BECOME A KNIGHT

New Student Guide

Spring 2020

GET READY

Apply to DCC

Apply for Financial Aid

GET SET

Submit your high school or previous college transcript for review

Take the Virginia Placement Test (VPT) if needed

GO!

GO to DCC ROCKS (Registration Orientation Computer Knowledge and Support)

Choose a DCC ROCKS event at danville.edu/DCCROCKS

Want more details? See page 8.

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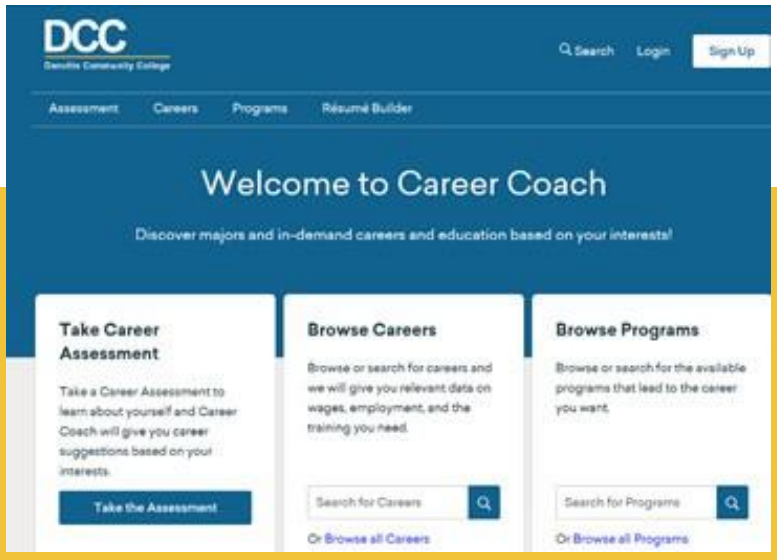
CAMPUS MAP ..... BACK COVER

Need help picking a program of study?

Visit **danville.edu/careercoach** for free assistance with career planning, résumé building, and matching your professional objectives with the right program at DCC!



Take a free career assessment using DCC's online career coach at **danville.edu/careercoach**!

STAY CONNECTED TO DCC

Get the latest DCC info by visiting our website and social media accounts!

FOLLOW @DCCPR | WWW.DANVILLE.EDU

DCC ALERT

Sign up for free alerts about:

- Campus Closings
- Emergency Events
- Other Urgent Notifications

Sign up for free: danville.edu/alert

SCAN THIS CODE TO SIGN UP FOR DCC ALERT

Your wireless carrier may charge you a fee to receive messages on your wireless device.

Knightly News

AT DANVILLE COMMUNITY COLLEGE

View DCC's bi-monthly newsletter at **danville.edu/kn**. You can sign up to receive the newsletter delivered to your email for free by texting **KNIGHTLYNEWS** to **22828**.

STUDENT HANDBOOK

When you attend DCC ROCKS, you will receive your copy of the DCC Student Handbook. It includes:

- Campus Policies
- ADA Support Services
- Castle Café Information
- Veteran Support
- and more!

PROGRAMS OF STUDY (ALPHABETICAL BY CREDENTIAL TYPE)

Associate of Arts & Sciences
Business Administration
Liberal Arts
Liberal Arts – Humanities Specialization
Liberal Arts – Social Science Specialization
Science
Science – Computer Science Specialization

Associate of Science
Engineering

Associate of Applied Science
Administration of Justice – Law Enforcement Specialization
Administrative Support Technology:
- General Office Specialization
- Medical Office Administration Specialization
- Medical Office Coding Specialization
Automation & Robotics Technical Studies*
Business Management:
- Automotive Management Specialization
- Graphic Imaging Specialization
- Management Specialization
- Project Management Specialization
Cyber & Network Security*
Dental Hygiene
Early Childhood Education
Health Science – Practical Nursing Specialization
Industrial Technician – Electrical Technical Studies
Industrial Technician – Mechanical Technical Studies
Information Systems Technology:
- Gaming & Mobile Application Design Specialization
- Software Development Specialization
Information Systems Technology Network Engineer
Integrated Machining Technology
Marketing:
- Electronic Commerce Specialization
- Marketing Specialization
- Warehousing & Distribution Specialization
Medical Laboratory Technology
Nursing
Respiratory Therapy
Venture Creation & Management ("Build Your Business") Technical Studies

Diplomas
Air Conditioning & Refrigeration
Automotive Analysis & Repair
Electrical/Electronics Engineering Technology
Electrical/Electronics Equipment Servicing
Electrical Utilities & Substation Technician*
Graphic Imaging Technology
Precision Machining Technology
Welding

Certificates
Air Conditioning & Refrigeration Servicing
Cybercrime Investigation
Cyber Security
General Education
Industrial Electrical Principles
Industrial Electronic Principles
Law Enforcement
Maintenance Mechanics
Office Information Processing
Welding Technology

Career Studies Certificates
Advanced Database Development
Basic Dental Assisting
Basic Welding
CNC Flow Cell Machining
Commercial Art
Cosmetology
Cyber Security Technician
Desktop Applications
Digital Art & Design
Digital Imaging & Photography
Dimensional Inspection
Early Childhood Development
Electrical Concepts
Electronic Concepts
Emergency Medical Technician
General Office Studies
Graphic Communications
Information Systems Data Analyst
Information Systems Management
Information Systems Technician
Information Technology Support Specialist
Logistics Management
Machining Skills
Manufacturing Technician
Medical Coding
Medical Office Studies
Metals Processing
Mobile Application Development
Network Technology
Network Virtualization Technologies
Networking Technology Fundamentals
Networking with CISCO/CCNA
Nurse Aide Extended Care
Pharmacy Technician
Phlebotomy
Printing Technology
Project Management
Small Business Management
Small Unmanned Aircraft Systems (sUAS)
Software Development
Website Design
Website Programming

**Pending approval*

COLLEGE TRANSFER

Transferring to a four-year institution to complete your bachelor's degree should be a pleasant experience. Smooth transitions require planning. Contact **434-797-6422** in the beginning of your first semester at DCC to ensure you are on the right track to transfer to a four-year institution!

Guaranteed Admissions Agreements

Students who graduate from DCC with an Associate of Arts and Science (AA&S) Degree and a minimum GPA may obtain GUARANTEED admission to more than 30 of the Commonwealth's colleges and universities. Visit **danville.edu/transfer** for more information.

Transfer Degrees

- Business Administration
- Engineering
- Liberal Arts – Associate in Arts & Science
- Liberal Arts – Humanities Specialization
- Liberal Arts – Social Science Specialization
- Science
- Science – Computer Science Specialization

ONLINE PROGRAMS

Picture this: Convenience and affordability at your fingertips. DCC offers a number of online and hybrid (partly online and partly in-classroom) programs. Like traditional students, online students have access to campus learning resources and student support services like tutoring, testing, and the library, to help you succeed no matter where you study!

SHORT-TERM ONLINE PROGRAMS

- Cybercrime Investigation Certificate
- Cyber Security Certificate
- Logistics Management Career Studies Certificate*
- Networking with Cisco/CCNA Career Studies Certificate
- Project Management Career Studies Certificate*
- Software Development Career Studies Certificate

ONLINE ASSOCIATE DEGREE PROGRAMS

- Administration of Justice
- Information Systems Technology - Gaming & Mobile Application Development
- Liberal Arts/Transfer

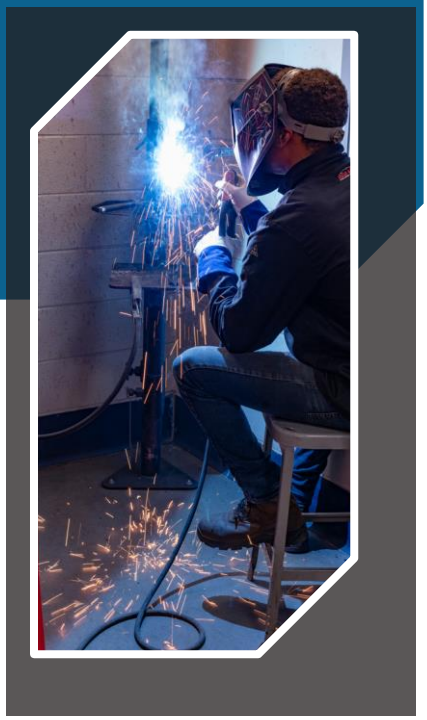
*Denotes a self-paced program

FastForward
CREDENTIALS FOR A CAREER THAT MATTERS

The Skills You Need for the Career You Want

If you've been looking to start a meaningful career, or to advance in your current career, FastForward has programs that fit your budget and your schedule.

- Short-term Training
- Close to home
- 2/3 training cost covered by Virginia
- Financial assistance may be available to cover the remaining 1/3
- Expert instructors
- Hands-on programs



SPRING 2020 COURSES

CDL Truck Driving
January 21 - February 27
Monday - Thursday
7 a.m. - 5 p.m.

Certified Nursing Aide (C.N.A.)
January 13 - March 12
Monday - Thursday
4 - 8 p.m.

Gas Metal Arc Welding (GMAW)
March 2 - April 22
Mondays & Wednesdays
5:30 - 8:30 p.m.

Gas Tungsten Arc Welding (GTAW)
April 27 - May 27
Mon. & Wednesday
5:30 - 8:30 p.m.

Manufacturing Technician 1 (MT1)
March 2 - April 23
Monday - Thursday
5:30 - 9 p.m.

For more information, contact
DCC Workforce Services
434-797-6437
workforce@danville.edu

danville.edu/fastforward

NEW STUDENTS | *GET READY, GET SET, GO!*

GET READY

Apply to DCC.
Go to **danville.edu/apply**!

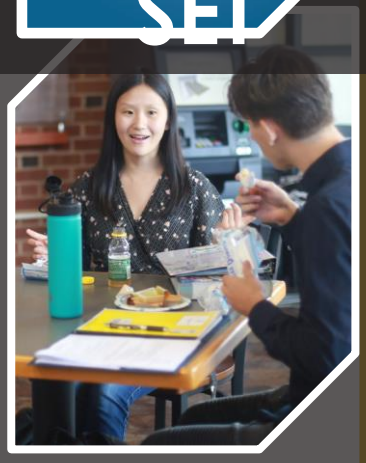
Apply for Financial Aid
Financial aid - Complete a Free Application for Federal Students Aid (FAFSA).

- Apply online at www.fafsa.ed.gov
- The DCC school code is **003758**.
- Contact the Educational Opportunity Center for help completing this application, contact 434-797-8577.
- You must be a high school graduate or have your GED and submit your high school transcript or equivalent showing your graduation/ completion date.

Scholarships – Contact the DCC Educational Foundation at 434-797-8437.

*Veterans Benefits – Visit **danville.edu/veterans***

GET SET



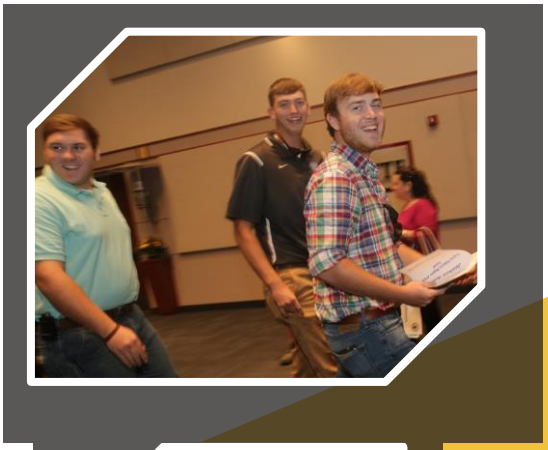
Submit your high school or previous college transcript for review.

- If you have graduated from high school in the last 5 years, you may be able to use your high school transcript, ACT or SAT scores to determine placement (bypass the placement test). Please submit official transcript or score reports to the Admissions Office for review.
- Have you attended another college? If yes, submit your official transcripts to the Admissions Office for review to determine placement (Bypass the placement test).

Take the Virginia Placement Test (VPT) if needed.

- Students not using transcripts for placement, will need to take the Virginia Placement Test (VPT), as basic assessment of Reading, Writing, and Math to see what courses you need to start in.
- Call 434-797-8467 or email admissions@danville.edu to make an appointment to test
- VPT is given Mondays through Thursdays at 9 a.m. or 2 p.m. and Sundays at 1 p.m. in the Learning Resources Center (Library, 1007 Boswell Street, Danville). The VPT

is also given at the Southern Virginia Higher Education Center, call 434-572-5452.



GO!

CURRENT STUDENTS

NAVIGATE

GO to DCC ROCKS (Registration Orientation Computer Knowledge and Support)

All NEW students must attend a DCC ROCKS session

You will receive:

- Program information and class schedules
- Help with DCC's online tools & services (MyDCC workshop)
- Campus tours
- Your DCC Student ID card and parking permit
- Information about paying tuition (see payment information below)

Choose a Spring 2020 DCC ROCKS event at **danville.edu/DCCROCKS**

Date	Time	Location
riday, November 22	8:30 a.m.	Student Center
riday, December 6	8:30 a.m.	Student Center
onday, January 6	8:30 a.m.	Student Center

Register for classes

Make an appointment to meet with your academic advisor.
Make your appointment at danville.edu: Click **MyDCC** and Navigate Student to make an appointment with your advisor. (Tip: You can also get there by typing **danville.edu/MyDCC**)

Pay for your classes

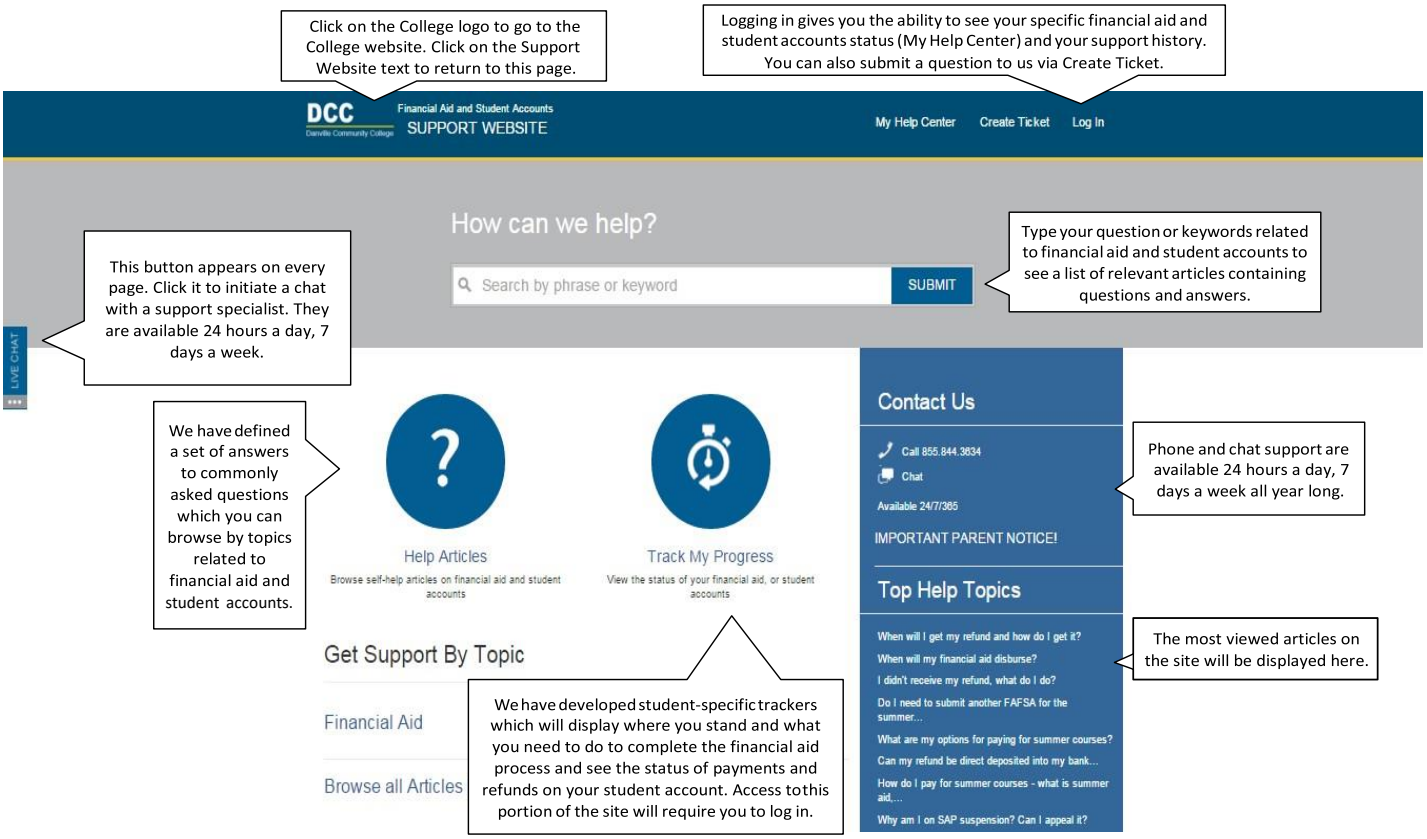
See payment information on page 22.

FINANCIAL AID & STUDENT ACCOUNTS

Have questions about financial aid or your student account? **DCC's Financial Aid & Student Accounts Support Center** is your first stop – available 24/7 to help you! In a student survey, **96% of users** reported that calling the hotline answered their questions, and 90% were satisfied with the experience. *Be prepared to provide your Student ID and Student Email for verification purposes.*

The DCC Financial Aid & Student Accounts Support website has several tools to help you manage your student account and financial aid. You can browse self-help articles, track the status of your financial aid or student account, chat with a member of the Support Team, or create a help ticket.

Start today by visiting **mysupport.danville.edu** or calling **1-855-844-3634**.



SCHOLARSHIPS

Scholarships are available to assist you with paying for college. Learn more and apply at **danville.edu/scholarships**.

DCC Educational Foundation Scholarships

The DCC Educational Foundation (DCCEF) awards approximately 300 scholarships totaling $500,000 annually in financial assistance to eligible DCC students through the generosity of its donors. DCCEF also awards graduation scholarships to eligible students graduating from DCC who are transferring to four-year colleges and universities.

Additional information and applications are available at **danville.edu/DCCEFscholarships**.

ACADEMIC ADVISORS

Why should I contact my academic advisor?

1. To learn about the academic requirements for your program.
2. To develop a personalized education plan to graduation.
3. To get help selecting the correct courses each semester.

Associate of Arts and Science Degree (College Transfer – AA&S)
Associate of Science Degree (College Transfer – AS) • Associate of Applied Science Degree (AAS)
Diploma (DIPL) • Certificate (CERT) • Career Studies Certificate (CSC)

Administration of Justice - Law Enforcement Specialization	AAS	Vickie Taylor	vickie.taylor@danville.edu
Administrative Support Technology - Medical Office Administration Specialization	AAS	Richie Robertson	richie.robertson@danville.edu
Advanced Database Development	CSC	Paul Fox	paul.fox@danville.edu
Air Conditioning and Refrigeration Fundamentals	CSC	Jimmie Tickle	jimmie.tickle@danville.edu
Automotive Analysis and Repair	DIPL	Clarence Anthony Jr. William Roche Jr.	ed.anthony@danville.edu bill.roche@danville.edu
Basic Welding	CSC	John Hardy	herb.hardy@danville.edu

ACADEMIC ADVISORS (continued)

Business Management - Automotive Management Specialization	AAS	David Bonebright	david.bonebright@danville.edu
Business Management - Management Specialization	AAS	David Bonebright Linda Wilborne	david.bonebright@danville.edu linda.wilborne@danville.edu
CNC Flow Cell Machining	CSC	Jeremiah Williams Timothy Robertson	jeremiah.williams@danville.edu timothy.robertson@danville.edu
Cosmetology	CSC	Cheryl Terry Jermon Russell	cheryl.terry@danville.edu jermon.russell@danville.edu
Cyber Security Technician	CSC	Steven Carrigan	steven.carrigan@danville.edu
Desktop Applications	CSC	Paul Fox	paul.fox@danville.edu
Digital Imaging and Photography	CSC	Sheila Wright	sheila.wright@danville.edu
Early Childhood Development	CSC	Traci Daniel	traci.daniel@danville.edu
Electrical Concepts	CSC	Teresa Hawker	teresa.hawker@danville.edu

Electronic Concepts	CSC	Teresa Hawker	teresa.hawker@danville.edu
Engineering	AS	Neil Sallah	neil.sallah@danville.edu
General Education	CERT	Dewitt Drinkard	dewitt.drinkard@danville.edu
Graphic Communications	CSC	Sheila Wright	sheila.wright@danville.edu
Health Science - Practical Nursing Specialization	AAS	Cathy Barrett	cathy.barrett@danville.edu
Industrial Electronic Principles	CERT	Teresa Hawker	teresa.hawker@danville.edu
Information Systems Management	CSC	Paul Fox	paul.fox@danville.edu
Information Systems Technology Network Engineer	AAS	Steven Carrigan	steven.carrigan@danville.edu
Information Systems Technology - Software Development Specialization	AAS	Paul Fox	paul.fox@danville.edu
Law Enforcement	CERT	Vickie Taylor	vickie.taylor@danville.edu

ACADEMIC ADVISORS (continued)

Liberal Arts - Humanities Specialization	AA&S	Ana Ruiz Fodor Chad Bailey Theodore Maier	ana.fodor@danville.edu chad.bailey@danville.edu ted.maier@danville.edu
Logistics Management	CSC	David Bonebright	david.bonebright@danville.edu
Maintenance Mechanics	CERT	Teresa Hawker	teresa.hawker@danville.edu
Marketing - Electronic Commerce Specialization	AAS	Matt Nidiffer	matthew.nidiffer@danville.edu
Marketing - Warehousing and Distribution Specialization	AAS	David Bonebright	david.bonebright@danville.edu
Medical Office Studies	CSC	Richie Robertson	richie.robertson@danville.edu
Mobile Application Development	CSC	Paul Fox	paul.fox@danville.edu

Networking Technology Fundamentals	CSC	Steven Carrigan	steven.carrigan@danville.edu
Nurse Aide Extended Care	CSC	Rosa Wilson	rosa.wilson@danville.edu
Office Information Processing	CERT	Richie Robertson	richie.robertson@danville.edu
Phlebotomy	CSC	Rosanne Goble	rose.goble@danville.edu
Printing Technology	CSC	Sheila Wright	sheila.wright@danville.edu
Science	AA&S	Bradley Prillaman	bradley.prillaman@danville.edu
		Cathy Barrett	cathy.barrett@danville.edu
		Constantine Terzopoulos	constantine.terzopoulos@danville.edu
		David Balfour	david.balfour@danville.edu
		Deborah Henderson	deborah.henderson@danville.edu
		Jennifer Goodman	jennifer.goodman@danville.edu
		Jonathan Stoddard	jonathan.stoddard@danville.edu
		Mary Dunn	mary.dunn@danville.edu
		Mary Motley	mary.motley@danville.edu
		Mukesh Chhajer	mukesh.chhajer@danville.edu
		Pamela Cornell	pamela.cornell@danville.edu
		Rosanne Goble	rose.goble@danville.edu
		Tamra Riddle	tamra.riddle@danville.edu
		Teresa Barker	teresa.barker@danville.edu
Small Business Management	CSC	Matt Nidiffer	matthew.nidiffer@danville.edu

ACADEMIC ADVISORS (continued)

Software Development	CSC	Paul Fox	paul.fox@danville.edu
Technical Studies Industrial Technician - Electrical	AAS	Teresa Hawker	teresa.hawker@danville.edu
Technical Studies Integrated Machining Technology	AAS	Jeremiah Williams Timothy Robertson	jeremiah.williams@danville.edu timothy.robertson@danville.edu
Website Design	CSC	Paul Fox	paul.fox@danville.edu
Welding	DIPL	John Hardy	herb.hardy@danville.edu

For program info, contact
DCC Admissions
434-797-8467
admissions@danville.edu

MyDCC

Locked
Forgot your security
Call 434-797-8500 or
password reset@danville.ed

DCC

Danville Community College

My Username

Username

My Password

Password

SIGN IN

Forgot Password | Forgot Username

Don't know your password?

Don't know your username?

Virginia Education Wizard

The Virginia Wizard Transfer Tool enables students to research options for transferring from a Virginia Community College to a four-year institution in Virginia. Explore your transfer options at **vawizard.org**.

How to use your SIS, Student E-mail, Navigate and Canvas?

DANVILLE.EDU/MYDCC

How Do I?

SET UP MY STUDENT ACCOUNT

- E-mail passwordreset@danville.edu or call 434-797-8500 to receive a temporary password in order to set-up your account.
  **This can be done from your personal email*

CHANGE MY PASSWORD

- Login to your MyDCC Account
- Click Account Details
- Click Change My Password
- Need help with your password?
  Email: passwordreset@danville.edu
  Call: 434-797-8500

USE CANVAS

- Click the CANVAS icon
  **Having Trouble?*
  Call (434) 797-8556 or (434) 797-8405

USE STUDENT E-MAIL

- Click the Gmail link

VIEW MY GRADES

1. Click VCCS SIS: Student Information System
2. Click Self Service
3. Click Academic Records
4. Click My Course History, View Unofficial Transcript, or Request Official Transcript

REGISTER FOR CLASSES

1. Go to **https://www.dcc.my.vccs.edu**
2. Enter your USERNAME & PASSWORD
3. Click LOGIN
4. Click SIS: Student Information System
5. Click Self Service
6. Click Enrollment
7. Click Enrollment: Add Classes
8. Select the term and click Continue
9. Add class number (click Enter) **OR** click Class Search (click Search) to search for classes
10. Click Next
11. Click Proceed to Step 2 of 3
12. Click Finish Enrolling
13. Click Add Another Class **OR** My Class Schedule

DROP CLASSES

1. Click Self Service
2. Click Enrollment
3. Click Enrollment: Drop Classes
4. Select the term and click Continue
5. Select the class and click Drop Selected Classes
6. Click Finish Dropping
   **Please be mindful of drop/add dates for classes*

NAVIGATE

Want to make college less complicated? Navigate gives you everything you need in one place.

CHECK IT OUT

Web Version

- Go to danville.edu
- Click the MyDCC button
- Click on the Navigate Student icon
- Notice the Explore and Planner menu

Mobile App

- Access your Apple App Store or Google Play Store
- Search "Navigate Student"
- Download the Navigate Student App

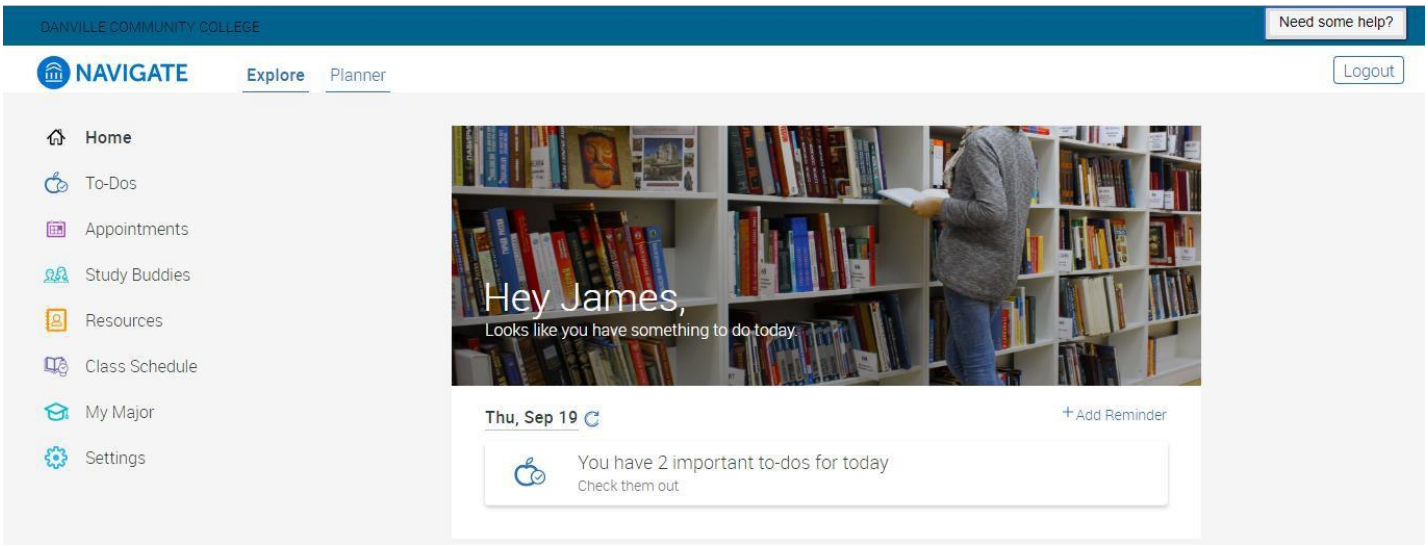
- Enter your MyDCC credentials

EXPLORE

- To-Dos
  View your next steps and check them off as you complete them.
- Appointments
  Schedule appointments to meet with your advisor, your success coach, the transfer counselor, or other offices on campus.
- Study Buddies
  Connect with your classmates.
- Resources
  Find out more about various resources available at DCC.
- Class Schedule
  View your current class schedule.
- My Major
  Explore DCC's academic programs and see how they match your goals and interests.
- Settings
  Update your Profile. Set your Notification Settings to get email and/or text reminders of your most important items.

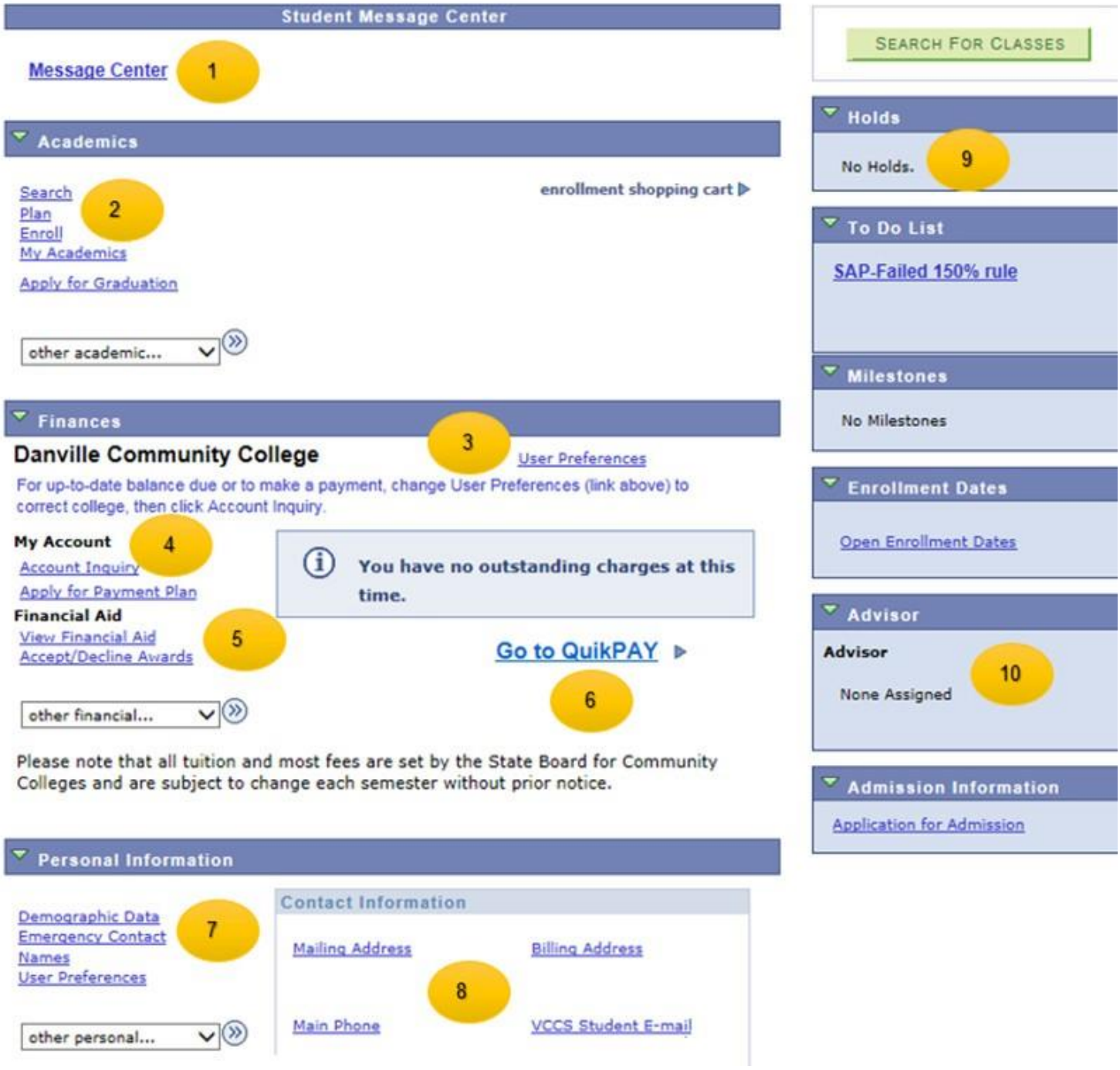
PLANNER

- View the course requirements for your program of study.
- Create your Personal Education Plan (PEP) by planning which classes you will take each term.
  - You will complete your PEP in your SDV 100 course.
  - Use the college catalog to guide your course selection and sequencing.
  - Your academic advisor is always available to answer any questions.
- Pick class times that work for you and build a schedule based on your personal preferences.
- Register for classes.



MyDCC/STUDENT INFORMATION SYSTEM (SIS)

The online student center in SIS provides an overview of your official student records. Each section provides you with important details about your account to ensure that you make appropriate decisions. You can check for communications, your transcripts, print your class schedule, pay your tuition, check your financial aid, update your address and phone, and check your To Do List, holds, and information about your advisor.



SIS SECTION GUIDE

1. **Message Center:** Official communication from the college will be sent to your message center. Be sure to check your unread messages as this may contain important information to keep you successful. *Tip: Any information regarding your Financial Aid class eligibility will only come in this inbox.*

2. **Academics:** Use the academics section to search for classes, enroll and drop classes, print your class schedule, check My Academics (advising reports and student planner), request official transcripts, print a copy of your unofficial transcripts, check your official grades and run a what-if analysis. At this time, DCC does not accept graduation applications online. *Tip: You will need your class schedule and your student id to purchase books.*

3. **Finances — User Preferences:** The college name listed shows your user default. If the college name is something other than Danville, then you may have issues paying for college online. Click the User Preferences to correct the college to make payments.

4. **Finances — My Account & Payment Plan:** Use the My Account link to check your summary, activity, charges due, payments, and pending aid. Use Apply for a Payment Plan to participate in a 3rd party vendor to split your tuition payments. *Tip: If you try to sign up for the payment plan, ensure that pop-up off blockers are turned off on your browser.*

5. **Finances — Financial Aid:** Use the link View Financial Aid to verify your financial aid awards. After you submit your FAFSA, it takes three to five days for DCC to receive the data. Eligibility is then determined and aid posted to your account. You will use this link to determine which classes are considered eligible for financial aid awards.

6. **Finances — Quik pay:** Use this link to make online payments from your credit card or checking/savings account.

7. **Personal Information — Emergency Contact:** Please make sure to update your emergency contact. In case of emergency, so we know who to contact.

8. **Personal Information — Mailing Address and Phone:** Please verify your address and phone and make any necessary changes. It is important to keep this information up to date.

9. **Holds:** Check your account to ensure that there are no issues with your account. Holds could prevent you from enrolling in classes, receiving your transcripts and/or diploma. **To Do List:** Check your account to see if you have any outstanding checklists for financial aid or admissions.

10. **Advisor:** Verify that you know your current advisor. He or she can help you decide on classes in the future.

PAYMENT INFORMATION

Pay Tuition and Fees Online

NOTE: DCC accepts VISA, Mastercard, American Express, and Discover.

1. Click **Student Center**
2. Click Go To **QuickPay (NOT PAYMENT PLAN)**
3. Select **Make Payment**
4. Select **Term**
5. Verify Amount Due, then **type in amount to pay** in the payment amount field.
6. Select Method: **Credit Card** or **eCheck**
7. Click the Continue Button
8. Check information for accuracy and click **Continue**
9. Click the **Confirm** button
10. Print the payment **receipt**

View Anticipated Financial Aid

1. In **Student Center**
2. Navigate to **Finances**
3. Click on **View Financial Aid**
4. Select appropriate aid year

**This information is based on full-time enrollment*

Log Off

1. Click the Sign Out link at the top right of the window.
2. Close browser window to end session

Tuition Rates:

In-State Tuition - $157.00 per Credit
Out-of-State Tuition - $357.10 per Credit

Tuition payments are due based on your date of registration.

Payments can be received in person on campus before 5 p.m. at the Cashier's Window on the first floor of the Wyatt Building, or prior to midnight if paying through MyDCC. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight on your tuition due date.

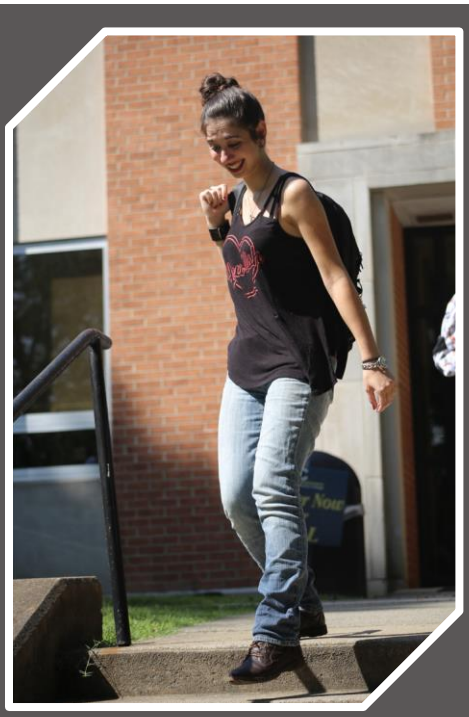
If payment is not received by the payment due date, you will be dropped on your tuition due date.

Payment Due Dates:

Course registration November 1 – December 5. **Payment due on or before December 5, 2019**
Course registration December 6 – December 19. **Payment due on or before December 19, 2019**
Course registration December 20 and beyond. **Payment is due by 5 p.m. the same day of registration**

Refunds

1. Navigate to dcc.afford.com
2. Resend Registration email
3. Key in your student email address and click send link
4. Check your student email (Under MYDCC login) for details on how to enroll



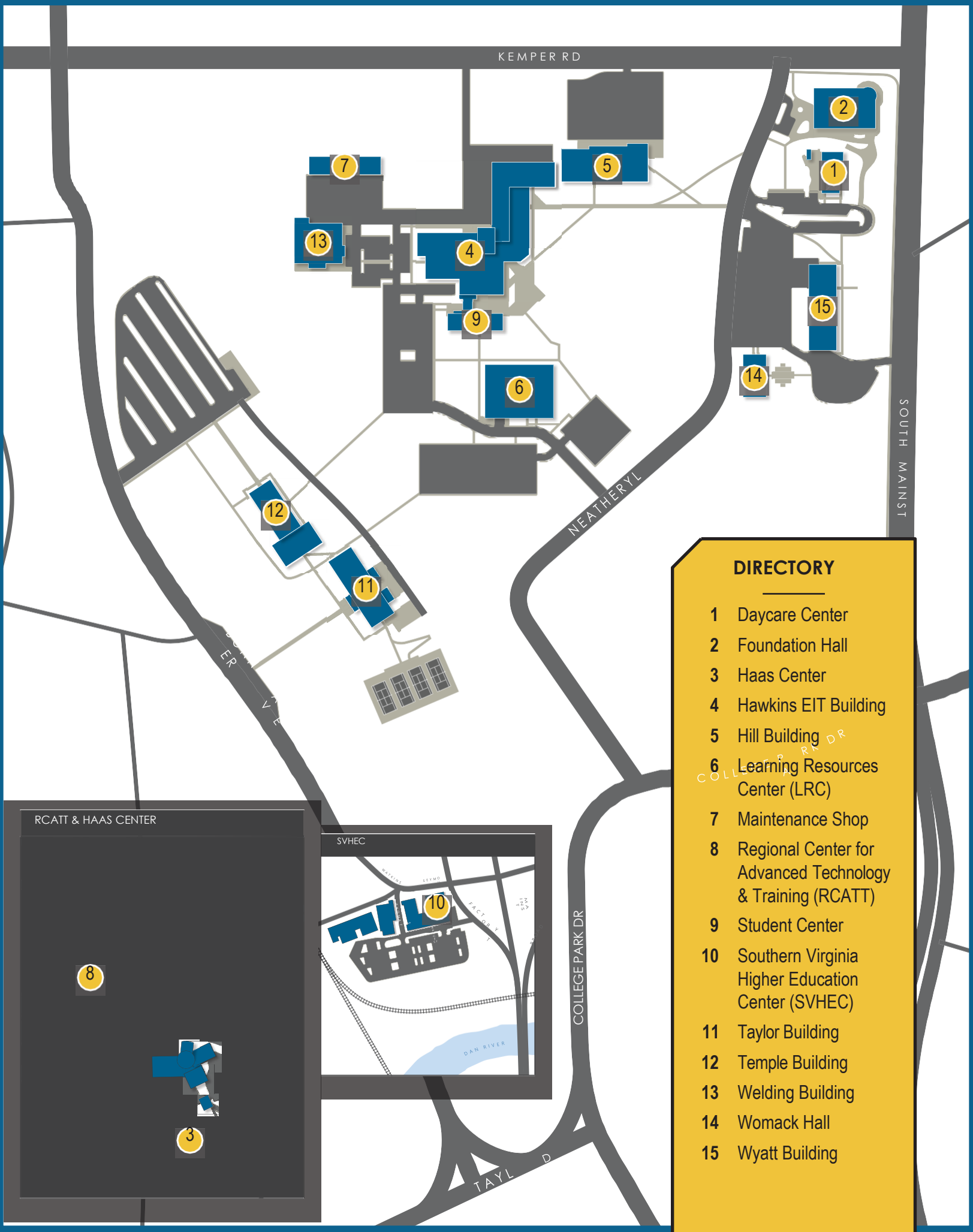
Set Up Payment Plan

Note: Deadlines apply. Must have a checking, savings, or credit card (MC, AEx, or Discover) account and allow payment drafts.

1. In Student Center, click Apply for a Payment Plan
2. In the Account Summary, Click on Apply for a Payment Plan again
3. New window appears, read terms and click PROCEED **If the window doesn't appear, turn off pop-up blockers.

Enrollment Fee	Plan Terms	Deposit	Last Date to Enroll
$35	5 Spring Payments	None	Nov 5
$35	Deposit + 4 payments	20%	Dec 5
$35	Deposit + 3 payments	40%	Jan 5
$40	Deposit + 2 payments	50%	Jan 9

CENTRAL GROUNDS



DIRECTORY

1. Daycare Center
2. Foundation Hall
3. Haas Center
4. Hawkins EIT Building
5. Hill Building
6. Learning Resources Center (LRC)
7. Maintenance Shop
8. Regional Center for Advanced Technology & Training (RCATT)
9. Student Center
10. Southern Virginia Higher Education Center (SVHEC)
11. Taylor Building
12. Temple Building
13. Welding Building
14. Womack Hall
15. Wyatt Building