

SIS How To Guide



DCC

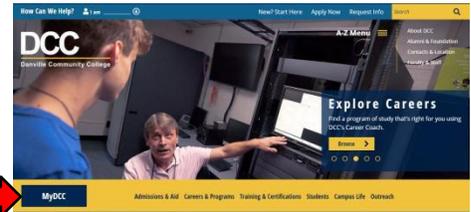
Danville Community College

What is SIS?

The Student Information System (SIS) is a tool that provides you with the ability to add and drop classes within the enrollment periods, view your account, check your financial aid award, view your grades, request transcripts, and more. This “how to” guide will walk you through the steps necessary to complete some of the common tasks a student will be asked to do in SIS.

How do I access the Student Center in SIS?

1. Log in to **MyDCC** with your *username* and *password*.
 - a. If you are unable to access your myDCC account, then scroll down to see how to set up your student account, change your password, and set up your account recovery settings.
2. Click **SIS: Student Information System** icon.
3. After your new browser window appears, click on **Student Center**.
4. Use the **Student Center** (screenshot below) to execute all of the following tasks.



James's Student Center

Student Message Center
[Message Center](#)

Academics
[Search](#) [Plan](#) [Enroll](#) [My Academics](#) [Apply for Graduation](#)
enrollment shopping cart ▶
other academic... ▼ ⓘ

Finances
Danville Community College [User Preferences](#)
For up-to-date balance due or to make a payment, change User Preferences (link above) to correct college, then click Account Inquiry.
My Account
[Account Inquiry](#) [Apply for Payment Plan](#)
Financial Aid
[View Financial Aid](#) [Accept/Denial Awards](#)
Go to QuikPAY ▶
other financial... ▼ ⓘ

Please note that all tuition and most fees are set by the State Board for Community Colleges and are subject to change each semester without prior notice.

Personal Information

Demographic Data Emergency Contact Names User Preferences other personal... ▼ ⓘ	Contact Information <table border="1"><tr><td>Mailing Address 1008 S Main St Danville, VA 24541-4088 280 Main Phone 434/555-1234</td><td>Billing Address None VCCS Student E-mail jeb21186@email.vccs.edu</td></tr></table>	Mailing Address 1008 S Main St Danville, VA 24541-4088 280 Main Phone 434/555-1234	Billing Address None VCCS Student E-mail jeb21186@email.vccs.edu
Mailing Address 1008 S Main St Danville, VA 24541-4088 280 Main Phone 434/555-1234	Billing Address None VCCS Student E-mail jeb21186@email.vccs.edu		

Holds
No Holds.

To Do List
No To Do's.

Milestones
No Milestones

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Advisor
None Assigned

Admission Information
[Application for Admission](#)

[SEARCH FOR CLASSES](#)

Adding a class

Students can add classes prior to the start date of the class.

- **Contact your advisor or your division if you are interested in adding a class that has already started as instructor approval will be required.**

Steps

1. Click drop down box of **other academic...**
2. Select **Enrollment: Add** from the drop down menu.
3. Click the **right arrow heads** beside the drop down box.
4. Click the *radio button* by the appropriate college and term that you wish to enroll.
5. Click the **Continue** button.
6. If 5 digit class number is known, **input the class number** and click the **Enter** button. Or you may search for classes by clicking the **Search** button. Input search information. Once information appears and desired class is found, click the **Select** button to select the class.
7. Click the **Next** button.
8. If you wish to add more classes, repeat Steps 5 and 6.
9. Click the **Proceed to Step 2 of 3** button.
10. Verify class information.
11. Click **Finish enrolling** button.
12. You will see the status of your enrollment. If you receive a green check mark in status, you have successfully completed the enrolment. However if you see a red X then you have an error and must contact the admissions office or your advisor for assistance.
13. Be sure to make your payment by the tuition deadline!

Recommendations

DCC recommends students contact their academic advisor or division prior to adding any classes to ensure that the courses chosen will satisfy program requirements.

- **Classes outside of your program are not covered by financial aid or scholarship award.**
- **Taking courses outside of your program can delay your graduation date and cost you extra money.**

Dropping a class

Students can drop a class with full tuition refund at any point before the class starts up until 10% of the course has been completed.

- Dropped courses will not show on your transcript.
- The tuition refund date for each course can be found on your course syllabus.
- Contact your advisor or your division if you are unsure of this date for any of your courses.

Steps

1. Click drop down box of **other academic...**
2. Select **Enrollment: Drop** from the drop down menu.
3. Click the **right arrow heads** beside the drop down box.
4. Click the *radio button* by the appropriate college and term.
5. Click the **Continue** button.
6. Select the class or classes you wish to drop by clicking in the **Select** checkbox field by the class.
7. Click **Drop Selected Classes** button.
8. Review your selection of classes to drop.
9. Click the **Finish Dropping** button if you wish to proceed.
10. A results page will appear. If you receive a green check mark in status, you have successfully completed the drop. However, if you see a red X then you have an error and must contact the admissions office or your advisor for assistance.

Recommendations

DCC recommends that students consult with the following groups prior to dropping any courses.

- **Academic Advisor**
 - Ask how dropping the course(s) will impact your graduation timeline.
- **Financial Aid Office (if applicable)**
 - Ask how dropping the course(s) will impact your financial aid award.
- **Scholarship Office (if applicable)**
 - Ask how dropping the course(s) will impact your scholarship award.

Withdrawing from a class (“W” Grade Awarded)

Students can withdraw from a course after the tuition refund date up until 60% of the course has been completed.

- **Withdrawn courses will show on your transcript with a grade of “W” and will count against your Satisfactory Academic Progress (SAP), but these courses will not impact your GPA.**
- **The withdrawal date for each course can be found on your course syllabus.**
- **Contact your advisor or your division if you are unsure of this date for any of your courses.**
- **Withdrawals processed after the withdrawal date will result in a failing grade in the course unless mitigating circumstances exist**
 - [Mitigating Circumstances Form](#)

Steps

1. Click drop down box of **other academic...**
2. Select **Enrollment: Drop** from the drop down menu.
3. Click the **right arrow heads** beside the drop down box.
4. Click the *radio button* by the appropriate college and term.
5. Click the **Continue** button.
6. Select the class or classes you wish to drop by clicking in the **Select** checkbox field by the class.
7. Click **Drop Selected Classes** button.
8. Review your selection of classes to drop.
9. Click the **Finish Dropping** button if you wish to proceed.
10. A results page will appear. If you receive a green check mark in status, you have successfully completed the withdrawal. However, if you see a red X then you have an error and must contact the admissions office or your advisor for assistance.

Recommendations

DCC recommends that students consult with the following groups prior to withdrawing from any courses.

- **Instructor**
 - **Ask your instructor if withdrawal is the best option.**
- **Academic Advisor**
 - **Ask how withdrawing from the course(s) will impact your graduation timeline.**
- **Financial Aid Office (if applicable)**
 - **Ask how withdrawing from the course(s) will impact your financial aid award and your Satisfactory Academic Progress (SAP).**
- **Scholarship Office (if applicable)**
 - **Ask how withdrawing from the course(s) will impact your scholarship award.**

Viewing your class schedule

1. Click drop down box of **other academic...**
2. Select **Class Schedule** from the drop down menu.
3. Click the **right arrow heads** beside the drop down box.
4. Click the *radio button* by the appropriate college and term.
5. Click the **Continue** button.
6. Your schedule will appear on the screen.

Viewing your GRADES

1. Click drop down box of **other academic...**
2. Select **Grades** from the drop down menu.
3. Click the **right arrow heads** beside the drop down box.
4. Click the *radio button* by the appropriate college and term.
5. Click the **Continue** button.
6. Your grades will appear on the screen.

Requesting your official transcript

1. Click drop down box of **other academic...**
2. Select **Transcript: Request Official** from the drop down menu.
3. Click the **right arrow heads** beside the drop down box.
4. Select the appropriate college from the drop down list.
5. Review the information under Information for Students.
6. If you do not desire, immediate processing of your transcript, please click the drop down box to select a different option.
7. In the Sent to area, please **input the name and address of the recipient**. To input address, click the **Edit Address** Link. If this is not completed, the transcript will not be sent.
8. Click the **Submit** button.
9. Your official transcript will be processed by the admissions and records office.

View your Unofficial Transcript

1. Click drop down box of **other academic...**
2. Select **Transcript: View Unofficial** from the drop down menu.
3. Click the **right arrow heads** beside the drop down box.
4. Select the **appropriate college** from the Academic Institution drop down list.
5. Select **Unofficial Transcript** from the Report Type drop down list.
6. Click the **view report** button.
7. Your unofficial transcript should appear.

View your Academic Requirements

1. Click drop down box of **other academic...**
2. Select **Academic Requirements** from the drop down menu.
3. Click the **right arrow heads** beside the drop down box.
4. Select the **appropriate college** from the Select Institution/Career drop down list.
5. Click the **view** button.
6. Your academic requirements report should appear.

View your account summary

1. Click on **Account Inquiry** link under the Finances section.
2. You should see your Account Summary.
3. Click the **Charges Due** link to see a breakdown of the charges.

Make a payment using QuikPay®

1. Click on the **Go to QuikPAY** link under the Finances section
2. Follow the steps to make a payment by e-check or by credit/debit card.
3. NOTICE: Payments made through QuikPAY are not associated with the Payment Plan. For payment plan information, please go to DCC's [Tuition Payment Plan](#) webpage.

View your financial aid

1. Click on **View Financial Aid** link under the Finances section.
2. You will need to select the appropriate aid year by clicking the **Aid Year** link.
If the aid year you are searching for does not appear or you see a message displayed of *There is no financial aid information found*, then your financial aid has not been processed for that year. Go back to your Student Center and check your **To-Do List** to see if you have any items preventing the processing of your financial aid.
3. If you were awarded financial aid on your account, then you should see your financial aid summary by aid year and then by term. If you do were not awarded financial aid on your account, you will see a message displayed of *You have no financial awards available for viewing in this aid year*.
4. If you have any questions regarding aid on account, please contact the [Financial Aid Office](#).

Verify your courses are eligible for financial aid

****Remember that financial aid only covers courses in your program of study.**

1. Click on **View Financial Aid** link.
2. You will need to select the appropriate aid year by clicking the **Aid Year** link.
3. If you have financial aid on account, then you should see your financial aid summary by aid year and then by term. If you do not have financial aid on account, you will see a message displayed of *You have no financial awards available for viewing in this aid year*.
4. Click the **View Course Eligibility** link by the term.
5. Eligible courses will be marked with a  Ineligible courses will be marked with  Courses that have not been evaluated by the Financial Aid Course Audit process will be marked with a .
6. If a course is being marked ineligible that you believe should be eligible, then contact your advisor.

Making address changes

1. Click on **Mailing Address** link under the Personal Information section.
2. Click the **edit** box.
3. Make the necessary changes and click the **OK** button.
4. Verify your changes are correct and click the **Save** button.
5. **Please note that DCC sends all official mail to your MAIL type address.**

Making phone number changes

1. Click on **Main Phone** link under the Personal Information section.
2. Make the necessary changes and click the **Save** button.

Setting user preferences

We recommend that you not set your term or your aid year in order to prevent confusion when trying to enroll or see grades for the next or previous term.

1. Click on **User Preferences** link under the Personal Information section.
2. Select the **Institution**.
3. Click the **Save** button.

Having trouble logging into SIS?

Set up my student account

1. Email the DCC Help Desk (passwordreset@danville.edu) or call 434-797-8500 to obtain your temporary password.
2. Change your temporary password. Temporary passwords will only be valid for 24 hours.

Change your password

1. Login to your myDCC account.
2. Click Account Security link.
3. Re-enter your current password.
4. Click the **Change Now** button under Change Password.
5. Enter your new password according to guidelines and click the **Update** button.
6. You will be informed that your password has been successfully updated.
7. If you have not set up your Account Recovery Settings, then follow the steps to do this as well.