

BECOME A KNIGHT

New Student Guide

Summer & Fall
2020



DCC

Danville Community College

[f](#) [@](#) [t](#) 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

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



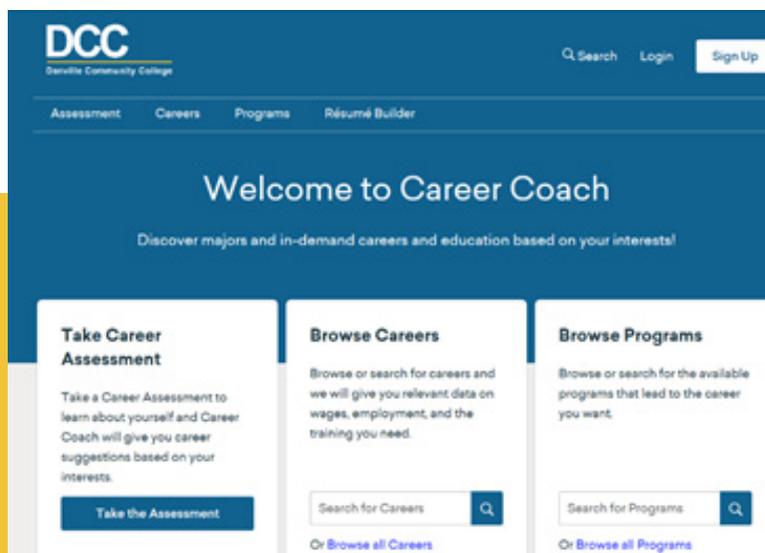
YOU'VE GOT KNIGHT MAIL!

Once you are enrolled, all communication from the college will be sent to your DCC student email (@email.vccs.edu).

Check your email daily to avoid missing important deadlines and fun events.

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 — 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 Machining¹
 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*

¹Capstone 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

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
- Project Management Career Studies Certificate*
- Software Development Career Studies Certificate

ONLINE ASSOCIATE DEGREE PROGRAMS

- Administration of Justice — Law Enforcement Specialization
- Information Systems Technology — Gaming & Mobile Application Design Specialization
- Liberal Arts/Transfer

*Denotes a self-paced program

2020 COURSES

CDL Truck Driving

Summer: May 11 - June 18 or
July 20 - Aug. 27
Fall: Sept. 14 - Oct. 22 or
Nov. 9 - Dec. 17
Monday - Thursday
7 a.m. - 5 p.m.

Certified Nursing Aide (C.N.A.)

Summer: April 6 - June 17
Monday - Thursday
5:30 - 9:30 p.m.
Fall: Sept. 14 - Oct. 28
Monday - Thursday
5:30 - 9:30 p.m.

CompTIA A+ & CompTIA Network

Dates: TBD

Gas Metal Arc Welding (GMAW)

Summer: June 8 - July 29
Mondays & Wednesdays
5 - 8 p.m.

Gas Tungsten Arc Welding (GTAW)

Summer: August 3 - September 2
Mondays & Wednesdays
5 - 8 p.m.

Manufacturing Technician 1 (MT1)

Summer: May 18 - July 9
Monday - Thursday
5:30 - 9 p.m.

Fall: October 5 - December 3
Monday - Thursday
5:30 - 9 p.m.

Plumbing I & Electrical I

Dates: TBD

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



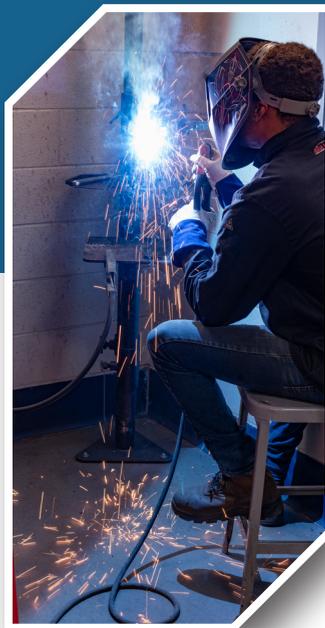
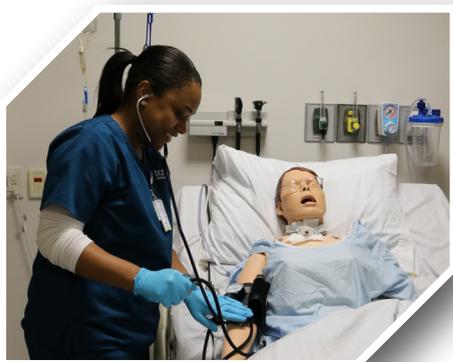
Financial assistance may be available to cover the remaining 1/3



Expert instructors



Hands-on programs



danville.edu/fastforward

NEW STUDENTS | GET READY, GET SET, GO!

GET READY

Apply to DCC.

Go to danville.edu/apply!

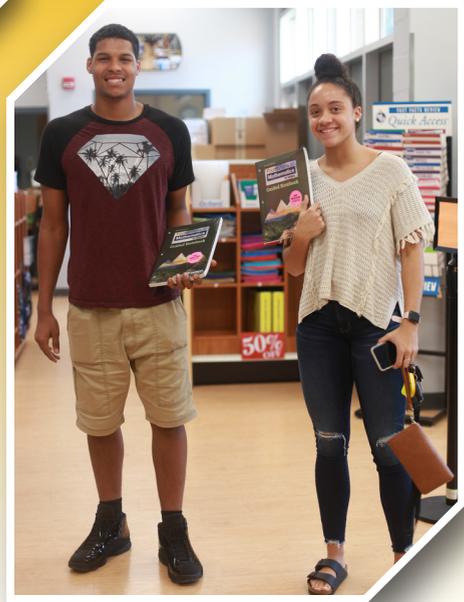
Apply for Financial Aid

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.

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 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 Summer 2020 DCC ROCKS event at danville.edu/DCCROCKS



Date	Time	Location
Friday, April 3	8:30 a.m.	Student Center
Friday, April 17	8:30 a.m.	Student Center
Friday, May 1	8:30 a.m.	Student Center
Friday, May 29	8:30 a.m.	Student Center
Thursday, June 11	4:30 p.m.	Student Center
Friday, June 26	8:30 a.m.	Student Center
Friday, July 10	8:30 a.m.	Student Center
Friday, July 24	8:30 a.m.	Student Center
August 2020	TBA	Student Center

CURRENT STUDENTS



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**.

The screenshot shows the DCC Financial Aid and Student Accounts Support Website. The header includes the DCC logo, the text 'Financial Aid and Student Accounts SUPPORT WEBSITE', and navigation links for 'My Help Center', 'Create Ticket', and 'Log In'. A search bar is prominently displayed with the text 'How can we help?' and 'Search by phrase or keyword'. Below the search bar are two main sections: 'Help Articles' (with a question mark icon) and 'Track My Progress' (with a clock icon). To the right is a 'Contact Us' section with phone and chat options. Below these are sections for 'Get Support By Topic' and 'Top Help Topics'. Callout boxes provide detailed explanations for each of these elements.

Click on the College logo to go to the College website. Click on the Support Website text to return to this page.

Logging in gives you the ability to see your specific financial aid and student accounts status (My Help Center) and your support history. You can also submit a question to us via Create Ticket.

This button appears on every page. Click it to initiate a chat with a support specialist. They are available 24 hours a day, 7 days a week.

Type your question or keywords related to financial aid and student accounts to see a list of relevant articles containing questions and answers.

We have defined a set of answers to commonly asked questions which you can browse by topics related to financial aid and student accounts.

Help Articles
Browse self-help articles on financial aid and student accounts

Track My Progress
View the status of your financial aid, or student accounts

Contact Us
Call 855.844.3634
Chat
Available 24/7/365

Phone and chat support are available 24 hours a day, 7 days a week all year long.

IMPORTANT PARENT NOTICE!

Top Help Topics
When will I get my refund and how do I get it?
When will my financial aid disburse?
I didn't receive my refund, what do I do?
Do I need to submit another FAFSA for the summer...
What are my options for paying for summer courses?
Can my refund be direct deposited into my bank...
How do I pay for summer courses - what is summer aid...
Why am I on SAP suspension? Can I appeal it?

The most viewed articles on the site will be displayed here.

Get Support By Topic
Financial Aid
Browse all Articles

We have developed student-specific trackers which will display where you stand and what you need to do to complete the financial aid process and see the status of payments and refunds on your student account. Access to this portion of the site will require you to log in.

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)**

PROGRAM OF STUDY	AWARD	ADVISOR	EMAIL
Administration of Justice - Law Enforcement Specialization	AAS	Vickie Taylor	vickie.taylor@danville.edu
Administrative Support Technology - General Office Specialization	AAS	Richie Robertson	richie.robertson@danville.edu
Administrative Support Technology - Medical Office Administration Specialization	AAS	Richie Robertson	richie.robertson@danville.edu
Administrative Support Technology - Medical Office Coding Specialization	AAS	Richie Robertson	richie.robertson@danville.edu
Advanced Database Development	CSC	Paul Fox	paul.fox@danville.edu
Advanced Early Childhood Development*	CSC	Traci Daniel	traci.daniel@danville.edu
Air Conditioning and Refrigeration	DIPL	Elliot Baynes	elliot.baynes@danville.edu
Air Conditioning and Refrigeration Servicing	CERT	Elliot Baynes	elliot.baynes@danville.edu
Automotive Analysis and Repair	DIPL	Clarence Anthony Jr. William Roche Jr.	ed.anthony@danville.edu bill.roche@danville.edu
Automotive Analysis and Repair Fundamentals	CSC	Jimmie Tickle	jimmie.tickle@danville.edu
Basic Dental Assisting	CSC	Dewitt Drinkard	dewitt.drinkard@danville.edu

*Pending approval

¹Capstone Program

ACADEMIC ADVISORS (continued)

PROGRAM OF STUDY	AWARD	ADVISOR	EMAIL
Basic Welding	CSC	Herb Hardy	herb.hardy@danville.edu
Business Administration	AA&S	Matt Nidiffer	matthew.nidiffer@danville.edu
Business Management - Automotive Management Specialization	AAS	Willie Sherman	willie.sherman@danville.edu
Business Management - Graphic Imaging Management Specialization	AAS	Willie Sherman Linda Wilborne	willie.sherman@danville.edu linda.wilborne@danville.edu
Business Management - Management Specialization	AAS	Willie Sherman Linda Wilborne	willie.sherman@danville.edu linda.wilborne@danville.edu
Business Management - Project Management Specialization	AAS	Matt Nidiffer	matthew.nidiffer@danville.edu
CNC Field Service Technician: Electrical* ¹	CSC	Jimmie Tickle	jimmie.tickle@danville.edu
CNC Flow Cell Machining ¹	CSC	Jeremiah Williams Timothy Robertson	jeremiah.williams@danville.edu timothy.robertson@danville.edu
Commercial Art	CSC	Sheila Wright	sheila.wright@danville.edu
Cosmetology	CSC	Cheryl Terry Jermon Russell	cheryl.terry@danville.edu jermon.russell@danville.edu
Cyber Security	CERT	Steven Carrigan	steven.carrigan@danville.edu
Cyber Security Technician	CSC	Steven Carrigan	steven.carrigan@danville.edu
Cybercrime Investigation	CERT	Vickie Taylor	vickie.taylor@danville.edu
Dental Hygiene	AAS	Robin Mitchell	robin.mitchell@danville.edu
Desktop Applications	CSC	Paul Fox	paul.fox@danville.edu
Digital Art and Design	CSC	Sheila Wright	sheila.wright@danville.edu
Digital Drawing and Illustration*	CSC	Sheila Wright	sheila.wright@danville.edu
Digital Imaging and Photography	CSC	Sheila Wright	sheila.wright@danville.edu

**Pending approval*

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PROGRAM OF STUDY	AWARD	ADVISOR	EMAIL
Dimensional Inspection	CSC	Joshua Worthley	josh.worthley@danville.edu
Early Childhood Development	CSC	Traci Daniel	traci.daniel@danville.edu
Early Childhood Education	AAS	Traci Daniel	traci.daniel@danville.edu
Electrical Concepts	CSC	Teresa Hawker	teresa.hawker@danville.edu
Electrical/Electronics Engineering Technology	DIPL	Teresa Hawker	teresa.hawker@danville.edu
Electrical/Electronics Equipment Servicing	DIPL	Teresa Hawker	teresa.hawker@danville.edu
Electronic Concepts	CSC	Teresa Hawker	teresa.hawker@danville.edu
Emergency Medical Services	CSC	Jimmie Tickle	jimmie.tickle@danville.edu
Engineering	AS	Neil Sallah	neil.sallah@danville.edu
Factory Automation and Robotics	CSC	Teresa Hawker	teresa.hawker@danville.edu
General Education	CERT	Dewitt Drinkard	dewitt.drinkard@danville.edu
General Office Studies	CSC	Richie Robertson	richie.robertson@danville.edu
Graphic Communications	CSC	Sheila Wright	sheila.wright@danville.edu
Graphic Imaging Technology	DIPL	Sheila Wright	sheila.wright@danville.edu
Health Science - Practical Nursing Specialization	AAS	Cathy Barrett	cathy.barrett@danville.edu
Industrial Electrical Principles	CERT	Teresa Hawker	teresa.hawker@danville.edu
Industrial Electronic Principles	CERT	Teresa Hawker	teresa.hawker@danville.edu
Information Systems Data Analyst	CSC	Paul Fox	paul.fox@danville.edu
Information Systems Management	CSC	Paul Fox	paul.fox@danville.edu
Information Systems Technician	CSC	Paul Fox	paul.fox@danville.edu
Information Systems Technology Network Engineer	AAS	Steven Carrigan	steven.carrigan@danville.edu

**Pending approval*

¹Capstone Program

ACADEMIC ADVISORS (continued)

PROGRAM OF STUDY	AWARD	ADVISOR	EMAIL
Information Systems Technology Network Engineer - Cyber and Network Security Specialization	AAS	Steven Carrigan	steven.carrigan@danville.edu
Information Systems Technology - Gaming and Mobile Application Design Specialization	AAS	Paul Fox	paul.fox@danville.edu
Information Systems Technology - Software Development Specialization	AAS	Paul Fox	paul.fox@danville.edu
Information Technology Support Specialist	CSC	Steven Carrigan	steven.carrigan@danville.edu
Law Enforcement	CERT	Vickie Taylor	vickie.taylor@danville.edu
Liberal Arts	AA&S	Chad Bailey Sherry Gott Theodore Maier	chad.bailey@danville.edu sherry.gott@danville.edu ted.maier@danville.edu
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
Liberal Arts - Social Science Specialization	AA&S	Ana Ruiz Fodor Christy Hatcher Dewitt Drinkard Vickie Taylor	ana.fodor@danville.edu christy.hatcher@danville.edu dewitt.drinkard@danville.edu vickie.taylor@danville.edu
Logistics Management	CSC	Willie Sherman	willie.sherman@danville.edu
Machining Skills	CSC	Joseph Distad Joshua McDowell Kevin Poole Robert Sanders	joseph.distad@danville.edu josh.mcdowell@danville.edu kevin.poole@danville.edu todd.sanders@danville.edu
Maintenance Mechanics	CERT	Teresa Hawker	teresa.hawker@danville.edu
Manufacturing Technician	CSC	Teresa Hawker	teresa.hawker@danville.edu
Marketing - Electronic Commerce Specialization	AAS	Matt Nidiffer	matthew.nidiffer@danville.edu

*Pending approval
¹Capstone Program

PROGRAM OF STUDY	AWARD	ADVISOR	EMAIL
Marketing - Marketing Specialization	AAS	Willie Sherman	willie.sherman@danville.edu
Marketing - Warehousing and Distribution Specialization	AAS	Willie Sherman	willie.sherman@danville.edu
Medical Coding	CSC	Richie Robertson	richie.robertson@danville.edu
Medical Laboratory Technology	AAS	Theodore Maier Constantine Terzopoulos Bradley Prillaman	theodore.maier@danville.edu constantine.terzopoulos@danville.edu bradley.prillaman@danville.edu
Medical Office Studies	CSC	Richie Robertson	richie.robertson@danville.edu
Metal Processing	CSC	Joseph Distad Joshua McDowell Kevin Poole Robert Sanders	joseph.distad@danville.edu josh.mcdowell@danville.edu kevin.poole@danville.edu todd.sanders@danville.edu
Mobile Application Development	CSC	Paul Fox	paul.fox@danville.edu
Network Technology	CSC	Steven Carrigan	steven.carrigan@danville.edu
Network Virtualization Technologies	CSC	Steven Carrigan	steven.carrigan@danville.edu
Networking Technology Fundamentals	CSC	Steven Carrigan	steven.carrigan@danville.edu
Networking With CISCO	CSC	Steven Carrigan	steven.carrigan@danville.edu
Nurse Aide Extended Care	CSC	Rosa Wilson	rosa.wilson@danville.edu
Nursing	AAS	Cathy Barrett	cathy.barrett@danville.edu
Office Information Processing	CERT	Richie Robertson	richie.robertson@danville.edu
Pharmacy Technician	CSC	Jimmie Tickle	jimmie.tickle@danville.edu
Phlebotomy	CSC	Rosanne Goble	rose.goble@danville.edu
Precision Machining Technology	DIPL	Joseph Distad Joshua McDowell Kevin Poole Robert Sanders	joseph.distad@danville.edu josh.mcdowell@danville.edu kevin.poole@danville.edu todd.sanders@danville.edu

**Pending approval*

¹Capstone Program

ACADEMIC ADVISORS (continued)

PROGRAM OF STUDY	AWARD	ADVISOR	EMAIL
Printing Technology	CSC	Sheila Wright	sheila.wright@danville.edu
Project Management	CSC	Matt Nidiffer	matthew.nidiffer@danville.edu
Respiratory Therapy	AAS	Theodore Maier Constantine Terzopoulos Bradley Prillaman	theodore.maier@danville.edu constantine.terzopoulos@danville.edu bradley.prillaman@danville.edu
Science	AA&S	Bradley Prillaman Cathy Barrett Constantine Terzopoulos David Balfour Deborah Henderson Jennifer Goodman Jonathan Stoddard Mary Dunn Mary Motley Mukesh Chhajer Pamela Cornell Rosanne Goble Tamra Riddle Teresa Barker	bradley.prillaman@danville.edu cathy.barrett@danville.edu constantine.terzopoulos@danville.edu david.balfour@danville.edu deborah.henderson@danville.edu jennifer.goodman@danville.edu jonathan.stoddard@danville.edu mary.dunn@danville.edu mary.motley@danville.edu mukesh.chhajer@danville.edu pamela.cornell@danville.edu rose.goble@danville.edu tamra.riddle@danville.edu teresa.barker@danville.edu
Science - Computer Science Specialization	AA&S	Constantine Terzopoulos	constantine.terzopoulos@danville.edu
Small Business Management	CSC	Matt Nidiffer	matthew.nidiffer@danville.edu
Small Unmanned Aircraft Systems (sUAS)	CSC	Steven Carrigan	steven.carrigan@danville.edu
Software Development	CSC	Paul Fox	paul.fox@danville.edu
Software Development Fundamentals (Dual Enrollment program)	CSC	Steven Carrigan	steven.carrigan@danville.edu
Technical Studies Automation and Robotics	AAS	Jimmie Tickle	jimmie.tickle@danville.edu
Technical Studies Electrical Utilities and Substation Technician*	AAS	Teresa Hawker	teresa.hawker@danville.edu

*Pending approval

¹Capstone Program

PROGRAM OF STUDY	AWARD	ADVISOR	EMAIL
Technical Studies Industrial Technician - Electrical	AAS	Teresa Hawker	teresa.hawker@danville.edu
Technical Studies Industrial Technician - Mechanical	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
Technical Studies Venture Creation and Management (aka "Build Your Business")	AAS	Linda Wilborne	linda.wilborne@danville.edu
Website Design	CSC	Paul Fox	paul.fox@danville.edu
Website Programming	CSC	Paul Fox	paul.fox@danville.edu
Welding	DIPL	Herb Hardy John Keatts	herb.hardy@danville.edu john.keatts@danville.edu
Welding Technology	CERT	Herb Hardy	herb.hardy@danville.edu

*Pending approval
¹Capstone Program

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

MyDCC

Locked out?
Forgot your security answers?
Call 434-797-8500 or email
passwordreset@danville.edu



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 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

- Click SIS: Student Information System
- Click Self Service
- Click Academic Records
- Click My Course History, View Unofficial Transcript, or Request Official Transcript

USE SIS TO REGISTER FOR CLASSES

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

USE SIS TO DROP CLASSES

- Click Self Service
- Click Enrollment
- Click Enrollment: Drop Classes
- Select the term and click Continue
- Select the class and click Drop Selected Classes
- 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.

NAVIGATE

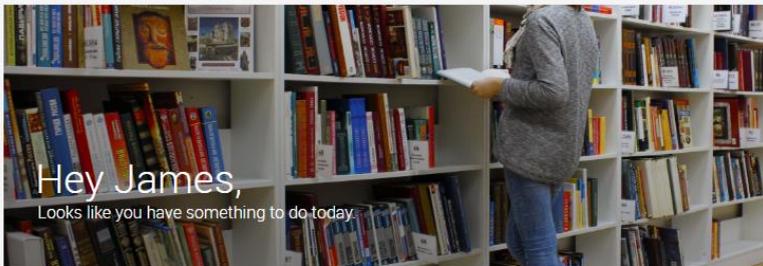
Want to make college less complicated? Navigate gives you everything you need in one place.

CHECK IT OUT	EXPLORE	PLANNER
<p>Web Version</p> <ul style="list-style-type: none">• Go to danville.edu• Click the MyDCC button• Click on the Navigate Student icon• Notice the Explore and Planner menu <p>Mobile App</p> <ul style="list-style-type: none">• Access your Apple App Store or Google Play Store• Search “Navigate Student”• Download the Navigate Student App  <ul style="list-style-type: none">• Enter your MyDCC credentials 	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• View the course requirements for your program of study.• Create your Personal Education Plan (PEP) by planning which classes you will take each term.<ul style="list-style-type: none">○ 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.

DANVILLE COMMUNITY COLLEGE Need some help?

NAVIGATE Explore Planner Logout

- Home
- To-Dos
- Appointments
- Study Buddies
- Resources
- Class Schedule
- My Major
- Settings



Thu, Sep 19 + Add Reminder

You have 2 important to-dos for today
Check them out

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.

The screenshot displays the MyDCC/STUDENT INFORMATION SYSTEM (SIS) interface. The main navigation bar at the top is labeled "Student Message Center". Below it, the "Message Center" section is highlighted with a yellow circle labeled "1". The "Academics" section is expanded, showing links for "Search", "Plan", "Enroll", "My Academics", and "Apply for Graduation", with a yellow circle labeled "2" next to the "Search" link. A search dropdown menu is visible with "other academic..." selected. The "Finances" section is expanded, showing "Danville Community College" with a yellow circle labeled "3" next to the "User Preferences" link. Below this, the "My Account" section is highlighted with a yellow circle labeled "4", and a message box states "You have no outstanding charges at this time." The "Financial Aid" section is highlighted with a yellow circle labeled "5", and a "Go to QuikPAY" button is highlighted with a yellow circle labeled "6". A search dropdown menu is visible with "other financial..." selected. The "Personal Information" section is expanded, showing "Demographic Data", "Emergency Contact Names", and "User Preferences", with a yellow circle labeled "7" next to the "Demographic Data" link. The "Contact Information" section is highlighted with a yellow circle labeled "8", showing links for "Mailing Address", "Billing Address", "Main Phone", and "VCCS Student E-mail". On the right side, a "SEARCH FOR CLASSES" button is visible. Below it, the "Holds" section is highlighted with a yellow circle labeled "9", showing "No Holds." The "To Do List" section is highlighted with a yellow circle labeled "10", showing "SAP-Failed 150% rule". The "Milestones" section is highlighted with a yellow circle labeled "10", showing "No Milestones". The "Enrollment Dates" section is highlighted with a yellow circle labeled "10", showing "Open Enrollment Dates". The "Advisor" section is highlighted with a yellow circle labeled "10", showing "None Assigned". The "Admission Information" section is highlighted with a yellow circle labeled "10", showing "Application for Admission".

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.

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:

SUMMER 2020

Course registration 1st & Full Session April 1 – May 1, 2020. **Payment due on or before May 1, 2020**

Course registration 1st & Full Session May 4, 2020 and beyond. **Payment is due by 5 p.m. the same day of registration**

Course registration 2nd Session June 1 – June 24, 2020. **Payment due on or before June 25, 2020**

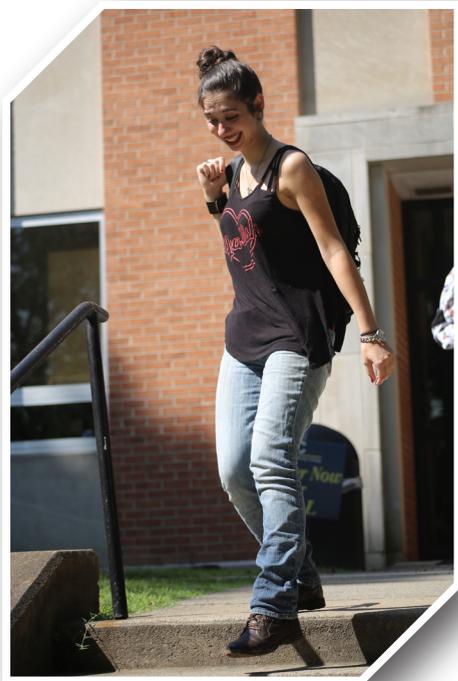
FALL 2020

Course registration April 1, 2020 – June 30, 2020. **Payment due on or before July 1, 2020**

Course registration July 6, 2020 – July 31, 2020 **Payment due on or before July 31, 2020**

Course registration August 3, 2020 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.

SUMMER 2020 PLAN AVAILABLE STARTING APRIL 1, 2020

Enrollment Fee	Plan Terms	Deposit	Last Date to Enroll
\$35	Deposit + 3 payments	40%	April 5
\$40	Deposit + 2 payments	50%	May 5
\$45	Deposit + 1 payment	60%	May 9

FALL 2020 PLAN AVAILABLE STARTING JUNE 1, 2020

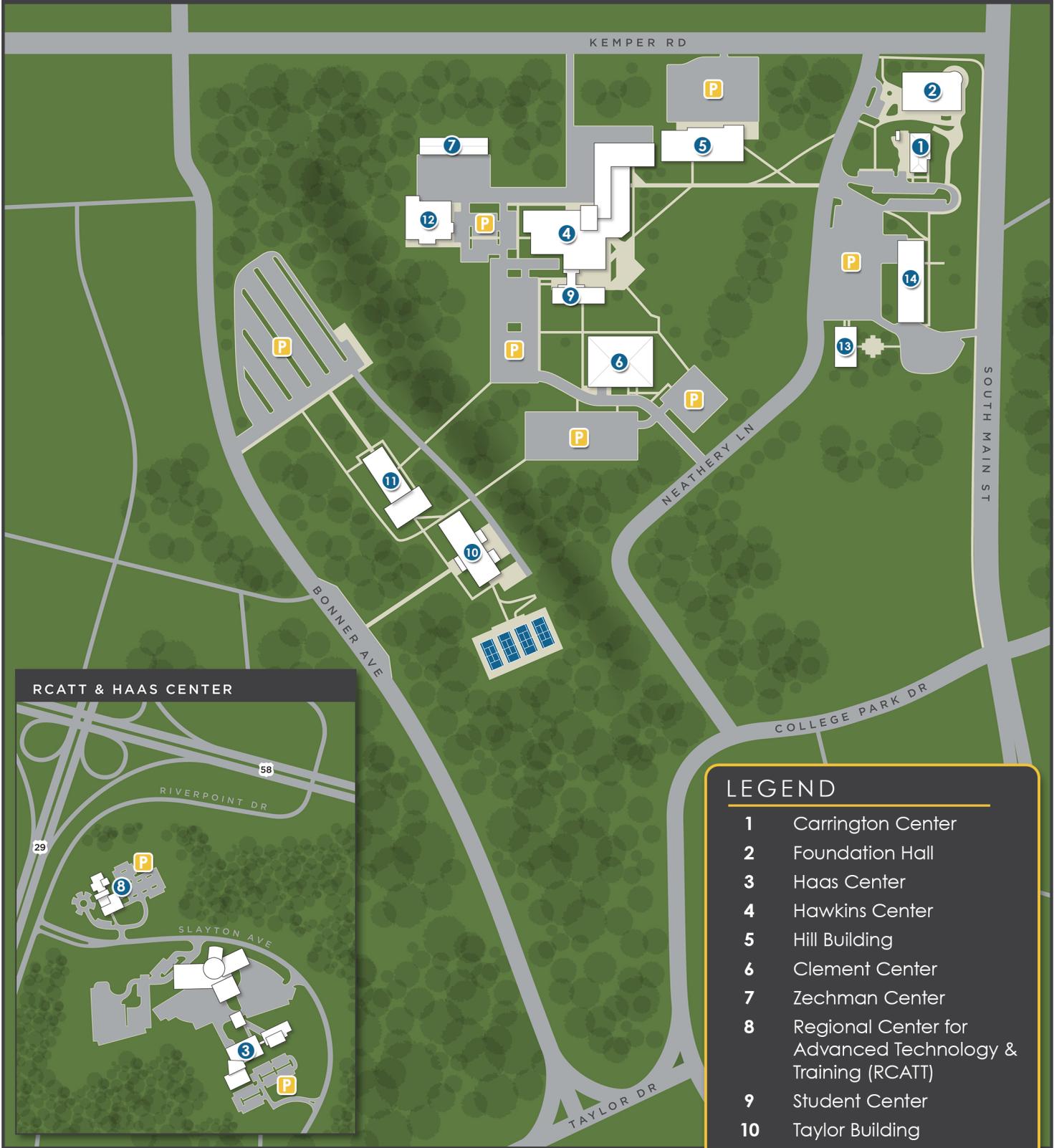
Enrollment Fee	Plan Terms	Deposit	Last Date to Enroll
\$35	5 Payments	None	June 5
\$35	Deposit + 4 payments	20%	July 5
\$35	Deposit + 3 payments	40%	August 5
\$40	Deposit + 2 payments	50%	August 22



SCAN THIS CODE FOR LATEST
PAYMENT PLAN INFO

CAMPUS MAP

CENTRAL GROUNDS



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
-  Parking



Danville Community College

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Who do you want to be tomorrow?