a third attempt is needed, a "Third Enrollment Request" form must be filled out and approved by the Dean of the Division of Student Success and Academic Advancement.

Developmental Math Courses—



Developmental Math Prerequisites by Program of Study—

Updated Sept. 23, 2014		Required College-Level Math Course(s) PER PROGRAM	If no modules, please enter NONE	Please Put an 'X' in the Modules needed for the Corresponding Program								
Danville Community College Program Name	Degree			MTE 1	MTE 2	MTE 3	MTE 4	MTE 5	MTE 6	MTE 7	MTE 8	MTE 9
Business Adm. (A.A.& S.)	AA&S					X	X	X	X	X	X	X
Liberal Arts (A.A.& S.)	AA&S	MTH 163, MTH XXX		X	X	X	X	X	X	X	X	X
Liberal Arts-Educ. Interp Spec	AA&S	MTH 163, MTH XXX		X	X	X	X	X	X	X	X	X
Liberal Arts-Humanities Spec.	AA&S	MTH 151, MTH XXX		X	X	X	X	X				
Liberal Arts-Soc.Science Spec.	AA&S	MTH 151, MTH XXX MTH 151, MTH 157, or MTH 240 (** Needs Units 1 - 5 <i>only</i> if taking MTH 151 & MTH 157 but will need Units 1- 9 if taking MTH 240)		X	X	X	X	X	X**	X**	X**	X**
Science (A.A. & S.)	AA&S	MTH 163, MTH 240		X	X	X	X	X	X	X	X	X
Accounting (A.A.S)	AAS			X	X	X						
Adj-Corrections (A.A.S)	AAS	MTH 151 suggested(Units 1-5) if transferring		X	X							
Adj-Law Enforcement(A.A.S)	AAS	MTH 151 suggested(Units 1-5) if transferring		X	X							
Adj-Protective Srv (A.A.S)	AAS	MTH 151 suggested(Units 1-5) if transferring		X	X							
Adm. of Justice (A.A.S)	AAS	MTH 151 suggested(Units 1-5) if transferring		X	X							
Adm. Support Tech.-Gen. Office	AAS			X	X							
Adm. Support Tech.-Legal Spec.	AAS			X	X							
Adm. Support Tech.-Med. Office	AAS			X	X							
Adv. Manufacturing Engr. Tech	AAS			X	X							
Automotive Management	AAS			X	X							
Business Management-Mgmt Spc	AAS			X	X							
Consumer Mkt. Specialization	AAS			X	X							
Early Childhood Education	AAS	MTH 121 (Units 1-3), MTH 151(Units 1-5)		X	X							
Fire Science	AAS			X	X							
General Engineering(A.A.S)	AAS			X	X	X	X	X	X	X	X	X
Graphic Imaging Mgmt. Spec.	AAS			X	X							
Health Science-Prac. Nrsng.Spec	AAS	MTH 126		X	X	X						
IST-Comp. Programming	AAS			X	X	X						
IST-Network Spec.	AAS			X	X	X						
IST-PC Technology Spec.	AAS			X	X	X						
Mkt-Electronic Commerce Spec	AAS			X	X							
Mkt-Warehouse & Dist. Spec	AAS			X	X							
Motorsports Management	AAS			X	X							
Nursing	AAS	MTH 126		X	X	X	X	X				
Tech Stud-Indus Main Tech	AAS			X	X	X						
Tech Stud-Polymer Manu. Tech	AAS	**MTH 103 requires units 1-3 but MTH 163 requires 1-9		X	X	X	X**	X**	X**	X**	X**	X**
Tech.Studies-Wood Science Tech	AAS	**MTH 103 requires units 1-3 but MTH 163 requires 1-9		X	X	X	X**	X**	X**	X**	X**	X**
Technical Studies	AAS	**MTH 103 requires units 1-3 but MTH 163 requires 1-10		X	X	X	X**	X**	X**	X**	X**	X**
Engineering	AS	MTH 273, 274, 177, 277, 279		X	X	X	X	X	X	X	X	X
<u>1St Year Studies Certif</u>	CERT											
Dental Assisting		*added unit 3 for Fall 2014 admission		X	X	X*						
Dental Hygiene				X	X	X	X	X	X	X	X	X
General Studies				X	X	X						
LPN				X	X	X						
Med Lab Tech				X	X	X	X	X	X			
Radiology				X	X	X	X	X	X			
RN				X	X	X	X	X				
Respiratory Therapy				X	X	X	X	X				
A/C & Refrig. Ser. (Cert.)	CERT	*needed if taking ECO 100 as elective		X*	X*							
Air Cond Refrig. Servicing	CERT			X	X	X						
Auto Body Mechanics(Cert.)	CERT	*needed if taking ECO 100 as elective		X*	X*							
Building Trades Technology	CERT			X	X							
Corrections	CERT			X	X							
Drafting Technology	CERT			X	X	X						

Updated Sept. 23, 2014		Required College-Level Math Course(s) PER PROGRAM		Please Put an 'X' in the Modules needed for the Corresponding Program									
Danville Community College Program Name	Degree			If no modules, please enter NONE									
				MTE 1	MTE 2	MTE 3	MTE 4	MTE 5	MTE 6	MTE 7	MTE 8	MTE 9	
General Education	CERT	MTH 151, 157 (U 0-5) ** MTH 163 or higher (U 0-9)		X	X	X	X	X	X**	X**	X**	X**	
Industrial Electrical Principles	CERT			X	X								
Industrial Electronics Principles	CERT			X	X								
Law Enforcement	CERT			X	X								
Maintenance Mechanics	CERT			X	X								
Office Info Proc (Certif)	CERT			X	X								
Practical Nursing (Certif)	CERT	MTH 126		X	X	X							
Protective Services	CERT			X	X								
Residential Dsgn & Estimating	CERT			X	X	X	X						
Sumr A/C & Refrig. Servicing	CERT	*needed if taking ECO 100 as elective		X*	X*								
Welding Technology	CERT			X	X								
Winter A/C Servicing	CERT	*needed if taking ECO 100 as elective		X*	X*								
Air Cond Refrig. (Diploma)	DIPL			X	X	X							
Auto Analysis Repair(Dipl)	DIPL	*needed if taking ECO 100 as elective		X*	*X								
Comp.Aided Drft & Des Tech	DIPL			X	X	X	X	X	X	X	X	X	
Elec-Electr Service (Dipl)	DIPL			X	X								
Electrical/Electronics EngTech	DIPL			X	X								
Graphic Imaging Technology	DIPL			X	X								
Industrial Maintenance	DIPL			X	X								
Pre. Machining Tech.(Dipl)	DIPL			X	X								
CAREER STUDIES													
Advanced Nurse Aide				X	X	X							
Advanced Phlebotomy				X	X	X							
Building Constructions Trades				X	X	X							
Medical Coding				X	X								
Medical Transcription				X	X								
Motorsporst Management				X	X								
Pharmacy Technician				X	X	X							
Welding				X	X								
Building Trades Technology				X	X								

Double Major— In awarding students an additional degree, diploma, certificate, or career studies certificate, the college may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

E

EIT Program— The Division of Business and Engineering Technologies provides numerous curriculum choices in three programs of study: University Parallel, Business, and Engineering Technologies. The Division is responsive to the academic and technical training needs of students, employers, and our community and will develop and maintain innovative, affordable, and accessible programs of study to address these needs.

See http://www.dcc.vccs.edu/Departments/B&EIT/business_programs.htm

English Placement Test—See Virginia Placement Test

Enrollment/Degree Verification--Danville Community College - Danville, VA has authorized the National Student Clearinghouse to provide enrollment and degree verifications. The National Student Clearinghouse can be contacted at

Web: www.degreeverify.org

National Student Clearinghouse
13454 Sunrise Valley Drive, Suite 300
Herndon, VA 20171

FERPA--The Family Educational Rights and Privacy Act of 1974, Section 438, Public Law 90-247, as amended, sets forth requirements governing protection of students' rights to privacy in their education records and affords them a right to inspect such records. A copy of this act is on file in the Learning Resources Center.

Click here for a copy of the FERPA Release Form

Financial Aid--The primary mission of Danville Community College's Financial Aid Office is to provide financial guidance to students as they pursue their educational goals. The program is committed in its belief that qualified students should have an opportunity to pursue educational objectives, regardless of financial resources.

See http://www.dcc.vccs.edu/studentServices/FinancialAid/financial_aid.htm

Fine Arts Electives—All of the classes below will count as Fine Arts Electives.

ART 101 History and Appreciation of Art I ART
102 History and Appreciation of Art II ART 106
History of Modern Art
ART 121 Drawing I ART
122 Drawing II ART 153
Ceramics ART 221
Drawing III ART 231
Sculpture
ART 241 Painting I
ART 242 Painting II
ART 243 Watercolor I
ART 244 Watercolor II
ART 248 Painting III
CST 130 Introduction to the Theatre
CST 131 Acting I
CST 132 Acting II
CST 136 Theatre Workshop CST
151 Film Appreciation I CST 152
Film Appreciation II

ENG 211	Creative Writing I
ENG 212	Creative Writing II
ENG 217	Creative Writing--Poetry
MUS 121	Music Appreciation I
MUS 122	Music Appreciation II
MUS 131	Class Voice I
MUS 132	Class Voice II
MUS 163	Guitar Theory and Practice
MUS 195	Songwriting
PHT 101	Photography I
PHT 102	Photography II

G**General Education Requirements--**

SDV 100	College Success Skills	1
ENG 111	College Composition I	3
MTH	Transfer Level Math	3
HIS	HIS 101, HIS 111, or HIS 121	3
Science	Transfer Level Science	4
HUM or Fine Arts EEE		3
HUM or Fine Arts EEE		3
ENG 112	College Composition II	3
Social Science Elective		3
Social Science Elective		3
Science	Transfer Level Science	4
Total Minimum Credits for Certificate in General Education		33

GOAL Center--The GOAL Center joins with other campus organizations and academic departments to provide students a variety of workshops, activities, and one-on-one services. We provide a coordinated set of services that give individuals and families facing certain barriers the opportunity to complete their certificate or degree.

Click here for more information

See http://www.dcc.vccs.edu/CareerCenter/career_center.htm

Grade Appeal--<http://www.dcc.vccs.edu/Documents/STUDENTHANDBOOK.pdf>

See p. 20-- STUDENT INITIATED GRIEVANCE PROCEDURE

Graduation Application— A student needs to meet with his/her advisor and needs to complete the Graduation Application. Return the completed form to the Division Administrative Assistant. If the student is participating in the commencement, he/she must order cap and gown before the deadline. Payment for cap and gown is required upon pick-up.

Click here for the Graduation Application Form

Graduation Requirements—To be awarded an Associate Degree, Diploma, Certificate or Career Studies Certificate from Danville Community College, a student must:

- Have fulfilled all of the course requirements of the curriculum as outlined in the College catalog (see Catalog Year Determination);
- Have been recommended for graduation by the faculty and Division Dean for the student's curriculum;
- Have completed all of the course and credit-hour requirements of the degree curriculum with at least twenty-five percent (25%) of the credits applicable for the degree acquired at Danville Community College;
- Have earned a grade point average of at least 2.0 on all courses attempted which are applicable toward graduation in the curriculum;
- Have completed all required assessment testing, interviews, or other activities established by the College, including but not limited to general education assessment instrument(s) used to assess and improve the effectiveness of programs and services;
- Have filed an application for graduation (which may be waived in the case of the General Education Certificate) in the Office of Admissions and Records;
- Have resolved all financial obligations to the College and returned all library and other College materials;
- Have attended graduation exercises except when waived by the Vice President of Academic and Student Services.

When a student pursues a degree or diploma program, but is unable to complete the degree or diploma requirements, the student, upon the recommendation of the appropriate Division Dean and the Vice President of Academic and Student Services may be issued a certificate provided the portion of study successfully completed is equivalent to an approved certificate program and the student has met the requirements for graduation enumerated.

H

Humanities Electives— All of the classes below will count as Humanities Electives.

ASL 101	American Sign Language I
ASL 102	American Sign Language II
CST 100	Principles of Public Speaking
CST 110	Introduction to Communication
CST 151	Film Appreciation I
ENG 211	Creative Writing I
ENG 212	Creative Writing II
ENG 217	Creative Writing Poetry
ENG 241	Survey of American Literature I
ENG 242	Survey of American Literature II
ENG 243	Survey of English Literature I
ENG 244	Survey of English Literature II
ENG 250	Children's Literature
ENG 251	Survey of World Literature
ENG 256	Literature of Science Fiction
HUM 165	Controversial Issues in Contemporary American Culture

HUM 195	Topics In
HUM 256	Mythology
HUM 260	Survey of Twentieth Century Culture
PHI 100	Introduction to Philosophy
PHI 115	Practical Reasoning
PHI 226	Social Ethics
REL 200	Survey of the Old Testament
REL 210	Survey of the New Testament
REL 230	Religions of the World
REL 240	Religions in America
REL 295	Topics In
SPA 101	Beginning Spanish I
SPA 102	Beginning Spanish II
SPA 203	Intermediate Spanish I
SPA 204	Intermediate Spanish II

Independent Study—See Independent Study Request Form in Appendices.

Incomplete “I” Grade--No grade point credit. The “I” grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an “I” grade, the student must (1) have satisfactorily completed more than 60% of the course requirements and attendance and (2) must request the faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the “I” grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation. Procedures are established to ensure that all “I” grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved by the Vice President of Academic and Student Services. See Incomplete Grade Form in Appendices.

L

Library Services--The Mary M. Barksdale Library is located in the upper-level of the Whittington W. Clement Learning Resources Center. This large, multipurpose area provides instructional support and learning resources for the educational and workforce training programs of the College. See <http://www.dcc.vccs.edu/LRC/library/Library.htm>

Liberal Arts Electives— All of the classes below will count as Liberal Arts Electives.

ADJ 100	Survey of Criminal Justice
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ADJ 130 Introduction to Criminal Law
 ADJ 131 Legal Evidence
 ADJ 227 Criminal Law for Justice Personnel
 ADJ 234 Terrorism and Counter-Terrorism
 ART 101 History and Appreciation of Art I
 ART 102 History and Appreciation of Art II
 ART 106 History of Modern Art
 ART 121 Drawing I
 ART 122 Drawing II
 ASL 101 American Sign Language I ASL
 102 American Sign Language II BIO 101
 General Biology I
 BIO 102 General Biology II BIO
 205 General Microbiology
 BIO 231 Human Anatomy and Physiology I BIO
 232 Human Anatomy and Physiology II BIO 256
 General Genetics
 CST 110 Introduction to Communication
 CST 130 Introduction to the Theatre
 CST 131 Acting I
 CST 132 Acting II
 CHM 111 College Chemistry I
 CHM 112 College Chemistry II
 CHM 241 Organic Chemistry I
 CHM 242 Organic Chemistry II
 CHM 243 Organic Chemistry I Lab
 CHM 244 Organic Chemistry II Lab
 CHM 245 Organic Chemistry I
 CHM 246 Organic Chemistry II
 ECO 201 Principles of Economics I
 ECO 202 Principles of Economics II
 ENG 211 Creative Writing I
 ENG 212 Creative Writing II
 ENG 217 Creative Writing--Poetry
 ENG 241 Survey of American Literature I
 ENG 242 Survey of American Literature II
 ENG 243 Survey of English Literature I
 ENG 244 Survey of English Literature II
 ENG 250 Children's Literature
 ENG 251 Survey of World Literature
 ENG 256 Literature of Science Fiction
 GEO 210 People and the Land: An Introduction to Cultural Geography
 GEO 220 World Regional Geography
 GOL 105 Physical Geology
 GOL 106 Historical Geology
 HIS 101 History of Western Civilization I HIS
 102 History of Western Civilization II HIS 121
 U.S. History I
 HIS 122 U.S. History II

HIS 266	Military History of the Civil War
HIS 268	The American Constitution
HLT 200	Human Sexuality
HLT 204	Women's Health
HLT 215	Personal Stress and Stress Management
HUM 165	Controversial Issues in Contemporary American Culture
HUM 256	Mythology
MTH 151	Math for the Liberal Arts I
MTH 163	Precalculus I
MTH 164	Precalculus II
MTH 173	Calculus with Analytic Geometry I
MTH 174	Calculus with Analytic Geometry II
MTH 157	Elementary Statistics
MTH 240	Statistics
MTH 241	Statistics I
MTH 242	Statistics II
MTH 271	Applied Calculus I
MTH 272	Applied Calculus II
MTH 273	Calculus I
MTH 295	Topics In
MUS 111	Music Theory I
MUS 112	Music Theory II
MUS 121	Music Appreciation I
MUS 122	Music Appreciation II
MUS 131	Class Voice I
MUS 132	Class Voice II
PHI 100	Introduction to Philosophy
PHI 115	Practical Reasoning
PHI 226	Social Ethics
PHT 101	Photography I
PHT 102	Photography II
PHY 201	General College Physics I
PHY 202	General College Physics II
PHY 241	University Physics I
PHY 242	University Physics II
PLS 211	U.S. Government I
PLS 212	U.S. Government II
PLS 241	International Relations I
PLS 242	International Relations II
PSY 200	Principles of Psychology
PSY 201	Introduction to Psychology I
PSY 202	Introduction to Psychology II
PSY 215	Abnormal Psychology
PSY 235	Child Psychology
PSY 230	Developmental Psychology
PSY 295	Topics In
REL 200	Survey of the Old Testament
REL 210	Survey of the New Testament
REL 230	Religions of the World

REL 295	Topics In
SOC 200	Principles of Sociology
SOC 201	Introduction to Sociology I
SOC 202	Introduction to Sociology II
SOC 215	Sociology of the Family
SOC 235	Juvenile Delinquency
SOC 236	Criminology
SOC 268	Social Problems
SPA 101	Beginning Spanish I
SPA 102	Beginning Spanish II
SPA 203	Intermediate Spanish I
SPA 204	Intermediate Spanish II

M

Mathematics Placement Test--See Virginia Placement Test.

Mitigating Circumstances--After the ninth week of the semester (or sixty percent of Summer Session or special session courses), a "W" can be assigned only if mitigating circumstances exist AND the student is passing the course. The curricula division dean signs the form for students in his/her area; counselors sign forms for non-curricular students. Indicate a "W" if mitigating and student is passing; put an "F" if student is failing or if withdrawal is not mitigating.

Click here for the Mitigating Circumstances Form

See www.dcc.vccs.edu/.../a.../Mitigating%20Circumstances%20Form.doc

N

New Student Orientation--First-time students at Danville Community College are to attend New Student Orientation, which includes opportunities for students to meet college administrators, faculty and staff, and to learn more about campus resources and policies. Campus tours, information about departments/divisions, student registration and scheduling will be offered on orientation day. In addition, first-time students will have the opportunity to interact with new and current students as they participate in New Student Orientation activities. During this time, information about academic and student organizations will be presented and on display.

See 2015-2016 Student Handbook, p. 24:

<http://www.dcc.vccs.edu/Documents/STUDENTHANDBOOK.pdf>

Negative Service Indicators in SIS--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.

See 2015-2016 Student Handbook, p. 17:

<http://www.dcc.vccs.edu/Documents/STUDENTHANDBOOK.pdf>

“No Show”--If a student never attends a class or only attends one time before the refund deadline, the student will be considered a “no show” and withdrawn from the class. Faculty will report “no shows” to the division office by the refund deadline for all classes they teach.

O

Official Transcripts--There are four (4) different ways to request an official DCC transcript:

1. Request online through the Student Information System (<http://dcc.my.vccs.edu>).
2. Submit a Transcript Request Form by mail or fax.
3. Submit a signed letter by mail or fax containing the following information:
 - Full name (present and any former)
 - Social Security number or DCC EMPLID#
 - Complete address of where the transcript should be mailed
 - Dates of attendance
 - Signature
 - Contact number
4. In person at the Admissions Office in the Wyatt Building, Room 108.

All written requests can be mailed to:

Danville Community College
Admissions Office
1008 South Main Street
Danville, VA 24541

-OR-

Faxed to 434.797.8451

*Since your signature is required, we cannot accept email requests or phone calls for transcripts.

Contact Information:

Admissions Office

Phone: 434.797.8490 or 1-800-560-4291 (in Virginia only)

Fax: 434.797.8451

<http://www.dcc.vccs.edu/student-services/admissions/Transcript%20Request.htm>

[Click here for Transcript Request Form](#)

P

Personalized Education Plan (PEP)— Many factors can impact the length of time it takes for a student to earn an academic award. DCC students can enroll in one or two- year programs, but factors such as required developmental coursework, work schedules, family responsibilities, or failure to successfully complete a course can impact the time it takes to earn an award. Many students may get discouraged if their path to success takes longer than

anticipated. By developing a realistic timeline to graduation in the initial advising sessions during the first semester, students will be aware of the time commitment necessary to achieve their goals and the impact on this timeline should they fail to adhere to the original plan. During the initial advising session, students will be encouraged to explore career goals and determine the best way to achieve them by developing a plan that meets their individual circumstances. Students and advisors will discuss career goals and gain insight on which programs and courses at DCC can lead them in that direction. Goals and timelines will be revisited at each session beyond the initial advising session in an effort to keep students on track. Should it be necessary, adjustments to the timeline, career goals, and education goals can be made. Students will be encouraged to explore class options and meet regularly with an advisor to help the students realistically evaluate their progress. The Personalized Education Plan will be housed in the BlackBoard Organizational Site for Advising.

Students will develop a Personal Education Plan by the end of their first semester.

Pre-Requisite Courses—See 2015-2016 College Catalog, pp.110-111
(Developmental Courses)
2015-2016 College Catalog, pp112-142 (Non-developmental Courses)

Program of Study Change/Add--To change programs you must meet a college counselor and complete a program change form which must be signed by the counselor. To set up an appointment with a counselor, call 434.797.8460 or drop by the Counseling Center in the Wyatt Building.

[Click here for the Program of Study Change/Add Form](#)

Q

Quality Enhancement Plan (QEP)--Every ten years, regionally accredited colleges undergo a review by their regional accrediting agency. In the southeast, that accrediting body is the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). One major part of the review is called a compliance certification document and the other is called a Quality Enhancement Plan (QEP).

A QEP is the document that reflects and affirms the commitment of the College to improving student learning and/or processes/systems at the College that can contribute toward that improvement in student learning. DCC's topic is associated with enhancing student engagement and among the sub-topics is a significant improvement in our advising processes.

From October 5 through 8, 2015, a team of reviewers was on the DCC campus to confirm that the activities outlined in the compliance document and the QEP were indeed happening. One thing the review team did was confirm that the majority of the College's stakeholders—you!—knew about the QEP (the title, topic, and importance of the plan).

A committee of faculty, staff, and administrators met weekly for more than 20 months to develop DCC's 2015-2025 QEP, entitled AGENTS, which stands for Academic Goals:

Engaging, Navigating, and Training for Success. In short, the AGENTS QEP identifies academic advising as a focal means of enhancing the learning outcomes for DCC students.

Ultimately, learning outcome successes are increased through the completion of two goals:

- (1) students will complete a personal education plan to help navigate their academic career and
- (2) students will become engaged with college resources if they encounter obstacles to achieving their academic goals.

Completion of a personal education plan, housed in an online repository accessible by both the student and institutional agents of the college, is essential for the timely attainment of academic goals.

This plan will be reviewed by institutional agents acting as academic advisors, ensuring that the student's goals match his/her overall personalized education plan. As the student progresses, this plan becomes a living document that can be revised and updated based on circumstances unique to the individual. Additionally, early intervention software used by institutional agents will help identify students in academic distress and connect those students to college resources designed to engage them and improve learning outcomes. By learning how to set realistic goals, creating a map to navigate toward the goals, and engaging with useful resources to support the goals, students will be trained to succeed in any endeavor.

R

Registration Form--Registration is held prior to the beginning of each semester or term. Specific registration dates are listed in the Academic Calendar. The dates also are posted in each building on campus.

In addition to on-line registration and on-campus registration, off-campus registration is conducted at various sites in Halifax and Pittsylvania Counties. For specific times and dates, consult the Academic Calendar, or call the Admissions Office at (434) 797.2222 or (434)797.8467.

S

SAILS--SAILS is an early intervention and student tracking system that makes it possible for DCC to take a more holistic approach to student success rather than concentrating solely on those students with classic at-risk characteristics at admission. This system began on September 30, 2013. Communication with students through this system is solely via email. Faculty have the ability to initiate flags/kudos regarding student performance using this system.

FLAGS

1. Never Attended
2. Attendance Concern
3. In Danger of Failing
4. Low Quiz/Test Scores
5. Class Assignment Concern

KUDOS

1. Showing improvement
2. Keep up the good work
3. Outstanding Academic Performance

6. Low Participation
7. General Concern (**GENERAL CONCERNS DO NOT GO TO THE STUDENT**)

Satisfactory Academic Progress (SAP)--DCC Satisfactory Academic Progress (SAP) Policy
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. Progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). 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 15 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. The policy will become effective with the fall 2015 semester, which means that it will first be applied when fall 2015 grades are posted in December 2015.

I. STUDENT FINANCIAL AID STATUS

- A. Financial Aid Good Standing (GS) – Students who are meeting all aspects of the satisfactory academic progress policy or successfully following a designated academic progress plan.
- B. Financial Aid Warning Status (WS) – Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid suspension. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.
- C. Financial Aid Probation Status (PS) – Students who have successfully appealed financial aid suspension are placed in Probation Status (PS). Students in Probation Status (PS) are eligible to receive financial aid for one (1) semester, after which they MUST be in Good Standing (GS) or meeting the requirements of an academic progress plan that was pre-approved by the College Financial Aid Office. (See “IV. Appeals” for additional information.)
- D. Financial Aid Suspension Status (SS) – Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their pre-approved academic progress plan, will be placed in Suspension Status (SS). Students in Suspension Status (SS) are not eligible to receive financial aid.
- E. Academic Suspension (AS) – Academic requirements for avoiding warning status and staying in school differ from financial aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; financial aid status will be noted on financial aid pages in SIS. Any student suspended from the College for academic or behavioral reasons is automatically ineligible for financial aid.

II. EVALUATING PROGRESS

Quantitative Standards or Pace of Completion

Completion Rate (67% Rule): Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at the College (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the College. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned.

Note: Federal-student loan borrowers must meet satisfactory academic progress requirements at the point of loan certification and again prior to the disbursement of any loan proceeds.

- B. Maximum Hours (150% Rule):** In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental and ESL course work are excluded in this calculation. Attempted credits from all enrollment periods at the College plus all accepted transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence. **Absolute Maximum Total Credits Allowed:** When a student has attempted the equivalent of 135 semester credit hours, student's financial aid eligibility ends and the student is not eligible to appeal for an increase to their maximum timeframe.
- B. 1. Transfer Students:** Credits officially accepted in transfer will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility.
- B.2. Second Degree Students:** Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted.
- C. ESL and Developmental Studies:** Students may receive financial aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met.

Additional Considerations for Quantitative or Pace of Completion Standards

- Withdrawals (W grades) that are recorded on the student's permanent academic transcript will be included as credits attempted and will have an adverse effect on the student's ability to meet the requirements of the completion rate for financial aid.
- Incomplete Grades: Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.
- Repeated courses enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed but repeating courses adversely affects the student's ability to meet

completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

Qualitative Standards

Cumulative GPA Requirements (GPA Rule): In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are excluded. *In order to graduate, a minimum cumulative grade point average of 2.0 is required.*

Total Number of Credits Attempted	GPA Requirement
1-15	1.5
16-30	1.75
31+	2.0

III. REGAINING ELIGIBILITY FOR FINANCIAL AID

Students who do not meet the credit progression requirements (Quantitative or Pace of Completion) and/or cumulative grade point average requirements (Qualitative) 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.

Unless extenuating circumstances exist and an appeal is granted (see "IV. Appeals" for additional information), a student in financial aid suspension should expect to continue classes at his or her own expense until satisfactory academic progress requirements are again met.

Students who fail to meet these Satisfactory Academic Progress Standards and who choose to enroll without benefit of student financial aid may request a review of their academic records after any term in which they are enrolled without the receipt of financial aid to determine whether they have again met satisfactory academic progress standards. If the standards are met, eligibility is regained for subsequent terms of enrollment in the academic year. Students should contact the Financial Aid Office for assistance in appealing any element of this policy or to determine how to regain eligibility for financial aid.

IV. APPEALS

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. Appeals are encouraged if:

- Extenuating circumstances exist (i.e., student's serious illness or accident; death, accident or serious illness in the immediate family; other mitigating circumstances), or
- The student has successfully completed one degree and is attempting another.

Students appealing a suspension must:

- Complete the College's SAP Appeal Form in entirety,
- Attach documentation in support of the appeal, including an advisor statement

- showing remaining credits to graduation for 150% appeals, and
- Submit all items to the College Financial Aid Office.

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.

SmarThinking--Smarthinking is an online tutoring service that Danville Community College offers for free to its students. Smarthinking provides tutoring in a variety of subjects, many of which are available 24/7.

For additional information click here

See <http://www.dcc.vccs.edu/lrc/tutoring/Smarthinking.htm>

Strategic Plan— In order to fulfill its purpose, Danville Community College seeks to enable and encourage students to: investigate career choices that are compatible with their abilities and interests; apply critical thinking and decision-making skills; demonstrate competence and achievement in their chosen fields of study; apply knowledge and skills learned in the classroom to actual situations; apply principles of personal and interpersonal skills; prepare for entry into subsequent educational programs and/or into chosen career fields; expand workforce skills; and master essential skills in reading, writing, computation, oral communications, and computer literacy.

The College recognizes that certain values need to be assimilated by students. These values include a framework of ethics, and appreciation of democratic institutions, knowledge of world cultures and international affairs, recognition of the impact of science and technology on society, and a commitment to lifelong learning. The following General Education Objectives apply to all certificate, diploma, and degree programs offered by the College.

To see the full Strategic Plan, please click here

See <http://www.dcc.vccs.edu/IR/ResearchFiles/strategicplan.pdf>

Student Course Load--The normal course load during a regular semester at Danville Community College is 15-18 semester hours (*not including SDV 100*). A student wishing to enroll in 19 or 20 semester hours (*not including SDV 100*) must have a 3.0 grade point average or higher and the approval of his/her division dean. Under exceptional circumstances, a student may be allowed to enroll in more than 20 semester hours provided a request is made

in writing to the Vice President of Academic and Student Services and supported by written statements from the student's advisor and division dean.

During the summer session, a student is restricted to two regular courses each summer session or 12-14 semester hours for the entire summer session. Students wishing to enroll in 15 semester hours must have a 3.0 grade point average or higher and/or the approval of the appropriate division dean. Under exceptional circumstances, a student may be allowed to enroll in more than 15 semester hours provided a request is made in writing to the Vice President of Academic and Student Services and supported by written statements from the student's advisor and division dean.

Student Email—See

<http://www.dcc.vccs.edu/studentservices/admissions/how%20to%20use%20sis%20email%20and%20blackboard%20updated.pdf>

Student Grievances—

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.

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 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, 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 interests of the college.

State Council of Higher Education for Virginia (SCHEV)

As a last resort, if a student has exhausted the avenues provided by the DCC and the complaint has not been resolved internally, the student can submit a "Student Complaint Form" to the State Council of Higher Education for Virginia (SCHEV). Upon receiving a completed form and determining that the student has followed all of the above procedures, SCHEV will open an investigation if the matter being disputed falls within its authority. If preliminary findings indicate a violation of SCHEV regulations by the institution, SCHEV shall attempt to resolve the complaint through mediation. All parties will be notified in writing of the outcome of the investigation.

Student IDs--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 Parking Pass--Parking Decals are required for on-campus parking and are available at the Information/Switchboard Area in the WYATT BUILDING.

- To be eligible for a parking decal, STUDENTS MUST SHOW THAT THEY HAVE PAID THEIR TUITION AND FEES BY PRESENTING THEIR RECEIPT OR STUDY LIST.
- Parking decals MUST be displayed on your vehicle on the left side of the back bumper OR the lower left side of the back glass—THE NUMBER MUST BE VISIBLE.
- PARKING FOR STUDENTS WITH DISABILITIES ... Parking spaces for individuals with disabilities have been designated on the campus and are to be used ONLY by disabled students and visitors. In order to secure permission to park in these spaces, you must obtain a special DCC PARKING DECAL from the office of the Vice President of Academic and Student Services, Room 211 of the Wyatt Building.
- CAREFUL — OBEY CAMPUS TRAFFIC REGULATIONS! Student parking on campus is permitted in all spaces MARKED IN WHITE. All spaces marked in BLUE are restricted for persons with disabilities, and spaces marked in YELLOW are restricted for faculty and staff. Students are advised to plan their travel time in such a way that if authorized spaces are not available, they will have time to park on the street and walk to class. Students parking in restricted areas MAY HAVE THEIR VEHICLES TOWED! The speed limit on campus is 20 MILES PER HOUR unless otherwise posted.

Supplemental Instruction--Supplemental Instruction (SI) is an academic assistance program that uses peer-assisted study sessions. SI sessions are regularly-scheduled, informal review sessions in which students compare notes, discuss readings, develop organizational tools, and predict test items. Students learn how to integrate course content and study skills while working together. The sessions are facilitated by "SI leaders," students who have previously done well in the course and who attend all class lectures, take notes, and act as model students.

Purpose:

1. To increase retention within targeted historically difficult courses
2. To improve student grades in targeted historically difficult courses
3. To increase the graduation rates of students

SI is a "free service" offered to all students in a targeted course. SI is a non-remedial approach to learning as the program targets high-risk courses rather than high-risk students. All students are encouraged to attend SI sessions, as it is a voluntary program. Students with varying

levels of academic preparedness and diverse ethnicities participate. There is no remedial stigma attached to SI since the program targets high-risk courses rather than high-risk students.

For more information call the DCC Tutoring Center at (434) 797-6432.

Third Enrollment Request--A student is normally limited to two enrollments in the same credit course. If special circumstances warrant consideration of a third enrollment, the student must submit the appropriate Third Enrollment Form to the Admissions Committee. Please note all requests for third (3rd) enrollments into classes must be “submitted and acted upon” before the first day of classes for the term of enrollment. After reviewing the request, the Committee will notify the student in writing of the decision.

Click here for the Third Enrollment Request Form

Transfer Transcript Evaluation--Admission by Transfer: If you are requesting transfer from another college, you should

1. Submit official transcript(s) of all previous college work.
2. Submit official high school transcript(s) if awarded within the past ten (10) years.

Upon acceptance, you will meet with a counselor and/or an appropriate academic division dean who will outline for you which previously taken courses, fit the program of study in which you are enrolling. Generally, no credit will be given for courses with grades lower than “C.” You may be advised to repeat courses in order to make satisfactory progress in your curriculum. (Coursework transferred in or accepted for credit must be completed at an institution accredited by a post-secondary regional accrediting commission at the time the coursework was completed.)

Click here for the Transfer Evaluation Request Form

Transcript Request—See “Official Transcript”

Tutoring--The Tutoring Center provides free tutoring for currently enrolled DCC students in a wide range of subject areas. Trained peer and professional tutors are available to tutor specific subject areas and to assist students in developing effective learning strategies. Tutoring is designed to support and enhance your classroom learning. DCC's tutorial services are nationally certified by the College Reading and Learning Association. 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 email dcctutoringcenter@dcc.vccs.edu.

See <http://www.dcc.vccs.edu/lrc/tutoring/tutoringcenter.htm>

V

Veterans--DCC Campus is a “Military Friendly Campus,” and this office 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 will assist veterans in using their earned Veterans benefits through the Department of Veteran Affairs.

See <http://www.dcc.vccs.edu/Veterans/veteransaffairs.htm>

W

Workforce Services Program— DCC Workforce Services serves employees and employers alike, as well as any other citizen who has an interest in increasing his or her technical or workforce skills. We also enthusiastically support economic development efforts in the Southside Virginia region. We offer credit and non-credit programs designed to meet occupational, professional, and personal interests and needs. These activities begin at various times throughout the year and vary in length according to need. Courses are designed to help clients upgrade technical skills, improve employability skills, acquire new skills, and meet educational requirements for job certification. Additional services include custom training programs that can be delivered on the job site to small or large groups of employees, as well as various other business services and outreach programs.

See <http://www.dcc.vccs.edu/Workforce/index.htm#>

APPENDICES

Semester Checklist

Prior 1st Semester

	Attend the New Student Orientation
	Note the tuition payment, FAFSA, and scholarship deadlines.
	Review Program Requirements in the DCC Course Catalog or on the DCC website
	Prepare questions for the meeting with your advisor
	Meet with your advisor to schedule courses

During 1st Semester

	Develop a Personal Education Plan
	Connect with campus resources for support as needed
	Meet with your advisor to schedule 2 nd semester courses and review your Personal Education Plan
	Take the Advising Quiz

Ongoing Semesters

	Review and revise your Personal Education Plan as needed
	Meet regularly with your advisor to schedule courses and review your Personal Education Plan
	Connect with campus resources for support as needed
	Discuss progress toward program completion with your faculty advisor
	Be aware of requirements and deadlines: e.g. program requirements, financial aid cutoff dates, transfer requirements, registration dates, and scholarship opportunities.

Prior to Final Semester

	Schedule mandatory advising appointment with faculty advisor
	Meet with your advisor to schedule courses for final semester and ensure that all program requirements have been met
	Application for graduation
	Core Competency Test
	Check with Transfer Institution to ensure that all Transfer Requirements have been met. Only applies to students that are intending to transfer.

Academic Advising Syllabus

Danville Community College

Advising Mission Statement

The mission of Academic Advising is to support and empower students to take ownership of their educational experience by having students develop and implement educational plans to achieve educational goals.

Advising Information

Your Advisor's Name: _____

Your Advisor's Email: _____

Your Advisor's Phone: _____

Your Advisor's Office: _____

Your Program of Study: _____

Student Learning Outcomes

- Student will know the name, location, and contact information of his or her assigned program advisor.
- Student will be able to accurately interpret diploma, certificate and/or degree requirements in order to make appropriate course selections.
- Student will develop personal education plan for achieving his or her educational goals taking into consideration his or her circumstances, needs, and abilities.
- Student will be aware of the appropriate College resources available to ensure academic success.

Advising Expectations

Expectations for Students	Expectations for Advisors
Know your academic advisor	Foster communication with assigned student advisees
Participate in regular meetings with your advisor to plan academic coursework and/or make necessary adjustments to your personal education plan	Be accessible to students by phone, email, and/ or appointment
Become knowledgeable about college programs, policies, and procedures	Communicate college's curriculum requirements, policies, and procedures with advisees
Clarify personal values and goals	Assist students in the development of a personal education plan with a focus on realistic educational and career goals
Be proactive in the advising process by being prepared for the advising appointment	Be respectful of student diversity
Utilize college resources as necessary to help attain education goals	Refer students to appropriate college resources as needed
Be aware of deadlines: e.g. financial aid cutoff dates, application for graduation and core competency deadlines, transfer requirements, and scholarship opportunities.	Foster communication about important college deadlines with advisees
Accept responsibility for your decisions and actions	Listen and clarify questions and concerns advisees may have about academic decisions
Make progress toward program completion	Assess and document student progress

For information about other college policies and procedures please refer to the links below:

College Catalog: [Click here to access the current DCC College Catalog](#)

Student Handbook: [Click here to access the current DCC text book](#)



Serving Danville • Halifax County • Pittsylvania County

Danville Community College

1008 South Main Street • Danville, Virginia 24541-4004
 434.797.2222 • TTY: 434.797.8542
 Fax: 434.797.8541 • www.dcc.vccs.edu

ADMINISTRATIVE WITHDRAWAL FORM

(This form is for reporting students who have missed a minimum of 25% of attendance in their class or classes.)
 Please send completed form to the Admissions Office.

 Name _____
 Student ID # (EMPLID #)

 Address

 City State Zip Code

Class #	Course Title	Credits	Last Date of Attendance

Students withdrawn before the 60% point in each course will be issued a "W". After that point, a student will be issued an "F".

 Instructor Signature

 Date

Form Effective Fall 2005

Class Schedule		Name:				
Time	Days of Week					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
8:30						
9:00						
9:30						
10:00						
10:30						
11:00						
11:30						
12:00						
12:30						
1:00						
1:30						
2:00						
2:30						

**DANVILLE COMMUNITY COLLEGE
COLLEGE TRANSFER FORM**

Student Name _____ EMPL ID _____ PLAN# _____
Trs Term _____ College Transferred From _____

Transfer Course Taken	Term/Yr Transfer Course was taken	DCC Course #	Credits

Credits awarded in transfer _____
Credits required for plan _____
% accepted in transfer (<75%) _____

COMMENTS _____

Approved by: _____
Date: _____

DATE _____

I request that my degree/diploma/certificate be mailed to me at the address listed below:

ADDRESS:

NAME _____

STUDENT ID # OR SOCIAL SECURITY NUMBER _____

_____ I have a diploma cover (should have received at graduation, if attended)

_____ I do not have a diploma cover



FERPA Consent to Release Educational Records

The Family Education Rights and Privacy Act of 1974 (FERPA) states that a student must authorize in writing the release of her or his educational records to a third party. Please print legibly in ink when completing this form.

Student Name: _____

Student ID: _____ Date of Birth: _____

Person(s) to whom you authorize the release of your records: _____

You can list multiple people. You must provide each authorized person listed with the password you choose below. *If they are unable to provide the password, your records cannot be released.*

Password: _____

You are responsible for the security of this password. Protect it from unauthorized parties.

I authorize the release of educational records in the following areas (check all that apply):

- Academic Records
- Financial Aid
- Student Accounts

Select the duration for which you authorize the release of your educational records. *Granting access to the parties listed does not preclude you from revoking access to any of the parties or record types above, if done so in writing.*

- Grant continuous access for the duration of my academic career
- I do not wish to grant continuous access. Access should end on ____/____/____.
Month Day Year

I realize that if I choose to limit access no information will be shared with the people listed above after the date I select. Access can only be reinstated by completing a subsequent *FERPA Consent to Release Educational Records* form.

Student Signature: _____ Date: _____

Form must be submitted in person at the office below, along with a picture ID. **Otherwise a Notary signature is required.**

I am not submitting my form in person. My notary verification is below.

Notary: _____ Commission Exp: _____

Return Completed Form to:
Danville Community College
Admissions and Records Office
1008 South Main Street
Danville, VA 24541

Office Use Only

Effective: 10/2015

Person who entered authorization into SIS: _____ Date entered: _____

Grade CHANGE REQUEST

NAME _____

COURSE # _____

EMPLID # _____

COURSE NAME _____

OLD GRADE _____

PLAN/CURRICULUM _____

NEW GRADE _____

TERM CLASS WAS TAKEN _____

REASON FOR CHANGE _____

INSTRUCTOR'S SIGNATURE _____

DIVISION DEAN'S SIGNATURE _____

**Danville Community College
GRADUATION APPLICATION**

A separate application is required for each degree, diploma, certificate, or career studies award.

STUDENT Must Complete the Following:

Please PRINT your name legibly as it should appear on your diploma.

First Name _____ Middle _____ Last Name _____ Suffix _____

EMPL ID /SSN (required) _____ Telephone Number _____

Street Address _____ City _____ State _____ Zip Code _____

Degree: AS Certificate
 AAS Career Studies
 AA&S
 Diploma

Plan (Curriculum) _____ Plan Code (office use only) _____

Specialization _____

Graduation Term: Fall 20____ Spring 20____ Summer 20____

I fully understand, and expect to meet all graduation requirements as outlined in the College Catalog (including Core Competency test for Associate Degree recipients only) by the end of the above stated graduation term.

I give my permission to Danville Community College to assess my files to collect research information and understand that all information will be kept confidential.

STUDENT SIGNATURE: _____ Date: _____

The above-named candidate has completed the course prerequisite for this term, and is currently registering for the proper courses to fulfill the necessary requirements for graduation, with the degree, diploma, or certificate indicated. **After signing, please return to the appropriate division office.**

ACADEMIC ADVISOR/DIVISION DEAN SIGNATURE: _____ Date: _____

Office Use Only **Office Use Only** **Office Use Only**

Application has been entered in: _____	Student Group..... <input type="checkbox"/>	Cum. GPA _____	Cum Laude <input type="checkbox"/>
Initials: _____	PeopleSoft..... <input type="checkbox"/>	Plan GPA _____	Magna Cum Laude <input type="checkbox"/>
	Graduation Program..... <input type="checkbox"/>		Summa Cum Laude <input type="checkbox"/>
	Graduation Letter..... <input type="checkbox"/>		

Core Competency Test: _____

INCOMPLETE GRADE FORM

Student's EMPLID: _____
Name of Student _____

<u>Course No.</u>	<u>Name Of Course</u>	<u>Section No.</u>	<u>Credit Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for giving grade of "Incomplete":

Student's average on work completed: _____

Relative weight of work to be completed: _____ Percent

WORK TO BE COMPLETED:

IF WORK IS NOT COMPLETED BY _____, the grade will be _____.
(Date)

Signature of Instructor: _____

Signature of Student: _____

Signature of Division Dean: _____

1. This form must accompany each "Incomplete" grade given.
2. Get signature of Division Dean.
3. This form will remain in the Registrar's office until a change of grade form has been received from the instructor.

Mitigating Circumstances Form

Satisfactory Progress Statement:

After the ninth week of the semester (or sixty percent of Summer Session or special session courses), a "W" can be assigned only if mitigating circumstances exist AND the student is passing the course. The curricula division dean signs the form for students in his/her area; counselors sign forms for non-curricular students. Indicate 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 space beside grade.

Student's Name EMPLID ID Mitigating Dean/Counselor Date
Signature

Course	Put "W" here if passing	Put "F" here if not passing	Faculty Signature	Last Date of Attendance

CHECK REASONS:

- ____ 1. Personal illness
- ____ 2. Illness or death in the family
- ____ 3. Geographic transfer or a change in the hours or the conditions of employment
- ____ 4. Financial emergency of the student
- ____ 5. Active duty military service, including active duty for training
- ____ 6. Other (Please explain) _____

Plan of Action: Student Response to SAILS Flag

Dear _____:

The following SAILS Flag has been raised by your instructor concerning your performance in the following course:

Assignment Concern Attendance Concern In Danger of Failing Low Participation Low Quiz/Test Scores

Course	Instructor	Date
--------	------------	------

DCC is committed to your academic progress, and we want to assist you in finding resources that can help you achieve success.

Please use this form to create a unique plan of action for success that you think will work best for you, given your needs and your current situation. You are encouraged to meet with an institutional agent to develop your plan. Institutional agents include instructors, advisors, and/or counselors.

After completing this form, return it to the instructor who raised the SAILS Flag to inform them of your plan and to ensure the plans validity for the course.

PLAN OF ACTION FOR ACADEMIC STRUGGLES:

If you are struggling with course material, your plan should address those issues. Keep the academic resources that are provided free of charge at DCC in mind as you develop this plan. Resources include the Tutoring Center, the Math Lab for Developmental Math, Supplemental Instruction, Smarthinking Online Tutoring).

PLAN OF ACTION FOR NONACADEMIC ISSUES:

If your struggles are more associated with nonacademic issues, your plan should address those issues. Perhaps work or family responsibilities are conflicting with academic responsibilities and adjustments have to be made.

Student's signature: _____ Date: _____

Instructor's signature: _____ Date: _____

Follow-up Questions about Plan of Action

(To be completed at semester's end.)

The following items should be completed by the student.
Place an "X" inside the box for the option you select.

As to the Plan of Action you developed earlier in the semester, how well did you follow your plan?

- I completely followed my Plan of Action
- I mostly followed my Plan of Action
- I somewhat followed my Plan of Action
- I did not follow my Plan of Action

If you *somewhat, mostly, or completely* followed your Plan of Action, to what extent do you believe it helped you in this course?

- My Plan of Action was very helpful to me in this course
- My Plan of Action was somewhat helpful to me in this course
- My Plan of Action was of little or no help to me in this course
- I did not follow my Plan of Action

Which particular part of your plan did you find most helpful?

- _____ was most helpful.
- I did not follow my Plan of Action

The following items should be completed by the instructor.
Place an "X" inside the box for the option you select.

As the instructor, how satisfied were you with the student response to the SAILS Flag?

- I am completely satisfied
- I am mostly satisfied
- I am somewhat satisfied
- I am not satisfied

Comments: _____

Return completed form to instructor for review.

DANVILLE COMMUNITY COLLEGE
CREDIT MAIL-IN REGISTRATION FORM

REGISTRATION: Interested persons may register for classes by reporting to the ADMISSIONS OFFICE located in the Wyatt Building (1008 South Main Street) on the DCC Campus or by mail. Registration must be completed prior to class time. *To register by mail*, you MUST be currently enrolled or have an application on file in the Admissions Office. (If you are a new student or have not attended DCC since 1998, please contact the ADMISSIONS OFFICE at (434) 797-8467 to request an Application for Admission Form or download the DCC Application for Admissions from the Web). The registration form below may be used for mail registration. For MICROCOMPUTER and short-session courses, the mail registration deadline is five (5) days before the first class meeting. *Please note registrations are taken on a first-come, first-serve paying basis.*

REFUNDS: Refunds are made for withdrawals/cancellations requested before the first class meeting. Please contact the College concerning deadline dates for refunds in each class.

DCC CREDIT REGISTRATION FORM

PRELIMINARY CREDIT REGISTRATION FORM

Application Required
for all new students

Returning Student []

RETURN TO: Business Office
Danville Community College
1008 South Main Street
Danville, VA 24541

Date Last at DCC

NAME _____
Last First Middle

TUITION MUST ACCOMPANY
THIS FORM

ADDRESS _____
Route/Street

TELEPHONE NUMBER(S):

(Home)

City Street Zip

(Work)

EMPLID/SOCIAL SECURITY # _____

Semester: _____

Course	Number	Section	CourseTitle	Credits
Name of Curriculum			Non-Curriculum Classification	Total Credits

(Mail with Applicable Tuition Fee)

Note: Registration Form may be duplicated as needed.



DCC PEER TUTORING PROGRAM

Danville Community College, 1008 South Main Street, Danville, VA 24541 Phone (434)797-6432

APPLICATION FOR PEER TUTORING

Circle Semester: Fall Spring Summer Year: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

*Phone Numbers: Home: _____ Cell _____

*email address: _____ *Student ID: _____

Subject(s) in which you desire tutoring:

Class	Class Number	Instructor	Class Day(s) & Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Is this the first time you are taking this course(s)? If no explain: _____

Is there a particular area you need help? (ex. fractions, order of operations, research, verb use, commas, document format) _____

What do you think your grade is at this point? (circle one) A B C D F S U Don't Know

Have you had a tutor in the LAC before? NO _____ YES _____ When _____

How did you find out about the Peer Tutoring Program? SDV 100 _____ Orientation _____

Student _____ DCC News _____ Instructor _____ Counselor _____ Other _____

Circle all the times you could come to tutoring and *preferred times

Mon	Tues	Wed	Thus	Fri
8-9	8-9	8-9	8-9	8-9
9-10	9-10	9-10	9-10	9-10
10-11	10-11	10-11	10-11	10-11
11-12	11-12	11-12	11-12	11-12
12-1	12-1	12-1	12-1	
1-2	1-2	1-2	1-2	
2-3	2-3	2-3	2-3	
3-4	3-4	3-4	3-4	
4-5	4-5	4-5	4-5	
5-6	5-6	5-6	5-6	
6-7	6-7	6-7	6-7	
7-8	7-8	7-8	7-8	

Please Read and Sign Back

TUTORIAL SERVICE POLICIES FOR TUTEES

I understand that as a tutee, I have the responsibility to:

1. **Be present and on time for all tutoring sessions.** If you cannot attend, will be late, or no longer need tutoring, please notify us by:
 - A. Informing your tutor in advance, or
 - B. Calling: (434)797-6432

Attendance policy: Two absences without notice or three absences overall constitute voluntary withdrawal from the Tutorial Service. Any tutee that arrives ten minutes after the appointment time is considered late. Two late arrivals constitute one absence.

*Note: Attendance policies will be strictly enforced.

2. Come prepared; bring your completed homework, topic for papers, and questions to your tutoring session. Tutors **will not** do tutees' assignments under any circumstances.
3. Class attendance is required. Tutoring sessions are not substitutes for your classes.
4. Cell Phones **must** be off or put on vibrate. Food and drinks are not permitted in the LAC or Library.
5. Any complaints or problems concerning the Tutorial Service should be brought to the attention of the tutor coordinator. In addition, tutors and tutees have the right to request a change of assignment. These requests may not always be granted due to lack of available time slots.

I understand and agree to all of the above:

Signed: _____ Date: _____

NOTE: The time of year and tutor availability may make finding a tutor difficult for some subject areas. The Tutoring Center will make every attempt to find a tutor in a timely manner and does not guarantee a tutor will be assigned.

The following questions are for statistical information only:

Gender: Male / Female Ethnic Background: _____

What is your major or program of study? (ex. AST, IT Track I, Liberal Arts, ADJ, Welding, Printing, First year Studies)

Are you a member of a household with someone who was directly employed in or who received income from a tobacco-related occupation during 1998 as verified by the 1040 Federal Tax Return or the Tobacco Indemnification Settlement payment letter? Or have you received assistance from the Tobacco Financial Assistance Program? Yes _____ No _____

Are you funded by the Trade Act? Yes _____ No _____

Are you a client of Workforce Investment Act and/or receiving funding through the WIA? Yes _____ No _____

Are you a first generation college student (Your parents did not go to college)? Yes _____ No _____

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.



Danville Community College

Serving Danville • Halifax County • Pittsylvania County

1008 South Main Street • Danville, Virginia 24541-4004
434.797.2222 • TTY: 434.797.8542
Fax: 434.797.8514 • www.dcc.vccs.edu

REQUEST TO BE EXCUSED FROM COMMENCEMENT

Please return this completed form to the **Office of The Vice President of Academic and Student Services
Wyatt Building, Room 211, (434) 797-8410 or fax to (434) 797-8514.

Last Name First Name M. Initial SSN or Student ID#

Street Address City State Zip Code

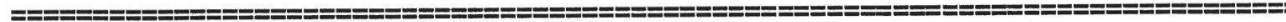
Daytime Phone Number Term of Graduation Name of Program Area

Please briefly explain your reason for being unable to attend commencement:

Select one option below:

- A. _____ I will pick up my diploma in the Office of Admissions and Records.
(Available on or after May 20 for Fall/Spring graduates; on or after August 10 for Summer graduates)
- B. _____ Please mail my diploma to the address above.
(Notify the Admissions Office if your address changes after you have completed this form.)

Student's Signature Date



This request is: _____Approved

Signature of the Vice President of Academic and Student Services Date

Danville Community College

STUDENT OVERLOAD APPROVAL

TO: Dr. Debra Holley
Vice President of Instruction and Student Development

The following student has approval to register for the credits listed below:

Student's Name	Student EMPLID
Number of Credits Approved	Semester and Year
	Signature
	Date

Comments:

DANVILLE COMMUNITY COLLEGE

Student Tuition Assistance for Senior Citizens • Guidelines for Eligibility

Senior Citizens Higher Education Act of 1974 as amended 1976, 1977, 1982, 1988, 1999, 2002 and 2003

NOTE: Students must deliver this form to the Business Office.

Student's Information (PLEASE PRINT):

Form with fields for Last Name, First Name, Middle, SIS ID, Date of Birth, Street Address, City, State, Zip, Telephone Numbers (Home, Business).

GUIDELINES FOR ELIGIBILITY - To be eligible for free tuition and fees for credit courses including audits, a person must meet the following criteria:

- 1. Be 60 years of age or older.
2. Be domiciled in Virginia for a minimum of a one-year period prior to the beginning of classes...
3. Be admitted to the College as a student.
4. Be admitted to a course(s) after tuition paying students have been accommodated
5. Senior citizens eligible for free tuition and fees for credit/non-credit courses and/or audits shall pay no tuition and fees except fees established for the purpose of paying for course materials (e.g., laboratory fees).

CREDIT COURSES - A person must meet the criteria listed in Guidelines for Eligibility above, as well as: had a taxable income not exceeding \$23,850 for Virginia income tax purposes for the year preceding the year in which enrollment is sought. Enrollment will be limited to three (3) courses only per semester. Students must register on the first day of classes.

Form with three fields for listing credit courses.

I hereby certify that I qualify for free tuition for credit courses under the Senior Citizens Higher Education Act of 1974, as amended.

Form with fields for Applicant's Signature and Date.

NON-CREDIT / AUDIT COURSES - A person must meet the criteria listed in Guidelines for Eligibility above. In order to audit a course, it is the student's responsibility to obtain permission to audit from the appropriate dean. Enrollment will be limited to three (3) courses only per semester. Students must register on the first day of classes.

Form with three fields for listing non-credit/audit courses.

I hereby certify that I qualify for free tuition for non-credit courses or audit of credit courses under the Senior Citizens Higher Education Act of 1974, as amended.

Form with fields for Applicant's Signature and Date.



Serving Danville • Halifax County • Pittsylvania County

Danville Community College

1008 South Main Street • Danville, Virginia 24541-4004
434.797.2222 • TTY: 434.797.8542
Fax: 434.797.8451 • www.dcc.vccs.edu

THIRD ENROLLMENT REQUEST FORM

Student: Please use this form to request permission to take a course (s) more than twice. Complete the top section through the course information. Please bring the form to the Admissions Office so that the Admissions Committee can meet to review the request. All requests for third (3rd) enrollments into classes must be "submitted and acted upon" prior to the first day of classes for the term of enrollment.

Student Name: _____ Student ID#: _____

Street Address: _____

City, State and Zip Code _____

Semester ____ Fall ____ Spring ____ Summer Year: _____

Course requested for repeat:

Class Number (i.e. 40654)	Course Prefix (i.e. HIS 101)	Section No. (i.e. 02)	Course Title (i.e. History of Western Civ.)

Reason For Request:

OFFICE USE ONLY:

____ Approved ____ Not Approved

Reason for approval, or relevant notes if not approved:

Committee signature and date:

(rev.7/2014)

Request for Official DCC Transcripts
(Please Type or Print Legibly)

Danville Community College
Admissions Office
1008 South Main Street
Danville, VA 24541
Phone: (434) 797-8490 Fax: (434) 797-8451

Full Name _____ SSN and/or Emplid # _____

Previous Name(s) _____

Current Address _____

Phone Number _____ Birthdate _____

Dates of attendance *(If you attended before 1984)* _____

Please check all that apply:

- Mail transcript now
- Mail transcript after final grades for current semester are posted

Provide complete address where transcripts are to be mailed (please use additional sheet(s) if needed):

1. _____

Number of copies to above address _____

2. _____

Number of copies to above address _____

3. _____

Number of copies to above address _____

Signature _____ Date _____

