BECOME A KNIGHT

New Student Guide

Spring 2021

DCC

Danville Community College

FOLLOW @DCCPR | WWW.DANVILLE.EDU

Who do you want to be tomorrow?

GET READY

Apply to DCC

Apply for Financial Aid

GET SET

Submit your high school or previous college transcript for review

GO!

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

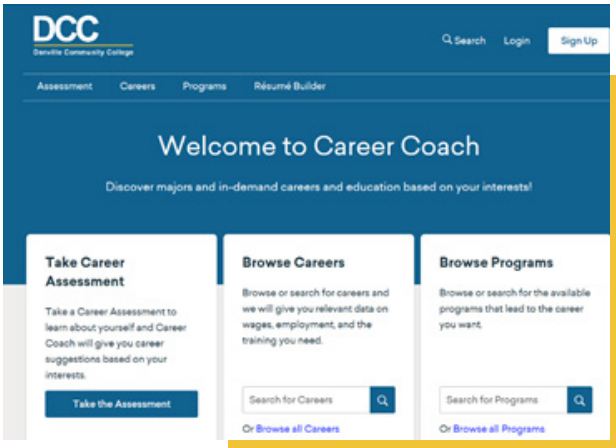
Sign up for Freshman Orientation at danville.edu/DCCROCKS

Want more details? See page 8.

TABLE OF CONTENTS

YOUR STEPS, SIMPLIFIED 2
PROGRAMS OF STUDY 5
COLLEGE TRANSFER 6
FASTFORWARD 7
NEW STUDENT STEPS: GET READY, GET SET, GO! 8
FINANCIAL AID 8
SCHOLARSHIPS 10
ACADEMIC ADVISORS 10
MyDCC 11
STUDENT INFORMATION SYSTEM (SIS) 12
NAVIGATE 15
TUITION PAYMENT INFORMATION 16
CAMPUS MAP ..... BACK COVER

MyDCC



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.

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!

danville.edu/student-handbook

Knightly News

AT DANVILLE COMMUNITY COLLEGE

View DCC's 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**.

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

Diplomas
Air Conditioning and Refrigeration
Automotive Analysis and Repair
Electrical/Electronics Engineering Technology
Electrical/Electronics Equipment Servicing
Graphic Imaging Technology
Precision Machining Technology
Welding

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

Career Studies Certificates
Advanced Database Development
Advanced Early Childhood Development*
Automotive Analysis and Repair Fundamentals
Basic Dental Assisting
Basic Welding
CNC Field Service Technician: Electrical CSC*[1]
CNC Flow Cell Machining[1]
Commercial Art
Cosmetology
Cyber Security Technician
Desktop Applications
Digital Art and Design
Digital Drawing and Illustration*
Digital Imaging and Photography
Dimensional Inspection
Early Childhood Development
Electrical Concepts
Electronic Concepts
Emergency Medical Services
Factory Automation and Robotics
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
Metal Processing
Mobile Application Development
Network Technology
Network Virtualization Technologies
Networking Technology Fundamentals
Networking With CISCO
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*
[1]Capstone Program

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 Associate Degrees

- Business Administration – AA&S
- Engineering – AS
- Liberal Arts – AA&S
- Liberal Arts – Humanities Specialization AA&S
- Liberal Arts – Social Science Specialization AA&S
- Science – AA&S
- Science – Computer Science Specialization AA&S

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**.

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 2021 COURSES

CDL Truck Driving
Spring: January 25th – March 4th
March 15th – April 22nd
May 10th – June 17th
Monday – Thursday, 7am – 5pm

Certified Nursing Aide (CNA)
Spring: January 25th – March 9th
(Hybrid Schedule)
Monday – Friday, 8:30am – 3:30pm

CompTIA A+ & CompTIA Network
Dates: TBD

Gas Metal Arc Welding (GMAW)
Spring: Jan. 25th – March 16th
Monday & Wednesdays, 5:30 – 8:30pm

Gas Tungsten Arc Welding (GTAW)
Spring: March 22nd - April 12th 2021
Monday & Wednesdays, 5:30 – 8:30pm

Manufacturing Technician 1 (MT1)
Spring: January 18th – March 11th
Monday – Thursday, 5:30pm – 9pm

Plumbing I & Electrical I
Dates: TBD

danville.edu/fastforward

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 **https://studentaid.gov/h/apply-for-aid/fafsa**
- 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.

Apply for scholarships – Contact the DCC Educational Foundation at 434-797-8437. See page 10.

*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 most 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!

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 Freshman Orientation event at
danville.edu/DCCROCKS

CURRENT STUDENTS

NAVIGATE

See page 10 for more information.

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.

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

What is academic advising?

Academic advising is a process designed to provide students opportunities to exchange information with an informed institutional agent with the goal being to help students reach their educational and career goals.

At Danville Community College, every program-placed student is assigned an academic advisor based on his or her program of study. Students are responsible for scheduling and keeping appointments with their advisors. Basic responsibilities of an academic advisor include helping students set academic goals, understand degree requirements, select courses, determine career expectations, and connect with campus resources.

Why should I contact my academic advisor?

- To learn about the academic requirements for your program.
- To develop a personalized education plan to graduation.
- To get help selecting and registering for the correct courses each semester.
- To discuss your academic progress.
- To learn more about college policies and procedures.
- The learn more about college and community resources.

How can I schedule an appointment with my academic advisor?

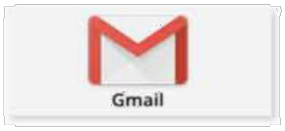
- You can schedule an appointment with your academic advisor using the Navigate tool located in your MyDCC Account.
    - Appointment instructions are available online (https://danville.edu/student-resources).
    - Advisor availability may vary.
- Contact the DCC Advising Center by email (advising@danville.edu) if your academic advisor is unavailable and you need advising assistance.

NAVIGATE

See page 15 for more information.

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 icon which will be active once you enroll in classes

USE LIBRARY SERVICES

- Click the Library Services Icon to access online library resources

USE NAVIGATE STUDENT

(for more information see page 19)

- Click the Navigate Icon to help you learn about DCC support services

USE CREDIT 2 CAREERS

- Click the CREDIT 2 CAREER icon for information for veterans and active military

USE SIS TO VIEW MY GRADES

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

USE SIS TO REGISTER FOR CLASSES

1. Click SIS: Student Information System
2. Click Self Service
3. Click Enrollment
4. Click Enrollment: Add Classes
5. Select the term and click Continue
6. Add class number (click Enter) **OR** click Class Search (click Search) to search for classes
7. Click Next
8. Click Proceed to Step 2 of 3
9. Click Finish Enrolling
10. Click Add Another Class **OR** My Class Schedule

USE SIS TO DROP CLASSES

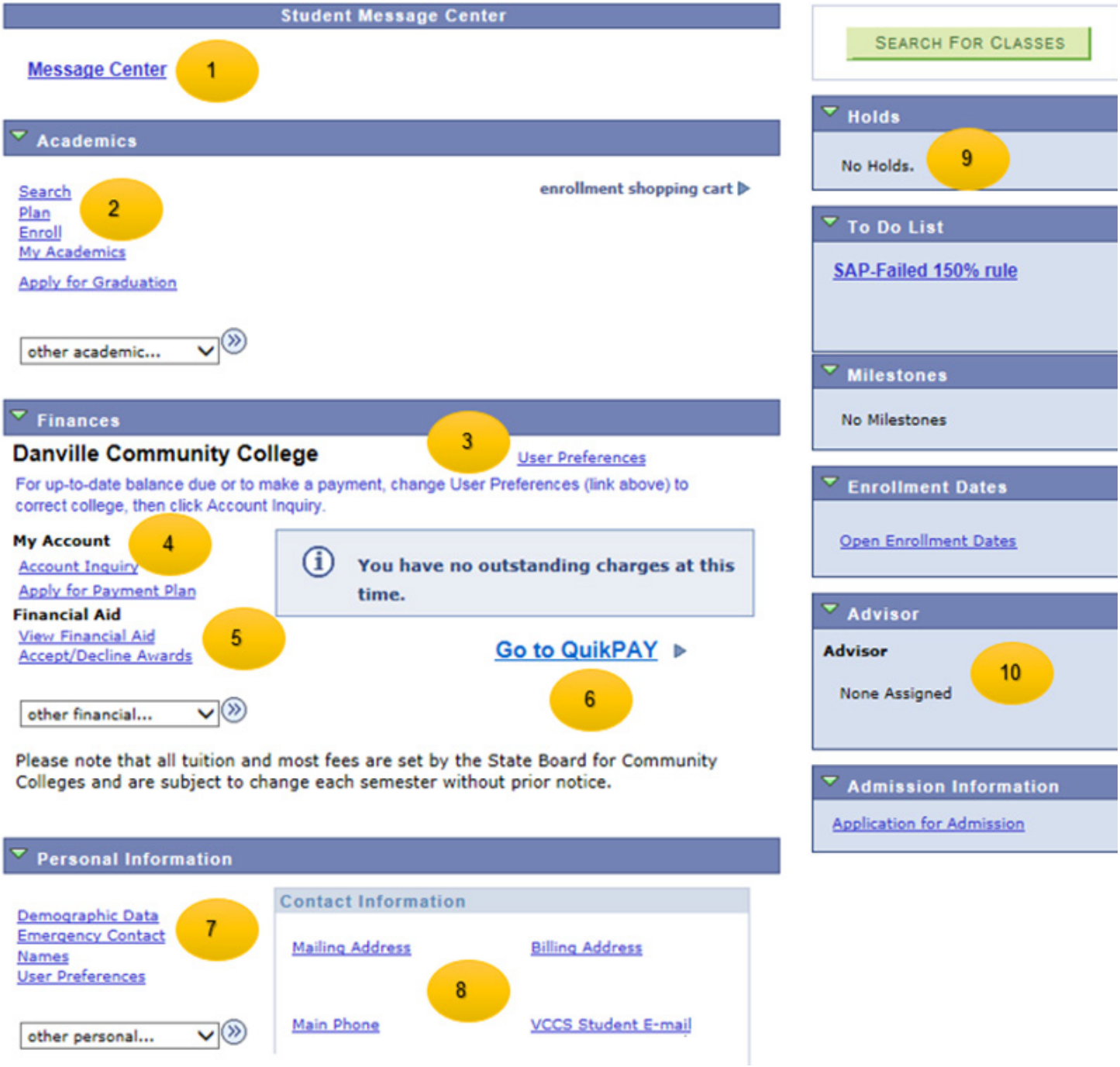
1. Click Self Service
2. Click Enrollment
3. Click Enrollment: Drop Classes
4. Select the term and click Continue
5. Select the class and click Drop Selected Classes
6. Click Finish Dropping
   **Please be mindful of drop/add dates for classes*

USE VIRGINIA EDUCATION WIZARD

- Click the Virginia Education Wizard icon for assistance with your transfer path, career assessments and resume assistance.

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's financial aid office 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.

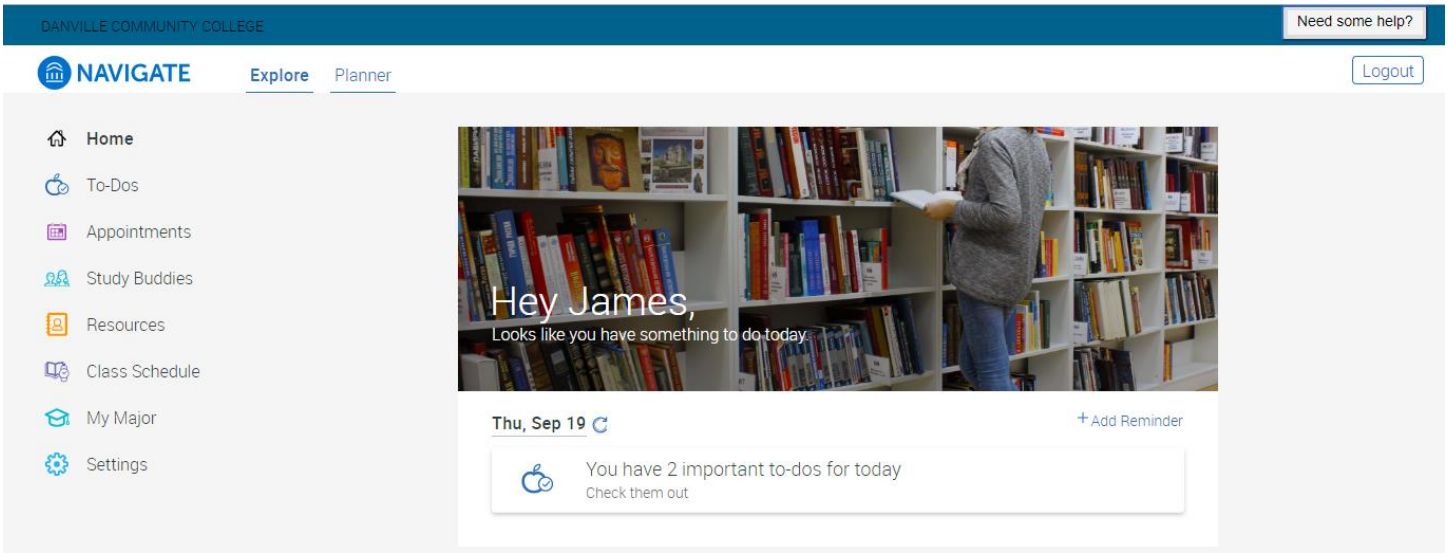
10. **Advisor:** Verify that you know your current advisor. He or she can help you decide on classes in the future.

NAVIGATE

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

CHECK IT OUT	EXPLORE	PLANNER

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
 	
	• 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.
		• 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.



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.

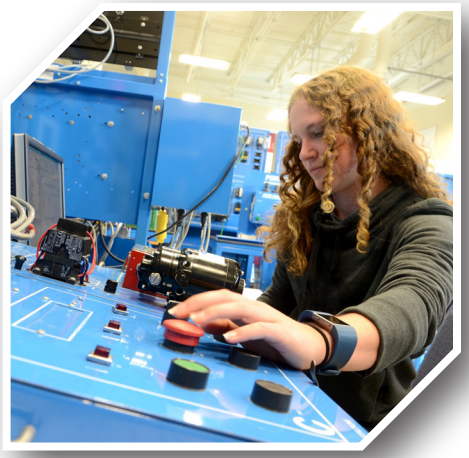
Payments can be received in person on campus before 5 p.m. at the Cashier's Window on the first floor of the Wyatt Building, or prior to midnight if paying through MyDCC. If using the TMS Payment Plan, the transaction must be successfully completed prior to midnight on your tuition due date.

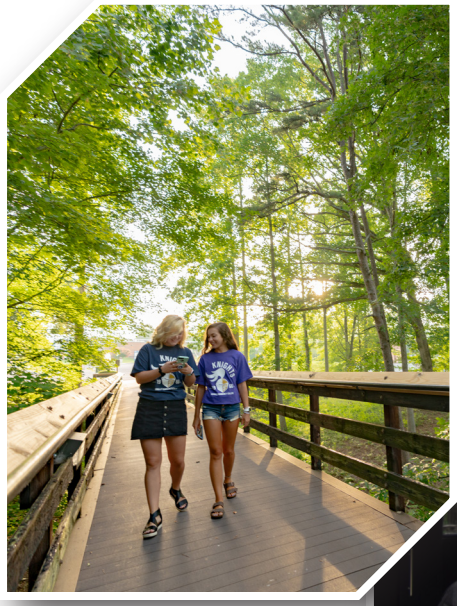
If payment is not received by the payment due date, you will be dropped on your tuition due date.

Payment Due Dates:

SPRING 2021

Payment due dates will be the 1st and 3rd Tuesdays of each month beginning the first day of registration, 30 days prior to the start of classes, payment will be due the day of registration (pay as you go).





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.

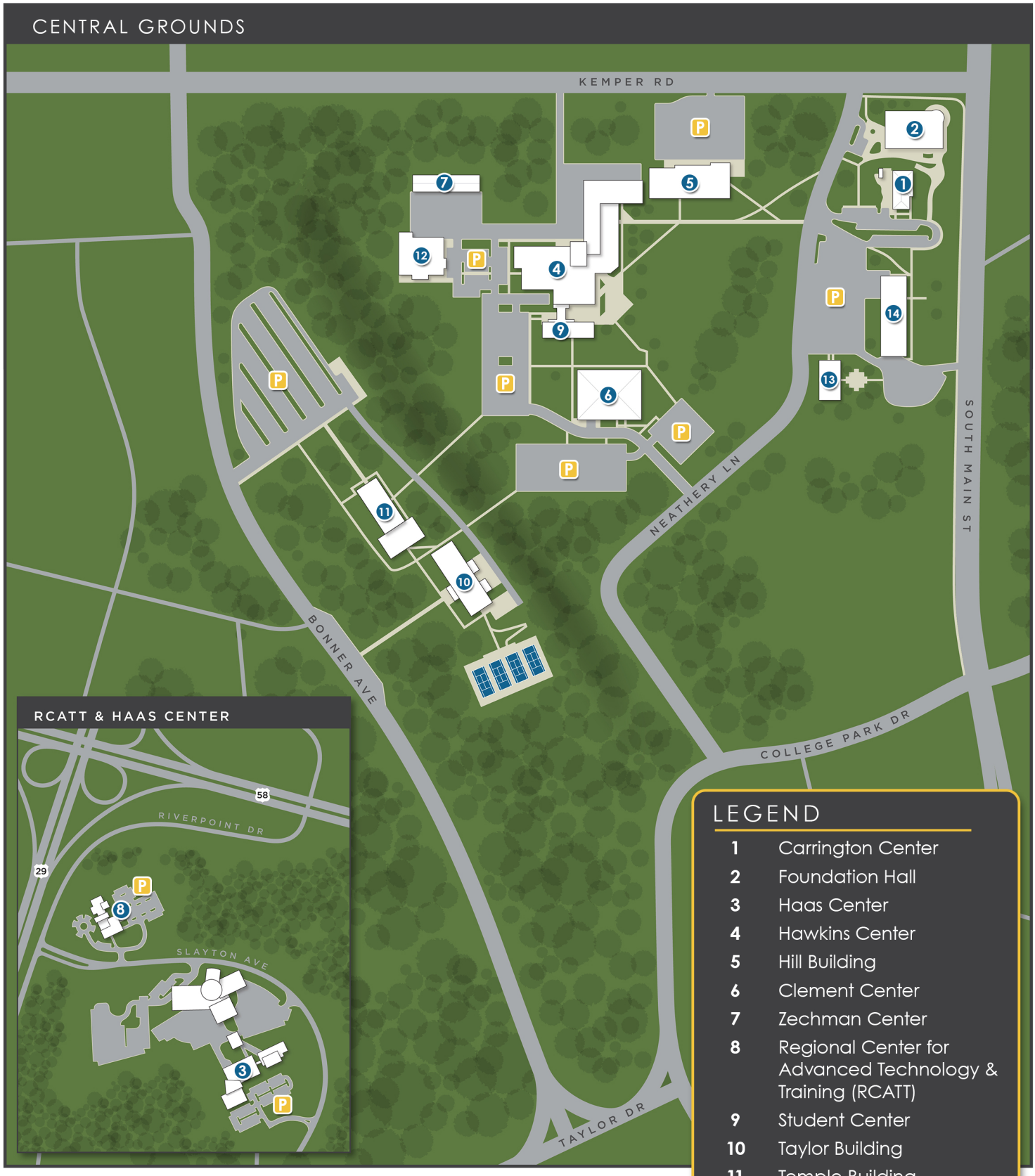
1. In Student Center, click Apply for a Payment Plan
2. In the Account Summary, Click on Apply for a Payment Plan again
3. New window appears, read terms and click PROCEED **If the window doesn't appear, turn off pop-up blockers.

SPRING 2021 PLAN AVAILABLE STARTING NOVEMBER 2, 2020

Enrollment Fee	Plan Terms	Deposit	Last Date to Enroll
$35	5 payments	0%	November 5, 2020
$35	Deposit + 4 payments	20%	December 5, 2020
$35	Deposit + 3 payments	40%	January 5, 2021
$40	Deposit + 2 payments	50%	January 9, 2021

SCAN THIS CODE FOR LATEST
PAYMENT PLAN INFO

CAMPUS MAP



LEGEND

1	Carrington Center
2	Foundation Hall
3	Haas Center
4	Hawkins Center
5	Hill Building
6	Clement Center
7	Zechman Center
8	Regional Center for Advanced Technology & Training (RCATT)
9	Student Center
10	Taylor Building
11	Temple Building
12	Welding Building
13	Womack Hall
14	Wyatt Building
P	Parking

DCC
Danville Community College

FOLLOW @DCCPR | WWW.DANVILLE.EDU

Who do you want to be tomorrow?