



Danville Community College

**Student
Handbook
Planner
2011-2012**

Student Name:

Contact Information:

Danville Community College does not discriminate on the basis of race, color, age, national origin, sex, or disability in its programs and activities.
Member, Virginia Community College System

Every effort has been made to provide the most accurate, up-to-date information possible in this Student Handbook. Please review the DCC Student Handbook online located under "Current Students" for the most recent information.

The statements in this Student Handbook are not to be regarded as a contract between the student and the College that cannot be recalled. The College reserves the right to change, when warranted, any of the provisions, schedules, programs, courses, or fees, as might be required.

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Where can I find out about?

Athletics	797-6422/Wyatt 108
Alliance for Excellence	797-2222, ext. 8333/Wyatt 111
Arts & Sciences Division	(http://www.dcc.vccs.edu/Departments/A&S/index.htm) 797-8402 or 797-8462/Temple Building
Blackboard / Distance Learning Helpdesk	797-8557
Bookstore	797-8426
Business Division	(http://www.dcc.vccs.edu/Departments/B&EIT/BEIT.htm) 797-8474/Taylor 117
Campus Safety	797-8533
Career Center	(http://www.dcc.vccs.edu/CareerCenter/career_center.htm) 797-8520/Wyatt 108
Castle Café	797-8412/Student Center
Change of Name/Address	Admissions Office, 797-8467/Wyatt 108
Continuous/Early Alert	Counseling Services, 797-8460/Wyatt 108
Counseling Services	Counseling Services, 797-8460/Wyatt 108
Curriculum Change	Counseling Services, 797-8460/Wyatt 108
Developmental Studies / BSK Modular Math	797-6435/Temple 102
Disability Services (ADA)	ADA Counselor, 797-8572/Wyatt 108
Drug and Alcohol Abuse	Counseling Services, 797-8460/Wyatt 108
Dropping & Adding Classes	Division Dean's Office
Educational Opportunity Center	797-8577/Wyatt 109
Engineering Technologies Division	(http://www.dcc.vccs.edu/Departments/B&EIT/BEIT.htm) 797-8440/EIT 12
Families First Children's Center	434-793-9531
Financial Aid	Financial Aid Office, 797-8567/Wyatt 101
Grades	MyDCC Student Information System (https://dcc.my.vccs.edu/jsp/home)
Graduation Requirements	College Catalog/ Division Dean's Office
ID Cards	797-6422/Student Center
Learning Assistance Center (LAC)	797-8556/ LRC
Library Services	797-8405/LRC
Lockers (Student) Temple and Taylor Buildings	Division Dean's Office
Lost & Found	Vice President of Academic & Student Services, 797-8410/Wyatt 211
Mental Health Information	Counseling Services, 797-8460/Wyatt 108
Middle College	797-6433/Wyatt 213
Parking Decals	Switchboard, Ext. 0/ Wyatt building
Placement Testing (Appointments)	Counseling Office, 797-8460/Wyatt 108
Placement Testing Information	797-8501/Wyatt 201
Registration	Admissions Office, 797-8467/Wyatt 108
Scholarships	Office of Institutional Advancement, 797-8437/Foundation Hall 211
Security	797-8533
Sexual Harassment	Affirmative Action Office, 797-8458/Wyatt 212
Southern Virginia Higher Education Center (SVHEC)	434-572-5457
Student Activities	Student Services Department, 797-8490/Wyatt 108
Student Government Association	797-8481/Wyatt 108
Student Grievance	Counseling Services, 797-8460/Wyatt 108
Student Success & Academic Advancement Division	(http://www.dcc.vccs.edu/Departments/Success/Success.htm) 797-6435/Temple 102
..... "Student Success Resources" -	http://www.dcc.vccs.edu/Departments/Success/SuccessResources.htm
Testing: Makeup and Distance Learning	797-8556/LAC
Transcripts	Admissions Office, 797-8490/Wyatt 108
Transfer Information	Transfer Center, 797-8469/LRC 14
.....	(http://www.dcc.vccs.edu/Departments/Success/TransferTalk/transfer.htm)
Tuition Payments	Business Office, 797-8418/Wyatt 103
Tutoring	797-6432/LRC
Veterans' Affairs and Information	Student Center
Withdrawal from College	Counseling Services, 797-8460/Wyatt 108
Workforce Services	797-6437 or 797-8430/RCATT

***Welcome to Danville Community College.
We look forward to helping you “achieve your dreams.”
This handbook is designed as a guide and resource.
Please take time to look at the Calendar of Events
and become familiar with the policies and procedures.***

STUDENT SERVICES DEPARTMENT

The Student Services Department at DCC recognizes that the development of the whole student is achieved through in-class and out-of-class learning opportunities and experiences. We believe that by providing intellectual, personal, cultural, and professional opportunities for learning and growing, students will graduate from DCC with a better understanding of themselves and their peers, their chosen professions and responsibilities as a part of a larger community.

STUDENT SERVICES MISSION STATEMENT

The Student Services Department is committed to being responsive to the needs of the College and the community it serves. We are committed to the following:

- Maintaining a supportive environment for students and community.
- Providing well-rounded programs of co-curricular experiences.
- Ensuring personal, cultural, and intellectual development.
- Supporting the day-to-day operations of the College.

* If you have any questions about your handbook, please contact:

**Howard Graves
Lead Counselor**

Counseling Office, Wyatt 108
Email: hgraves@dcc.vccs.edu
Phone: (434) 797-8460, Fax: (434) 797-8451
TTY: (434) 797-8542

Cathy Pulliam

Assistant Coordinator, Enrollment Management
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TTY: (434) 797-8542

VISION STATEMENT OF THE COLLEGE

Danville Community College will be the College of choice in our region for exemplary educational programs and services.

MISSION STATEMENT OF THE COLLEGE

Danville Community College is committed to providing quality comprehensive higher education and workforce programs and services to promote student success and to enhance business and community development.

ACCREDITATION

Danville Community College is one of 23 colleges in the Virginia Community College System. The State Council of Higher Education for Virginia has approved the associate degree curricula of the College. DCC is accredited by the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033, telephone (404) 679-4500 to award the associate degree. (Note: Inquiries to the Commission should relate only to the accreditation of DCC, and not to general admission information).

COLLEGE CLUBS & ORGANIZATIONS

African-American Culture Club was organized in 1973 to promote a greater understanding and appreciation for African American Culture by presenting art exhibits, special programs, and speakers. Members of the club also perform community services through projects such as Sickle Cell testing and Halloween parties for children in the community. Membership is open to all DCC students.

Alpha Beta Gamma (International Business Honors Society) is an International Business Honor Society established to recognize and encourage scholarship among two-year business and professional college students.

Baseball Club promotes opportunities for community college students to play baseball as part of the National Junior College Athletic Association (NJCAA) Region X.

Better Earth and Animal Treatment Society (BEATS) is an organization that centers on animals rights, animal issues, and environmental protection. BEATS seeks to provide information and raise awareness of animal rights, animal issues, and environmental protection.

Collegiate Entrepreneurs' Organization (CEO) informs, supports, and inspires college students to be entrepreneurial and seek opportunity through enterprise creation.

Danville Community College Student Leadership Program provides new and returning students opportunities to expand and enhance their leadership knowledge, potential and skills. The program is entitled, "Today's Students: Tomorrow's Leaders".

Drama Club is a place for students to explore their creativity by learning about the different aspects of theater and the performing arts. Club members also explore the roles on stage and backstage while keeping the door open for new experiences.

Future Educator's Club (TEACH) educates and celebrates the future education careers of interested students at DCC.

Golf Club promotes opportunities for community college students to play golf.

Gospel Ensemble is made up of DCC students interested in performing gospel music. The Choir gives performances at churches and colleges. The Choir's goal is to promote Christian fellowship.

Graphics Club seeks to promote the visibility and appreciation of the Arts. The club allows members to express their individual talents, enhance student relationships, and increase their knowledge of the Arts by attending art exhibits and shows.

International Association of Administrative Professionals (IAAP) supports the Administrative Support Technology students by providing opportunities to enhance their skills in leadership, social, business, community service, money management, and parliamentary procedure areas. Members are eligible to attend the annual international conference sponsored by Professional Secretaries International for IAAP/FSA chapters.

National Technical Honor Society (NTHS) promotes the ideals of honesty, service, leadership, and skill development among America's future workforce. NTHS rewards scholastic achievement in occupational, vocational and/or technical education. Members help build and maintain a stronger, more positive image for vocational and technical students. Members also may attend conferences, workshops, and seminars to exchange ideas and experiences.

Networking Club focuses on helping students understand material presented in the networking curriculum as well as other network-related information that may not be presented in the classroom environment. The club is a place to come together, learn, help, and have fun while exploring the world of networking with veteran enthusiasts and beginners alike.

Omega Alpha Omicron Chapter – Lambda Alpha Epsilon (American Criminal Justice Association – Justice Club) improves criminal justice through educational activities; promotes professional, academic, and public awareness of criminal justice issues; provides a unified voice for professionals in, and students of, criminal justice; promotes high standards of ethical conduct, professional training, and higher education within the criminal justice field.

Phi Theta Kappa Upsilon Phi Chapter (International Honor Society) is the international honor society for two-year colleges. A student must earn twelve or more credits, be a currently full- or part-time student in an associate degree program, and have a grade point average of 3.2 or better to be eligible for membership. The Upsilon Phi Chapter follows an honor theme and has fundraising and service projects each semester. The hallmarks guiding the chapter are scholarship, leadership, service, and fellowship.

Nursing Club was organized to recruit and support nursing students in the nursing program. The membership is open to current as well as prospective practical nursing students. The mission of the club is to increase the visibility of the nursing students on campus and to increase the awareness of the nursing program. The club supports community events such as community health fairs providing free health screenings at these events.

Student Government Association (SGA) is made up of all registered DCC students. The SGA's purpose is to promote a better understanding between the faculty and the students; to regulate and encourage activities beneficial to the morale of the students and the welfare of the school; and to act as the official voice of the student body. The Student Council consisting of representatives elected from each curriculum area governs the SGA.

Student Veterans Organization (SVO) ensures veterans, active duty personnel, reservists, and National Guard members are receiving all benefits to which they are entitled. The SVO shall also increase awareness and understanding of veterans' issues on campus and to advocate on behalf of student veterans.

Who's Who in American Junior Colleges consists of students who are selected and nominated by the faculty based on their achievement, service to the community, leadership in extracurricular activities, and potential for continued success. They join an elite group of students selected from 1,400 institutions of higher learning in all fifty states, the District of Columbia, and several foreign nations.

For more information about the above college clubs and organizations, contact the Student Services Department at (434) 797-8490.

ACADEMIC COUNSELING

Danville Community College provides ongoing academic counseling services to students. College staff members are professionally trained to help students with decisions on a broad range of educational and career concerns. Visit us online at <http://www.dcc.vccs.edu/studentServices/Counseling.htm>.

ADMISSION DENIED/ REVOKED

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College. The decision to deny admission is final and not subject to appeal. Students whose admission is revoked after enrollment will be given due process.

DCC Policy Related to Legislation Regarding Admissions

Section 23-2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that the State Police determine that an applicant to Danville Community College is listed on the Sex Offender Registry, the State Police will notify DCC. When the college receives such a notification, the following procedures apply:

- A. The applicant will be denied admission to DCC in accordance with its admission policy. (See Admission Denied/Revoked). The decision is final and not subject to appeal.
- B. If the applicant registers for classes and becomes a student before the college receives notification from the State Police, the student will immediately be informed that he/she is being administratively withdrawn from classes and will receive a tuition refund. The applicant may, in this instance, invoke his/her right to an appeal process.

Appeal Process for Revoked Enrollment

When a student's enrollment is revoked, he/she may invoke the appeal process. Students who have registered for class but not yet started classes will be administratively withdrawn, and a service indicator will be placed on the student's record which will prevent the student from registering for classes. If the student is already attending classes, the College will reserve the class enrollment until the appeal process is complete, but the individual will not be allowed to attend class during the appeal process. The College will make every effort to expedite the appeals timeline.

- A. The student will receive a certified letter/return receipt requested from the Dean of Student Success and Academic Advancement notifying the student of the revoked admission and outlining the appeal process.
- B. The student may write a letter appeal to the Dean of Student Success and Academic Advancement in which he/she (1) provides justification for consideration of admission/reinstatement and (2) discloses the nature of the offense and/or conviction serving as the basis for DCC's action to revoke admission. If the student is a convicted sex offender, the letter should include a statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

The letter of appeal **must be submitted to the Dean of Student Success and Academic Advancement within seven (7) business days of notification by the College.**

- C. A panel of five (5) full-time faculty or administrators will review the information submitted and make a decision by a simple majority vote within fourteen (14) business days of receiving the letter of appeal. The Dean of Student Success and Academic Advancement will serve as the convener of the panel and will be a member of the panel. Panel discussions will be confidential.
- D. If the panel determines that the withdrawn student represents a threat or potential danger to the College and/or the revoked admission/withdrawn enrollment is considered to be in the best interest of the College, the following apply:
 - a. the student's admission to the College will remain revoked
 - b. the student will be administratively withdrawn from classes if classes have been held
 - c. a service indicator will be placed on the applicant's record which will prevent the applicant from registering for future classes and
 - d. an enrolled student will receive a tuition refund.
- E. The Dean of Student Success and Academic Advancement will inform the student by certified letter/return receipt requested of the decision of the appeals panel. The decision of the appeals panel shall be final.

ATTENDANCE POLICY

It is the philosophy of Danville Community College that student and faculty interactions are critical to the learning process. Class attendance enhances this process. Regular attendance is thus expected of students. Students missing twenty-five percent (25%) or more of the total time allocated for classes and/or labs may be administratively withdrawn from the course upon recommendation of the instructor. Students who are administratively withdrawn prior to the completion of 60% of the classes and/or labs will be issued a grade of "W." After that point, students who are administratively withdrawn will be issued a grade of "F." Faculty have the discretion to establish more restrictive policies which will be published in the course outline. Faculty also have the option to excuse a student when documented, mitigating circumstances prevent the student from attending a class or lab session. Students should be aware that failure to attend classes will negatively affect their financial aid award.

BAD CHECK/DISHONORED PAYMENT FEES

Effective immediately the college must assess a \$35 service charge for handling returned checks or dishonored credit card or debit card payments for accounts not in past due collection status. The college must assess a \$50 service charge for handling returned checks or dishonored credit card or debit card payments when the account is in past-due collection status.

CHILDREN ON CAMPUS POLICY (04/11)

1. Supervised children who are participating in college-sponsored events are welcome on campus
2. However, minor children (under age 16) should not be brought to the college campus or its facilities unless closely supervised by their parent or guardian.
3. Minor children should never be brought into laboratories, shops, or the Learning Assistance Center.
4. Some of these environments can be hazardous for children, and children may also be disruptive to the learning process.

For reasons of security and child welfare, the institution will not permit unattended children to be left anywhere on the college campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security and are subject to the DCC Student Code of Conduct. Parents/guardians who have problems with childcare can consult the DCC Community Resources Guide online at <http://www.dcc.vccs.edu/StudentServices/GuideForToughTimes.pdf>, contact the Families First Childcare Center on campus at (434) 793-9531, or talk to a DCC counselor.

CONTAGIOUS DISEASE POLICY (05/11)

Danville Community College (DCC) is committed to providing, to the extent possible, a healthy and safe educational environment for all students and employees. In compliance with VCCS policy 6.0.7.1 *Contagious Diseases Policy*, DCC policy is to prevent the spread of communicable/contagious diseases through measures that focus on safety, prevention and education and to provide continuity of education in the event of a contagious disease outbreak.

Persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others and must follow these guidelines:

1. Persons who are infected with a contagious disease must seek expert medical advice and are encouraged to advise local health authorities of a possible public health threat. They must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.
2. Persons who know they are infected with a contagious disease are urged to share that information with an appropriate college administrator. Students should contact the Dean of Student Success and Academic Advancement, and employees should contact the Human Resources Officer so that the College may respond appropriately to their needs and assess the health risks to the college community. Medical information relating to contagious diseases of persons within the college community will only be disclosed to responsible college officials on a need-to-know basis. Infected persons may be required to isolate themselves from the college community until the danger of infection is no longer present.
3. No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other college community member unless required by state and/or federal law. Furthermore, all medical information relating to contagious diseases of students, employees, or other college community members will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act of 1974.
4. DCC students, staff, and faculty will refrain from any activity or action cleanup activities that could result in exposure to bloodborne pathogens. DCC complies with 6.1 Bloodborne Pathogens in the *DCC Safety Manual*.
5. Danville Community College complies with the VCCS policy on Acquired Immunodeficiency Syndrome (AIDS) as stated in Section 6010.9 of the *DCC Policy Manual*.

Authority for interpretation and execution of this policy rests with the Vice President of Academic and Student Services for students and Human Resources Officer for employees.

DCC ALERT SYSTEM

When an incident or emergency occurs, authorized senders will instantly notify you using DCC Alert. DCC Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information. Danville Community College uses the Roam Secure Alert Network to immediately contact you during a major crisis or emergency. DCC Alert delivers important emergency alerts, notifications and updates to you on all your devices including e-mail account (work, home, other), cell phone, pager, and/or Smartphone/PDA (BlackBerry, Treo & other handhelds). DCC Alert is a free service offered by Danville Community College. Your wireless carrier may charge you a fee to receive messages on your wireless device. You must know the name of your cell phone/wireless service provider in order to sign up. Please visit the following URL to sign up for DCC Alert: <https://alert.dcc.vccs.edu>

DCC BOOKSTORE (03/11)

REFUND POLICY

Cash register receipts are required for a refund. Purchases made by bank card and returned are credited back to the bank card account. When a sponsor pays for students' books (i.e. Trade Act, Foundation scholarship) then that sponsor's account will be credited. All other refunds are made by check and mailed within four to six weeks of return. No cash refunds can be given at any time. New books and related materials must be returned in new, resalable condition. However, the shipping cost is non-refundable. Receipts are required for state audit purposes on all purchases. If a receipt is lost or otherwise unavailable then some other proof of purchase is necessary (i.e. cancelled check, bank statement).

RETURN POLICY

Textbooks may be returned for full refund up until the add/drop period ends. Dates for the add/drop period for each term are printed in the college catalog. Books purchased for one (1) credit classes and obtained at times other than the beginning of a semester can be returned for a full refund up until the day that class begins. Any books returned after the dates mentioned above will be at the discretion of the bookstore manager.

In order to receive a refund, books must be in new resalable condition. No writing or highlighting. Any software that may have come with the book cannot have been opened or removed from the text.

General books such as trade paperbacks, hardcover fiction, and non-fiction may be returned up to five (5) business days after purchase for a full refund. Books must be in new, resalable condition.

Refunds on calculators and electronic items are not available. Defective items will be replaced up to thirty (30) days of the original purchase. Merchandise must be returned with its carton, related product material (i.e. instructions, warranty, etc.) and the dated sales receipt. Defective merchandise held for more than thirty (30) days will be processed according to the manufacturers' instructions.

Computer software that is in its original shrink-wrap and is the current version may be returned within five (5) business days of the original purchase date.

All other merchandise purchased from the DCC Bookstore is non-refundable.

FINANCIAL AID BOOKSTORE POLICY (03/11)

Students may charge books and limited supplies to approved aid (Pell, SEOG, CSAP) beginning the first day of registration unless otherwise indicated by the Bookstore. There will be a \$500 limit (varying upon anticipated Financial Aid) available to charge in the Bookstore. If your textbooks total more than \$500, please visit the Financial Aid Office to request an increase.

Laptops and software purchases require contract approval by the Financial Aid Coordinator. In order to purchase a laptop in the Bookstore, students must be enrolled in a computer curriculum or have all online classes. Students must attend all classes at least once before receiving a bookstore contract.

DCC Computer Curriculums:

- Information Systems Technology – Computer Programming Specialization, PC Technology Specialization, and Network Specialization
- Computer –Aided Drafting and Design
- Graphic Imaging Technology
- Office Information Processing
- Microcomputer Software
- Network Technology
- Programming
- Web Site Design

DISABILITY SERVICES

Danville Community College is committed to equality of educational opportunities for qualified disabled students. The Disability Services Office/ADA Counselor looks forward to working with you. All the information that you provide is voluntary and will be kept strictly confidential. Who qualifies? Section 504 of the Rehabilitation Act of 1973 defines a handicapped person as "any person who has a physical or mental impairment which limits one of life's major activities such as walking, talking, seeing, hearing or writing." For additional

information, please contact the ADA Counselor in Wyatt 108, Ext. 8572. For more information:
<http://www.dcc.vccs.edu/studentServices/ADA/DisabilityServices.htm>.

DISTANCE LEARNING

DCC offers a variety of learning opportunities via distance education. Distance learning opportunities include online courses, telecourses/Independent study on DVD, and interactive television courses. Students have access to a variety of academic and student support services including the following:

- **Distance Learning Home Page** - <http://www.dcc.vccs.edu/DistanceLearning/Distance.htm>
- **Blackboard** – DCC's online course management system. For technical support, call (434) 797-8557, (434) 797-8556, or 1-800- 560-4291, or go online at <http://www.dcc.vccs.edu/DistanceLearning/FAQ.htm>. On weekends, call (434) 797-8599.
- **Library and Information Resources** – For more information call (434) 797-8555 or go online at <http://164.106.52.250/lrc/library/Library.htm>.
- **Tutoring** – For more information, call (434) 797-6432, or email at dcctutoringcenter@dcc.vccs.edu, or go online at <http://www.dcc.vccs.edu/lrc/tutoring/onlinetutoring.htm>.
- **Proctored Testing** – For more information, call (434) 797-8404, or email dcctestingcenter@dcc.vccs.edu, or go online at <http://www.dcc.vccs.edu/LRC/LAC/testingcenter.htm>.
- **Bookstore** – For more information, call (434) 797-8426 or go online at <http://dccbookstore.dcc.vccs.edu/home.aspx>.
- **Admissions & Registration** – For more information, call (434) 797-8460 or go online at <http://www.dcc.vccs.edu/studentServices/Admissions/admissions.htm>.
- **Counseling** – For more information, call (434) 797-8460 or go online at <http://www.dcc.vccs.edu/studentServices/Counseling.htm>.
- **Financial Aid - For more information**, call (434) 797-8567 or go online at http://www.dcc.vccs.edu/studentServices/FinancialAid/financial_aid.htm.

GRADUATE OUTCOMES ASSESSMENT REQUIREMENT

Associate degree students will be required to take a battery of tests designed to measure general education achievement and/or achievement in selected major areas prior to graduation for the purpose of evaluating general education competencies and academic programs. No minimum score or level of achievement is required for graduation. Individual test results will remain confidential. Group scores will be used for accountability to the state and for improvement of academic programs.

GUIDELINES ON POLITICAL CAMPAIGN RELATED ACTIVITIES

Danville Community College employees, board members, and students have the right to freely express their views on any subject, including advocacy for or against candidates for public office. This right is protected by the First Amendment to the Constitution. However, in exercising these rights, neither DCC nor any of its resources can be used. All political activities are to be independent of college affiliation. DCC does not engage in partisan politics. Therefore, we do not support or endorse any political party or candidate.

INCLEMENT WEATHER POLICY

In case of inclement weather, students and employees can contact the Danville Community College Weather/Emergency phone at (434) 797-8595 or check the DCC website (www.dcc.vccs.edu) for information about the College's operation. To sign up for the DCC Alert System, visit <https://alert.dcc.vccs.edu>.

INFORMATION SECURITY POLICY (04/11)

Purpose

The Virginia Community College System (VCCS) provides computing facilities to faculty, students, and staff for activities supporting the VCCS mission. The purpose of this policy is to protect the integrity of the Virginia Community College computing resources and the users thereof against unauthorized or improper use of those resources. The following policy describes responsible behavior expected by those given access to the computing facilities. The VCCS will provide practical guidelines for the application of this policy.

General Responsibility

The VCCS administration reserves the rights without notice to limit or restrict any individual's access and to inspect, remove, or otherwise alter any data, file, or system resource that may undermine the authorized use of any network computing facilities. VCCS administration also reserves the right to periodically check any system and take any other action necessary to protect its computing facilities. VCCS disclaims responsibility for loss of data or interference with files resulting from its effort to maintain the privacy and security of those computing facilities. Each college president is responsible for the development, implementation, and enforcement of local information security plans to satisfy the objectives set forth in this policy. The college president is responsible for ensuring that all local college employees have signed Information Technology Employee Ethics Agreements on file. Each college president is also responsible for ensuring that all active students and patrons using VCCS or college computer resources have acknowledged acceptance of the Information Technology Student/Patron Ethics Agreement. Finally, college presidents are responsible for establishing approval mechanisms for authorizing staff and students to view, add, or modify local college information located on VCCS resources on a need-to-know basis.

Definition

The term "Virginia Community College System's (VCCS) local and shared computer systems" means, refers to, and includes any and all forms of equipment, tools, and intellectual property related to computer use. This includes computer systems, personal computers, and computer networks, and all forms of software, firmware, operating software and application software that the VCCS owns or that is under the VCCS's possession, custody, or control. Users of the VCCS computing resources must agree to comply with and be subject to VCCS policies. These policies include the Information Security Policy, the Information Technology Employee Ethics Agreement, the Information Technology Student/Patron Ethics Agreement, the Computer Ethics Guidelines, and these Conditions of Use. The VCCS reserves the right to amend these conditions and policies at any time without prior notice.

VIRGINIA COMMUNITY COLLEGE SYSTEM

Information Technology Student/Patron Ethics Agreement

As a user of the Virginia Community College System's local and shared computer systems, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The college has granted access to me as a necessary privilege in order to perform authorized functions at the institution where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the college has not expressly assigned to me. I will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner is considered copyright infringement and is illegal under federal copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-513 (<http://www.copyright.gov/title17/92chap5.html>) and in the US Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.75. Use of Internet and Electronic Communication Systems, VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information;
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use the college computing laboratories, classrooms, and computers in the Learning Resource Centers. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and management of my college.

I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. I must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the VCCS Information Technology Acceptable Use Agreement, I understand that I need to contact the college Information Security Officer or appropriate college official.

ENFORCEMENT PROCEDURE

1. Faculty, staff and students at the college or VCCS facility should immediately report violations of information security policies to the local Chief Information Officer (CIO).
2. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Office Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
 - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
 - b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
 - c. Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
3. In the event that a student is the offender, the accuser should notify the Vice President of Academic and Student Services. The Vice President, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:
 - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
 - b. Restitution for damages, materials consumes, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
 - c. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.
4. The College President will report any violations of state and federal law to the appropriate authorities.
5. All formal disciplinary actions taken under this policy are grievable and the accused may pursue findings through the appropriate grievance procedure.

APPROVAL

This guideline shall remain in effect until superseded or suspended.

COMPUTER LAB POLICY

The computer labs at Danville Community College are provided for the use of students currently enrolled at the College. The labs are provided so students can learn to use the software and equipment and complete assignments made by their instructors. Any use of the labs or lab equipment for personal reasons is strictly prohibited. This includes playing games; making banners; designing and printing flyers, booklets, bulletins, and brochures other than those required by an instructor; making copies of software products, regardless of who owns them; or any other such activities. Food and drinks (including those with screw caps) are not to be brought into the labs. Further, children should not be brought to the labs. There are computers in the College's Learning Assistance Center (LAC) that are available for public use, and may be used for some of the above activities. Anyone who disregards or willfully violates this policy will be asked to leave the lab and may be subject to disciplinary action under the College's Student Code of Conduct.

INSTITUTIONAL EFFECTIVENESS DAYS

Two class days are designated each academic year (one per term) as Institutional Effectiveness Days. The faculty in each program at Danville Community College develops student outcomes objectives and measurement tools for each curriculum to ensure assessment of student outcomes.

INTELLECTUAL PROPERTY POLICY

Danville Community College adheres to the policies of the Virginia Community College System (VCCS) relative to its intellectual property, copyright issues, and revenue derived from the creation of intellectual property. The VCCS policy determines ownership rights and responsibilities regarding intellectual property by a student and/or employee of the VCCS. The policy may be viewed online at www.vccs.edu. Also, there is a copy of the policy located in both the Library and the Student Services office.

LEARNING RESOURCES CENTER

Academic Support Services

The Whittington W. Clement Learning Resources Center provides academic support services for the college community. Centrally located on the Danville Community College campus, the LRC incorporates the latest in educational technology to offer a unique mix of traditional and nontraditional resources for learning and teaching. For more information, please call (434) 797-8453 or go online at <http://www.dcc.vccs.edu/lrc/LRC/LearningResourcesCenter.htm>.

Library

Located on the upper-level of the LRC, the Mary M. Barksdale Library provides extensive print and non-print collections, full-text electronic databases, and study areas. A library card is required to check out materials and can be obtained by presenting a picture ID or student ID at the circulation desk. For more information, ask the librarian or call (434) 797-8555, or go online at <http://www.dcc.vccs.edu/lrc/library/library.htm>. Library services include the following:

- **LRCLive** – An online reference service that enables you and a reference staff member to chat online and share web pages in real-time. At the end of each session, you will receive a transcript of the entire session. You can connect to LRCLive at <http://www.questionpoint.org/crs/servlet/org.oclc.home.TFSRedirect?virtcategory=12976>.
- **Internet and Electronic Resources** – Students have access to a vast array of Internet and electronic resources including VIVA. VIVA is a collection of approximately 10,000 full-text journals and newspapers, over 9,000 full-text works of poetry and verse drama, and more than 750,000 additional full-text books, reports, pamphlets and statistical sources. The Internet terminals in the Library are designated for research and educational purposes only. You can connect to the e-Library at <http://www.dcc.vccs.edu/lrc/E-Library/elibrary.htm>.
- **Print Resources** – A large collection of books, periodicals, and other print materials are available for research and study.
- **Research Assistance** – A librarian is available to assist students in the use of the library and its materials.
- **Interlibrary Loan (ILL)** - Students who need materials which are not available in the DCC library may request that books and copies of journal articles be borrowed from other libraries. Materials are usually available within 5 days or sooner. A maximum of 5 items may be requested at a time. There is no fee for this service.
- **Copy Machine** – 10 cents per page
- **Group Study Areas**

Library Hours

Fall, Spring and Summer Semesters

Monday through Thursday – 8:00 a.m. to 9:00 p.m.
Friday – 8:00 a.m. to 12:00 noon
Saturday - Closed
Sunday – 1:00 p.m. to 5:00 p.m. (Closed during Summer Semester)

Intercession

Monday through Friday – 8:00 a.m. to 12:00 noon
Saturday and Sunday - Closed

Learning Resources Center (LAC)

The LAC provides a variety of instructional support programs and services to assist students. For more information call (434) 797-8404 or go online at <http://www.dcc.vccs.edu/lrc/LAC/LearningAssistanceCenter.htm>.

- **Testing Center** - Makeup tests for the instructional programs and distance learning testing are administered in the LAC.
- **Computer Lab** – Computers, printers, scanners, and access to most major software applications used on campus are available in the LAC. Tutorial software, email, and the Internet are also available. Services for the visually and hearing impaired are available.

LAC HOURS

Fall and Spring Semesters

Monday through Thursday - 7:30 a.m. to 9:00 p.m.
Friday – 8:00 a.m. to 12:00 noon
Saturday - Closed
Sunday – 1:00 p.m. to 5:00 p.m.

Summer Sessions

Monday through Thursday - 7:30 a.m. to 9:00 p.m.
Friday – 8:00 a.m. to 12:00 noon
Saturday and Sunday - Closed

Intercession

Monday through Friday – 8:00 a.m. to 12:00 noon
Saturday and Sunday – Closed

Holidays and Special Hours:

The library and LAC will be closed whenever the college is closed. Special hours for holidays, faculty planning and preparation days, and other special occasions will be posted on the LAC's telephone and at the front of the LRC.

Tutoring Center - The Tutoring Center provides free tutoring to currently enrolled DCC students who seek assistance with their DCC coursework. Individual and small group tutoring for most courses is available on an appointment basis. Student may sign-up at any time during the semester. DCC's Tutoring Center is nationally certified by the College Reading and Learning Association. Tutoring is provided by trained professional and peer tutors. The Tutoring Center is located in the upper level of the Learning Resources Center. For more information on tutoring services, call (434) 797-6432 or go online at <http://www.dcc.vccs.edu/lrc/tutoring/tutoringcenter.htm>.

NO SMOKING POLICY

Smoking is prohibited in all campus buildings and within 25 feet of all building entrances.
Smoking is prohibited in accordance with executive order 41.

NOTIFICATION OF STUDENT RIGHTS

The Family Educational Rights and Privacy Act (FERPA) of 1974, Sec.438, PUB.L. 90-247, as amended, sets forth requirements governing protection of students' right to privacy in their education records and affords them a right to inspect such records. A copy of this legislation is on file in the Learning Resource Center.

The College may disclose the following personally identifiable information from a student's education records:

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone Listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Degrees, honors and awards received
8. Major field of study
9. Dates of attendance
10. Grade Level
11. The most recent educational agency or institution attended
12. Number of credit hours enrolled

This information may be disclosed by the College without the prior consent of the student unless a written request is made to the Admissions Office or the student sets appropriate privacy settings in the Student Information System before such time as the College is asked to make such disclosure. In any case, the College may disclose directory information from the education records of an individual who is no longer in attendance at the College. Students having questions pertaining FERPA may contact the College Registrar.

STUDENT INFORMATION RELEASE AUTHORIZATION

In compliance with the federal *Family Educational Rights and Privacy Act of 1974 (FERPA)* the college is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid, and other student record information. This restriction applies, but is not limited, to parents, a spouse or a sponsor. FERPA does permit the college to disclose information from a student record to a parent(s) or legal guardian(s) if they claim the student as a dependent for federal tax purposes, and Chapter 495, 2008 Virginia Acts of Assembly requires disclosure to those who claim the student as a dependent. Parent or legal guardian must present current tax information supporting this claim.

The student may, at his/her discretion, grant the college permission to release information about his/her student records to a third party by submitting a completed **Student Information Release Authorization** form. The specified information will be made available only if requested by the authorized third party. Students should submit the completed form to the Office of the Registrar in person, by mail, or by fax. Please note that the authorization to release information has no expiration date; however, a student may revoke the authorization at any time by sending a written request to the same address. **NOTE:** For the third party designee(s) you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record.

STUDENT ID POLICY

All students are required to wear a DCC Student ID at all times.

- All New and Returning Students must have a Student Identification card.
- Student must have his/her Student EMPL ID Number.
- Student must be enrolled for the current semester and must present a study list or schedule from the current semester.
- Student must present a current picture ID (i.e.- Valid Driver's License, DMV picture ID card)
- Student can not wear hats or anything covering his/her head. Sunglasses are not to be worn.
- Duplicate Student ID's will only be taken if the student is currently taking classes and presents the above identification.

STUDENT CONDUCT, RIGHTS, AND RESPONSIBILITIES

Danville Community College is a learning community with specific expectations concerning the conduct of its students. The student handbook discusses your rights, responsibilities, and conduct as you pursue your education.

Danville Community College's approach to student learning and student conducts is to provide a safe and healthy learning environment that facilitates the mission of the College. When a student's conduct adversely affects the College's pursuit of its educational objectives, actions will be taken to remedy the situation. Danville Community College's approach will be both to resolve the problem and to help students to learn from their mistakes. In accord with this general philosophy, efforts will always be made to resolve discipline issues, informally, if possible.

RIGHTS AND RESPONSIBILITIES

- A. The submission of an application for admission to Danville Community College represents a voluntary decision on your part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. College approval of your application, in turn, represents the extension of a privilege to join the college community and to remain a part of it so long as you meet its required academic and behavior standards.**
- B. You have the privilege of exercising your rights without fear or prejudice as long as you respect the laws of the state, the policies of the College, and the rights of others on campus. Such rights include the following:**
- 1. You are free to pursue your educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the College through its curricula.**
 - 2. No disciplinary sanctions may be imposed upon you without due process.**
 - 3. Free inquiry, expressions, and assembly are guaranteed to you provided your actions do not interfere with the rights or safety of others or the effective operation of the institution.**
 - 4. The College and members of the College community have the right to expect safety, protections of property and the continuity of the educational process.**

STUDENT INITIATED GRIEVANCE PROCEDURE

Danville Community College is dedicated to an affirmative action policy which provides that all grievances relating to students at the college, including grade appeals, will be handled fairly and equally without regard to race, color, age, national origin, sex, disability, or other non-merit factors.

A grievance is a difference between a student and an employee of the college with respect to the application of the provisions of the rules, policies, procedures, and regulations of the college or the Virginia Community College System as this application affects the activities or status of each student. The grievance procedure must be initiated within seven (7) class days according to the following procedure.

Three steps delineate the procedure to be followed when a student is filing a grievance against an employee of the college.

Step I.

A. Student

1. The student initiating the grievance shall discuss it with the college employee involved.
2. The student may request a Danville Community College counselor's participation as a third party to discuss the issue when the student judges that the personal conference with the college employee would be detrimental to resolving the problem.

B. Student/Employee

1. Every reasonable effort should be made by all parties to resolve the matter at this step.

C. Employee

1. Documentation of the Step I decision shall be submitted in writing by the employee to the student and the employee's supervisor within seven (7) class days of the student/employee conference.

Step II

A. Student

1. If the student is unsatisfied after Step I, he/she may, within seven (7) class days, file a written appeal with the employee's supervisor.

B. Supervisor

1. Within (7) seven class days of receipt of the written grievance from the student, the supervisor will schedule and hold a meeting with the student and the employee, separately or together.

2. The supervisor will conduct the meeting to hear the grievance, maintain a written record of the meeting, and will notify the student, employee and the Vice President of Academics and Student Services of the decision within (7) seven class days.

Step III

A. Student

1. If the student is unsatisfied with the decision at Step II, he/she may, within seven (7) class days file a written grievance to the Vice President for Academics and Student Services.

B. Vice President for Academics and Student Services

1. Within seven (7) class days after receipt of written grievance, the Vice President for Academics and Student Services will select a Review Committee.

REVIEW COMMITTEE

The Review Committee is dedicated to fair and impartial hearings in order to resolve the grievance. The members will decide, by at least a majority vote, to uphold, to modify, or reverse the decision made at the previous level. The Review Committee will consist of one faculty member, one division dean, one counselor, and two students, whose names are randomly selected. To ensure a fair and impartial committee, the President may replace any member of this Committee with another student or faculty/Staff member, whenever deemed appropriate by the President. The Division Dean shall serve as the chair of the committee as appointed by the President.

C. Review Committee

1. The Dean shall set a time and place for the hearing and notify every individual involved in an earlier step of the grievance.
2. All parties concerned shall be given at least five (5) class days' written notice informing them of the nature of the complaint, and the date, time, and location of the hearing.
3. The student requesting the hearing shall present the case to the Committee. The party against whom the complaint has been lodged shall have the opportunity to respond to the complaint. Both parties shall be allowed to present only relevant information to the Committee; however, it is the responsibility of the parties to arrange for such information.
4. The student has the right to be accompanied by counsel or advisor who may come from within or outside the College. Such counsel or advisor must restrict his/her participation to advising the student, and he/she may not participate in the actual proceedings of the hearing.
5. After hearing all relevant information, the Vice President of Academic and Student Services may ask for a concluding statement from each party if such statement would aid the Committee's deliberation.
6. Following the concluding statements, the Vice President of Academic and Student Services shall invite the student and the faculty member to leave the room.
7. The Committee shall deliberate and shall decide the issue and subsequently state its ruling and rationale in writing.
8. A majority vote will control. A minority report may be included signed by the minority position. If the Committee upholds the student's grievance, it will recommend specific measures to be taken by the Vice President of Academic and Student Services, the Division Dean, and/or the faculty member involved to resolve the issue in an appropriate and fair manner.
9. If, however, the Committee denies the student's grievance where the student has violated the standards of acceptable conduct, the Committee shall accept the recommended penalty of the faculty member in whose class the offense occurred, unless the Committee finds, by a majority vote, that such recommended penalty is unfair in light of the evidence. It shall then recommend the following penalty or penalties to the Vice President of Academic and Student Services.
 - a. Verbal or written warning;
 - b. Requirement that the student complete a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions;
 - c. Withholding of official transcript or degree;
 - d. Bar against readmission;
 - e. Denial or non-recognition of a degree;
 - f. Withdrawing from a course with a grade of "W";
 - g. Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course;
 - h. Expulsion.
10. The hearing will be recorded. If either party desires to appeal the Committee's decision, the recording will be transcribed and both parties will be furnished a copy of the transcript.
11. The Committee's decision may be appealed to the President of the college. The appeal must be in writing and set forth the specific ground(s) for appeal and be filed with the President no later than ten (10) class days from the decision of the Committee, unless the President grants an extension for good cause. Failure to file an appeal within the time provided, in writing, as above shall cause a loss of the right to appeal.
12. Notwithstanding the foregoing, the President reserves the right to take any action as the President determines to be in the best interests of the college.

COLLEGE INITIATED CODE OF STUDENT CONDUCT AND DISCIPLINE

College Code

At Danville Community College, the primary concern is the student. The College attempts to provide students a safe environment conducive to academic endeavor, social growth, and acceptable behavior.

1. **Acquaintance with Policies, Rules, and Regulations:** The Code of Student Conduct is subject to change by the college administration. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the college, copies of which will be available to each student for review in the Admissions Office. The College will hold each student responsible for compliance with these policies, rules, and regulations. The student is responsible for obtaining published materials to update the items in this code. Online versions of the policies, rules and regulations will be up-to-date.
2. **Student Misconduct:** Each student is expected to conduct himself/herself in a manner consistent with the College's functions as an educational institution. Specific examples of misconduct for which students may be subject to disciplinary action include but are not limited to the following:
 - a. Use or possession of ammunition, firearms, or other weapons. None of the preceding is allowed in cars parked on campus. (See Item 3).
 - b. Conducting oneself in a manner that endangers the health or safety of self and/or other persons.
 - c. Acts of intimidation or bullying directed towards employees, students or guests of the College.
 - d. Wearing of clothing that exposes parts of the body or undergarments in such a manner that is offensive to others.
 - e. Commission of any criminal offense under federal, state, or municipal law on campus.
 - f. Violation of or failure to comply with any college policy, rule, or regulation.
 - g. Giving false testimony and/or information to any campus official.
 - h. Knowingly initiating, communicating, or circulating a false report of a bombing; fire offense; or other emergency.
 - i. Misuse of fire or other life-safety equipment.
 - j. Possession of ignition devices, fireworks, flammable liquids or objects, which could cause damage by fire or explosion.
 - k. Creating or participating in disturbances on college property or at a college activity resulting in the disruption of college activities.
 - l. Inappropriate classroom behavior. (The faculty member has responsibility for control of the classroom and may take steps to ensure an orderly environment).
 - m. Failure to meet financial obligations to the college in accordance to institutional business office procedures.
 - n. Stealing, destroying, defacing, damaging, or misuse of college property or property belonging to another.
 - o. Possession of or making use of college keys for unauthorized purposes.
 - p. Unauthorized entry into or use of college buildings, facilities, or equipment.
 - q. Unauthorized solicitation on college-controlled property.
 - r. Possessing or using intoxicating beverages on college property or at college activities.
 - s. Being intoxicated or impaired while on campus or at college activities.
 - t. Gambling in any form on college property.
 - u. Illegal possession, use, sale or distribution of any quantity of any drug, narcotic, or controlled substance.
 - v. Forgery, alteration, or misuse of college documents, forms, or records.
 - w. Harassment of any student, employee, or guest of the college.
 - x. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other college activities.
 - y. Academic dishonesty (See Item 4).
3. **Firearms and Other Weapons:** Firearms and dangerous weapons of any type are NOT PERMITTED on or in campus facilities, except when carried by bona fide law enforcement officers in their official capacities. The use, possession (including in parked cars on campus), or sale of ammunition, firearms, or other weapons is strictly forbidden and may result in penalties which include denial or revocation of admission and suspension from the College.
4. **Academic Honesty:** Students will be expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in academic work is subject to disciplinary action.
 - A. The college may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, the following:
 1. Copying from another student's test paper or other academic work.
 2. Using materials not authorized by the person giving the test.
 3. Collaborating, without authority, with another student during an examination or in preparing academic work.
 4. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test.
 5. Substitution for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.

6. Bribing another person to obtain an unadministered test or information about an unadministered test.
7. The appropriation of another's work without acknowledging the incorporation of another's work in one's own written work (plagiarism).

B. Procedures for discipline due to academic dishonesty will be the same as specified in Section 7, except that all academic dishonesty actions will be first considered and reviewed by the appropriate faculty member. If the student does not accept the decision of the faculty member, the student may discuss his/her concerns with the Division Dean. If the student does not accept the decision of the Division Dean, the College will then follow the normal disciplinary procedures in Sections 6 and 7.

C. **Plagiarism Policy:** A student who receives a failing grade ("F") in a course as a result of academic dishonesty (*such as plagiarism*) may not withdraw from that course with a "W" or receive a refund. This policy applies to any student in a particular course deemed to have committed an act of academic dishonesty during any part of a semester, and regardless of whether he/she has turned in any graded work. Mitigating circumstances do not apply in such cases. If the student does not accept the decision, the College will then follow the normal disciplinary procedures in Sections 6 and 7.

DISCIPLINARY PROCEDURES, INCIDENT REPORTS & RESULTING ACTIONS

Any person charged with an offense is entitled to due process and is considered innocent until proven otherwise.

- Any student or employee of Danville Community College may complete an incident report against a student or college employee.
- All reports must be filed with the Vice President of Academic and Student Services or his/her designee. Blank incident reports may be obtained from the Security Office and from the Student Services Office in the Wyatt Building. The form is also available online.
- Confidentiality will be maintained throughout the handling of the case.
- The completed incident report should be submitted to Student Services.

Procedure for Administration of Discipline: The college will refrain from imposing a rigid code of discipline but reserves the right to take disciplinary action compatible with its own best interests when it is clearly necessary. Failure to meet standards of conduct acceptable to the college may result in disciplinary probation, suspension, dismissal, or other penalty, depending upon the nature of the offense. The Vice President of Academic and Student Services or his/her designee will have primary authority and responsibility for the administration of student discipline at the college.

When the Student Services (SS) Department receives an Incident Report, a SS representative shall investigate the alleged violation. After completing the preliminary investigation, the SS representative may:

1. Dismiss the allegation as unfounded and take no further action.
2. Determine the severity and nature of the problem.
3. Refer the student to the College's Grievance Procedure, if the Incident Report is against a college employee.
4. Consult with the Vice President of Academic and Student Services or his/her designee. *Upon receipt of a completed incident report alleging misconduct, the student may be given notice to appear before the Vice President of Academic and Student Services or his/her designee. Failure to report may result in disciplinary action.

The Vice President of Academic and Student Services or his/her designee will determine if such allegations are founded. If, after discussion with the student, the charges reasonably appear founded, the material facts upon which the charges are based are not disputed, and the student does not request a Review Committee hearing, the Vice President of Academic and Student Services will assess the penalty appropriate to the charges.

In cases where further action is warranted, the following actions may be taken:

- A. Admonition: A verbal or written reprimand to a student indicating that the student is violating or has violated college rules and admonishing the student to refrain from further violations.
- B. Warning Probation: A written reprimand indicating that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time up to one calendar year, and the student shall automatically be removed from probation when the imposed period expires.
- C. Disciplinary Probation: A written reprimand indicating that further violations may result in suspension.
- D. Withholding of Transcript, Degree, Diploma, Certificate, or suspension of the right to register for classes: A penalty imposed upon a student who fails to pay a debt owed to the College or who has a disciplinary case pending final disposition. This penalty terminates upon payment of the debt or upon final disposition of the case.
- E. Restitution: A requirement for the student to reimburse the College for damaged or misappropriated property. This may take the form of appropriate service to repair or otherwise compensate for damages.
- F. Suspension from the College: Exclusion from attending the College as a student for a definite period of time not to exceed one year.
- G. Dismissal: Termination of student status for not less than one year. The conditions of readmission, if any, will be stated in the order of dismissal.

The Vice President of Academic and Student Services will prepare a written notification of the disciplinary actions to be taken by the college which will be delivered to the student by certified letter/return receipt requested.

Immediate Disciplinary Action: The Vice President of Academic and Student Services or the President of the College may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule or regulation of the college. This should occur only when the continuing presence of the student poses a danger to persons or property or the individual presents a threat of disrupting the academic processes of the institution.

In such cases, the Vice President of Academic and Student Services will, if possible, meet with the student prior to suspension and discuss the reasons for the interim suspension.

Immediate interim disciplinary action, including the blocking of re-enrollment and/or denying the release of official transcripts may be taken against any student who has outstanding financial obligations to the College. The student has the right to immediately discuss re-enrollment and/or denial of the release of official transcripts with the Office of Admissions and Records who will refer the student to the appropriate College official for a discussion of the reason or reasons for the block.

Following this discussion, the student may request the case be reviewed pursuant to the normal disciplinary procedures.

Student Disciplinary Hearings: In the cases in which the student disputes the facts upon which the charges are based or in those cases in which the student accepts the facts but disputes the disciplinary action taken, the student will have the opportunity to have the decision reviewed by a fair and impartial Review Committee.

- 1) If the student wishes to have a hearing with the Review Committee, the student must, within three (3) class days of the time at which the certified letter was received by the student, submit to the Vice President of Academic and Student Services a written request for review.

The Review Committee is dedicated to fair and impartial hearings in order to resolve the grievance. The members will decide, by at least a majority vote, to uphold, to modify, or reverse the decision made at the previous level. The Review Committee will consist of one faculty member, one division dean, one counselor, and two students, whose names are randomly selected. To ensure a fair and impartial committee, the President may replace any member of this Committee with another student or faculty/Staff member, whenever deemed appropriate by the President. The Division Dean shall serve as the chair of the committee as appointed by the President.

- 2) A representative of the Vice President of Academic and Student Services Office will be present during the hearings as a non-voting resource person.
- 3) Except in those cases where immediate interim disciplinary action has been taken under authority of Immediate Disciplinary Action Section, the accused student will be given five (5) class days notification by the Vice President of Academic and Student Services of the date, time, and place for the hearing, and the names of the Review Committee members.
- 4) Upon a hearing of the charges, the Vice President of Academic and Student Services has the responsibility of going forward with the evidence and the burden of proving the charges by the greater weight of the credible evidence. In no case will this person serve as the resource person of the Review Committee. The hearing will be conducted in accordance with the following procedures:
 - a. The student may challenge the impartiality of a member of the Review Committee at any time prior to the introduction of any evidence. The validity of this challenge will be decided upon by the remainder of the Committee. In the event any member of the Review Committee is disqualified, a new member will be appointed by the college President.
 - b. Each party will have the right to appear and present evidence in person. Each party has the right to be accompanied by counsel or advisor who may come from within or outside the College. Such counsel or advisor must restrict his/her participation to advising the party, and he/she may not participate in the actual proceedings of the hearing.
 - c. The student may elect not to appear at a hearing; however, it will still be held.
 - d. The hearing will be closed to the public.
 - e. The Dean will open the meeting by advising the student of the Committee's procedures.
 - f. The Dean will then review in the presence of the student and the Vice President of Academic and Student Services, the allegations that were the basis of the disciplinary action.
 - g. The Dean will then call upon the Vice President of Academic and Student Services to be questioned by Committee members and the student.
 - h. The Dean will then call upon the student to make a formal statement and to be questioned by members of the Committee.
 - i. The Dean will then ask the Vice President of Academic and Student Services to introduce any relevant evidence. In like manner, the dean will ask the student to introduce any relevant evidence.
 - j. After reviewing all evidence, the dean will call for a concluding statement from the Vice President of Academic and Student Services and the student.

- k. The Committee will deliberate privately and reach a decision as to whether the student has violated standards of acceptable conduct as charged OR that the student has not violated standards of acceptable conduct as charged. A majority vote will control. If the Committee finds that the student has violated standards of acceptable conduct as charged, it will assess the disciplinary action taken. The Committee's decision and any minority report will be stated in writing of rationale and provided to the affected student and appropriate college officials including the College President.
 - l. In cases of academic dishonesty where the Committee finds the student violated the standards of acceptable conduct, the Committee will accept the recommended penalty of the faculty member in whose class the offense occurred unless the Committee finds, by majority vote, that such recommended penalty is unfair in light of the evidence. It will then assess the disciplinary action taken. The Committee's decision and any minority report will be stated in writing of rationale and provided to the affected student and appropriate college officials including the College President.
 - m. The hearing will be recorded. If either party desires to appeal the finding, the recording will be transcribed and both parties will be furnished a copy of the transcript.
- 5) After assessing the disciplinary action taken, the Review Committee may uphold the previous action or amend the action in accordance with the following prescribed options:
- a. Verbal or written warning.
 - b. Requirement that the student completes a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions.
 - c. Disciplinary probation imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
 - d. Ineligibility for election to a student office.
 - e. Removal from an organizational office.
 - f. Prohibition from representing the college in any special or honorary role.
 - g. Withholding of official transcript or degree.
 - h. Deny or revoke admission
 - i. Restitution, whether monetary or performing specific duties.
 - j. Denial or non-recognition of a degree.
 - k. Suspension of rights and privileges, including participation in curricular, co-curricular, or extracurricular activities for a specified period of time.
 - l. Withdrawal from a course with a grade of "W" or "F" grade.
 - m. Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the retaking of a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course.
 - n. Loss of or ineligibility for student grant, loan, or scholarship.
 - o. Expulsion from the college.
 - p. Blocking a student from enrolling until a specified act is performed by the student.

Review of the College President: The President of the College may approve, reject, or modify the decision of the Vice President of Academic and Student Services or the Review Committee or may require that the hearing be reopened for the presentation of additional evidence.

Appeal: The Review Committee's decision may be appealed to the President of the College. The appeal must be in writing and set forth the specific ground(s) for appeal and be filed with the President no later than seven (7) class days from the decision. Failure to file an appeal within the time provided, in writing, as above shall cause a loss of the right of appeal. The President will be the final appellant review. The President may approve or reject the decision. The decision will be reviewed upon the basis of the transcript of the hearing. Both parties may, at the discretion of the President of the College, submit oral or written arguments to support their positions. In order for the appeal to be considered, all the necessary documentation is to be filed with the President of the College within seven (7) class days after the notice of appeal is given.

Recording of Disciplinary Action: The College will maintain confidential records of all disciplinary actions. The College may expunge these records within three (3) years after the student ceases to be enrolled.

Suspended Student Restriction: No student who has been suspended for disciplinary reasons from the college will be permitted on the campus of the College during the suspension period without the prior written approval of the Vice President of Academic and Student Services

Admission After Disciplinary Action: To have admission reinstated, the student should submit a letter to the Vice President of Academic and Student Services, who will make the final decision on re-entry to the College.

DRUG ABUSE PREVENTION PROGRAM FOR OFFICERS, EMPLOYEES, AND STUDENTS

The Student Services Department is responsible for the following:

1. Arrange an annual seminar on substance abuse for students, faculty and staff.
2. Publish information in the student newsletter, Le Courier, and in faculty and staff newsletters about substance abuse prevention and the availability of assistance.
3. Work with the mental health services in providing information about substance abuse prevention to students, faculty, and staff.
4. Be the on-campus source of assistance for students, faculty, and staff and will be responsible for referrals for assistance for any student or employee.

The College is committed to providing a drug-free environment for its employees and students. It is a violation of college rules for students to manufacture, distribute, dispense, possess or use controlled substances while participating in college related activities, on or off campus. Students who are using or dealing in drugs are subject to disciplinary procedures. Students who are convicted of drug related offenses are required to notify the Vice President of Academic and Student Services within five days of such conviction. Students who are involved with drugs or who have drug-related problems are encouraged to contact the Student Services Department for assistance in obtaining treatment.

DANVILLE COMMUNITY COLLEGE SEXUAL MISCONDUCT POLICY FOR STUDENTS AND EMPLOYEES

Danville Community College shall not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations for a college community. All reported violations will be investigated. Violations can be reported to DCC Security or to any DCC Administrator - who will then report it to the Dean of Student Services & Academic Advancement or the Affirmative Action Compliance Officer.

Danville Community College will offer an educational program each year to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. An informational brochure will also be available for students in the Student Services Office, Wyatt 108 and in the Student Center.

Sexual misconduct falls under two general categories: **Sexual Assault** and **Sexual Harassment**.

I. **SEXUAL ASSAULT POLICY**

This policy shall apply to all employees and students of DCC. An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act, and speak without fear of physical harm. Sexual assault in any form will not be tolerated on the DCC campus.

Sexual assault may be punishable through civil and criminal proceedings, as well as through college disciplinary processes. **Sexual assault is defined as the touching of an unwilling person's intimate parts or clothing covering them, or forcing an unwilling person to touch another's intimate parts, or sexual intercourse without consent (whether by an acquaintance or a stranger).** To constitute an assault, the acts must be committed either by force, threat, intimidation, or through use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. Where there is probable cause to believe that campus regulations prohibiting sexual assault have been violated by a student or employee of the College, these reported violations will be aggressively investigated.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the DCC disciplinary system, or only the latter. The College will assist the victim in reporting the sexual assault to local authorities should the victim request this assistance. Even if the criminal justice authorities choose not to prosecute, the college can pursue disciplinary action. This disciplinary action could result in dismissal from the college.

DCC has an obligation to uphold the laws of the community of which it is a part. While the activities covered by the laws of the community and those covered by DCC's rules may overlap, the community's laws and DCC's rules operate independently and do not substitute for each other. DCC may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources such as law enforcement agencies and the courts to determine whether college rules have been broken. DCC will make no attempt to shield members in the College community from the law, nor will it intervene in legal proceedings against a student or employee of the College. Affiliation with DCC does not exempt anyone from local, state or federal laws, but rather imposes the additional obligation to abide by all DCC's policies.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College strongly advocates that a victim of sexual assault report the incident in a timely manner to enable evidence to be collected and preserved. An assault should be reported directly to DCC Security or to any DCC Administrator. Filing a report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a report will:

- Ensure that a victim of a sexual assault receives the necessary medical treatment and tests,

- provide the opportunity for collection of evidence and
- assure the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Once an assault is reported, someone from the DCC Counseling Office will guide the victim through the available options and support the victim in his or her decision. Various counseling options will be made available and will be discussed with the victim by the DCC Counseling Office. Victims may also request that the College modify academic situations following a sexual assault.

II. DCC PROCEDURAL OPTIONS FOR CAMPUS SEXUAL ASSAULT

Sexual assault is a serious violation of DCC's code of conduct. Campus judicial procedures ensure that sexual assault cases are pursued with fairness and sensitivity.

A. Student vs. Student

Since a campus judicial hearing is an administrative hearing and not a criminal one, criminal court procedures are not used as a model. Victims can proceed against the accused by electing to have a judicial hearing by the Review Committee or choose the mediation process. In order to fall within the jurisdiction of the College, the alleged assailant must be a DCC student.

- (1) **Hearing by the Review Committee** - The victim may make a request to the Dean of Student Success & Academic Advancement for a hearing by the Review Committee, which includes a student member. The use of this procedure does not preclude the filing of a criminal or civil complaint against the accused. The victim may report the incident to the Commonwealth's Attorney who will consider the case and decide whether to prosecute. In this option the state accuses the alleged perpetrator, and the victim may serve as a witness for the state, or the victim may civilly sue the accused for monetary damages.

During the hearing process, both the accused and the victim can be represented by a member of the college community to assist the parties in the presentation of evidence. Punishments that may be imposed against an accused found guilty of sexual assault include the full range of the Review Committee sanctions. (Please see: Disciplinary Procedures, Incident Reports & Resulting Actions)

The hearing process is initiated by the victim's filing a complaint in writing with the Dean of Student Success & Academic Advancement within one year of sexual assault. The complaint is then forwarded to the Convener of the Review Committee who confers with the parties and schedules the hearing.

- (2) **Mediation Process** - The mediation process provides an alternative to the formal hearing process. It is intended to allow the two people involved to discuss their respective understandings of the incident through the assistance of a counselor acting as the mediator. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to produce a written agreement that is binding on both parties.

The fact that a victim seeks mediation in no way implies responsibility for the incident on the part of the victim. It does, however, give the victim some control over the outcome of the procedures. The only parties present at the mediation session(s) are the two persons involved in the incident and the mediator. The mediator will listen to the parties and work with them to develop a written agreement on the key issues emerging from the incident, which may include an activity or behavior that one party has agreed to perform following the mediation. The agreement is kept on file in the office of the Dean of Student Success & Academic Advancement.

The penalty for violations of the agreement, as determined by the mediator, is a minimum of one semester's suspension from the College. There is no statute of limitations on the mediation process.

Request for mediation should be filed in writing with the Dean of Student Success & Academic Advancement, who will discuss the mediation process and its appropriateness to a particular situation. Because both parties must voluntarily enter into mediation, the Dean of Student Success & Academic Advancement will work with both parties to determine their willingness to participate in mediation. If both parties agree, a mediator will be assigned. If at any time during mediation the process proves unsatisfactory to either party, the victim is not precluded from pursuing other courses of action.

B. Student/Employee or Employee/Employee Complaints

Informal Complaint Procedure

Frequently, a sexual assault complaint can be resolved in an informal confidential manner. To request an informal investigation into any charge of sexual assault by faculty, staff, or student requires the complainant to present the charge in the following manner:

- (a) Complaint presented normally in verbal fashion to any DCC employee.
- (b) Employee, if not an administrator, refers complainant to any administrator. This administrator shall within twenty-four hours forward the complaint to the College Affirmative Action Officer unless the complaint is against the Affirmative Action Officer, in which case it should be brought to the President.
- (c) If the complaint appears to involve a violation of the criminal code, the Affirmative Action Officer will advise the President, who shall contact the Attorney General's office and the appropriate law enforcement agency. This means that two investigations may occur simultaneously; one by the Affirmative Action Officer and the other by a law enforcement agency.
- (d) The Affirmative Action Officer, upon receiving the complaint shall explain the procedural operations to the complainant.

Option 1: If the complainant does not wish to issue a written statement outlining the charges, he/she can request the Affirmative Action Officer to conduct an informal investigation and to appropriately resolve the problem. The Affirmative Action Officer will advise the President of the problem and the initiation of an investigation. The informal investigation must be completed within seven working days from the time the complainant chooses this option.

* A confidential preliminary investigation initiated by the Affirmative Action Officer is an opportunity for an informal resolution of the complaint. The goal of the informal procedure is to stop the offensive behavior. The institution reserves the right to take further action if warranted. In compliance with federal guidelines, each investigation will consider the complaint in relationship to the total circumstances, such as the nature of the conduct and the context within which the alleged incidents occurred. If the parties involved, through an informal mediation process, can resolve the issue to each individual's satisfaction, the complaint will be considered concluded. If the mediation is unsuccessful, the complainant can move the charge to formal grievance procedures. No action taken in an informal process negates the right to file a formal charge or grievance at any time.

Option 2: If the complainant wishes to prepare a written statement of the charges:

- A. The written complaint will be provided to the Affirmative Action Officer.
- B. The Affirmative Action Officer will conduct an investigation and will advise the President of the complaint and the initiation of the investigation.
- C. Upon completion of the investigation:
 - (1) If the complaint is erroneous or unsubstantiated, the complainant will be advised of the findings and of the procedure to file a formal complaint if he/she is dissatisfied with the findings.
 - (2) If the complaint is found to have basis, the Affirmative Action Officer will recommend appropriate action to the President. All documentation will be placed in the official personnel file of the individual.

C. Formal Grievance Procedures

The following are procedures available to members of the Danville Community College community as appropriate:

- (1) The Grievance Procedure for State Employees (DCC Policy Manual) may be used by non-probationary State classified employee to charge another College member.
- (2) The Faculty Grievance Procedure (DCC Policy Manual) may be used by any faculty member to charge another College member.
- (3) Student Initiated Grievance Procedure (Student Handbook/Calendar) may be used by any full-time, part-time, previously enrolled student to charge any other member of the College community.
- (4) Title VII Civil Rights Act is available to any person who wishes to file a charge of discrimination by reason of gender. (Charges filed under this act may be made through the College's Affirmative Action Officer or through the Equal Employment Opportunity representative at the Virginia Employment Commission.)

III. **TO ENCOURAGE REPORTING OF ASSAULT AND TO ENSURE FAIRNESS TO VICTIMS THROUGH THE DISCIPLINARY PROCESS, THE FOLLOWING IS A STATEMENT OF RIGHTS OF VICTIMS DURING DISCIPLINARY PROCEEDINGS CONDUCTED BY THE COLLEGE:**

How to Use Your SIS, Student Email and Blackboard Accounts

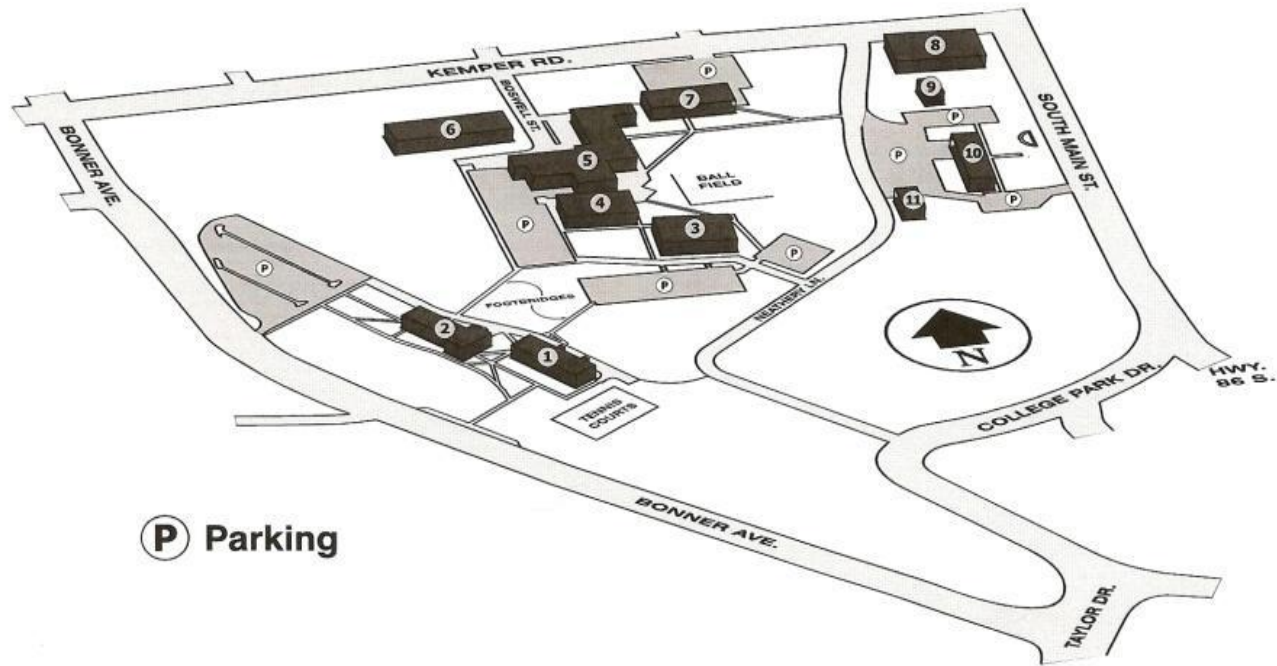
You can access all of these accounts from one site. Just follow the instructions below.

1. Go to <https://dcc.my.vccs.edu>
2. Enter your Username (Blackboard ID) and password and click Log In.
3. If you do not know your Username, click the words **"New to your college?"** or **"I cannot access my account."** Look up your username and set your password.
4. Enter your first name, last name, birth date, and your social security number or Emplid. Click Search. If you receive a message that you have multiple ids or that your data was not found in the database, please call either Bracken Jones at (434)797-8515, or Travis Dix at (434)797-8466 for assistance.
5. Once you have your username, click the words "please log in".
6. If this is your first time using the system, Click the words Look up your username and set your password. If you have not accessed the system since Oct. 2005 or before, you will need to contact Bracken Jones at (434)797-8515, or Travis Dix at (434)797-8466 for help resetting your password. You will have to set a security question and answer which will be used to verify your identity in case you need to reset your password. A word of caution, if you misspell your security question answer, you will not be able to reset your password without assistance and assistance is only available Monday – Friday 7:30 am to 4:30 pm. You will be required to change your password every 180 days (6 months). You will not be able to reuse your present password.
7. Enter your Username and password and Click Log In.
8. Once you have logged in, you should have links to Blackboard, VCCS SIS 89 Student Information System, Student Email, View my Information, Change my Password.
9. To log into Blackboard click the Blackboard link, you will be automatically logged into the system.
10. Use the following link for in-depth instructions on how to use Blackboard:
http://learn.vccs.edu/webapps/portal/frameset.jsp?tab_tab_group_id=_29_1
11. To log into PeopleSoft click the VCCS SIS89 link.
12. Use the following site for in-depth instructions on how to use the SIS:
http://www.dcc.vccs.edu/AboutDCC/IT/PS_89_Self_Service_Student_Center.pdf
13. To log into Student Email, click the Gmail link.
14. For more instruction on how to use the student email system, use this site:
<http://www.google.com/support/a/email.vccs.edu/bin/topic.py?topic=10100&hl=en>
15. Use the View My Information link to view your username, role, email address, etc.
16. Use the Change My Password link to change your password. All students are required to change their password on their first login and every 180 days, you will not be able to reuse your present password.
17. When you are finished, click the word Logout in the upper right corner of the screen. You will need to logout of each system you access before logging out of dcc.my.vccs.edu.

Quick Step by Step Instructions for Class Registration in the VCCS SIS

1. Go to <https://dcc.my.vccs.edu>
2. Enter your VCCS ID as the username.
3. Enter your password.
4. Click Log In.
5. Once logged in, click VCCS SIS 89: Student Information System.
6. Click Student Center.
7. Click Add a Class.
8. Select the term you want to register for and click the continue button. If you do not have a link for the term you want, the student hasn't been term activated contact Admissions at (434)797-8467.
9. Click the Search button to search for classes or enter the class number and click the Enter button.
10. Click the Subject field.
11. Enter a subject in the Subject field. Enter a valid value e.g. "ART".
12. Click the Search button.
13. Click the Select Class button.
14. Click the Next button.
15. To register for more than one class, repeat steps 12 through 20.
16. Click the Proceed to Step 2 of 3 button.
17. Click the Finish Enrolling button.
18. Click the Make a payment button to pay your tuition on line.
19. Click View My Schedule to see the class(es) you are enrolled in.
20. Click the printer icon at the top of the screen, or right click and choose print, to print your schedule.
21. When you are finished click the Sign Out link in the upper right corner of the screen.

Danville Community College



P Parking

CAMPUS DIRECTORY

1 TAYLOR
Business Division Office, Chemistry, Physics and Computer Labs

2 TEMPLE
Arts and Sciences Office, Oliver Hall (Auditorium),
Student Success, Biology, Math and Writing Labs

3 CLEMENT (LRC)
Library, Learning Resource Center,
Learning Assistance Center (LAC) - Tutoring & Testing

4 STUDENT CENTER

5 HAWKINS (EIT)
Engineering and Industrial Technology Office, Auto Body Mechanics,
Automotive Analysis and Repair, Bookstore, Graphic Imaging Technology,
Precision Machining Technology, Upward Bound

6 MAINTENANCE
Maintenance, Buildings and Grounds, Deliveries

7 HILL
Air Conditioning and Refrigeration, Electrical/Electronics

8 FOUNDATION HALL
Health Sciences, Educational Foundation, Silverman Auditorium,
Nursing, Dental Hygiene, PATHS Dental Clinic

9 CARRINGTON
Child Development Center

10 WYATT
President, Academic and Student Services, Admissions,
Apprenticeship, Business Office, Counseling, Engineering,
Drafting and Design, EOC, Financial Aid, Information,
Institutional Research, Middle College, Public Relations

11 WOMACK
Fitness Center

AUGUST

NOTES

SUNDAY

MONDAY

TUESDAY

		1	2
	7	8	9
	14	15	16
		<i>--- Faculty Planning & Preparation Days (August 15th-19th) ---</i>	
	21	22	23
		<i>Fall Classes Begin</i>	
		<i>--- Late Registration (August 22nd-26th) ---</i>	
		<i>Welcome to DCC Coffee, Hot Chocolate & Desserts 8am-10am Student Center</i>	
	28	29	30
		<i>--- Swaps/Drops Only (August 29th-30th) --- *Swaps with instructor's approval</i>	

2011

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

3	4	5	6
10	11	12	13
			<i>Justice Club "50-50" 5-9pm South Boston Speedway</i>
17	18	19	20
<i>--- Faculty Planning and Preparation Days (August 15th-19th) ---</i>			
24	25	26	27
	<i>PTK Information Meeting</i>	<i>Last Day for New Registration</i>	
<i>--- Late Registration (August 22nd-26th) ---</i>			
31	<ul style="list-style-type: none"> - Advising by Appointment/Registration for Fall Semester 2011 – June 13th-Aug. 19th - Payment of Tuition & Add/Drops – July 6th-August 19th - Entire Year: PTK Pink Flamingo Flocking for Danville Cancer Association, Recycling aluminum cans, Recycling small electronic devices and printer cartridges, and Recycling unwanted new/used textbooks. 		

SEPTEMBER

NOTES

SUNDAY

MONDAY

TUESDAY

	<ul style="list-style-type: none"> - Voter Registration Drive (September 1st-30th) - Prostate Cancer Awareness Month 		
	4	5	6
			<i>Student Leadership Orientation-11am</i> <i>Fall Fest</i>
		<i>Holiday (College Closed)</i> <i>Labor Day</i>	
	11	12	13
	18	19	20
		<i>College Board Meeting</i>	
	25	26	27

2011

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

	1	2	3
	<p>PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01</p> <p>TEACH officers meeting</p> <p>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p>		
7	8	9	10
	<p>PTK Executive Meeting 11am Taylor 201</p> <p>TEACH club meeting</p> <p>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p> <p>SGA Meeting</p>	<p>Last Day to Withdraw w/Full Tuition Refund</p>	
14	15	16	17
	<p>PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01</p> <p>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p>		
21	22	23	24
	<p>PTK Executive Meeting 11am Taylor 201</p> <p>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p> <p>Convocation</p>		
28	29	30	
	<p>PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01</p> <p>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p>	<p>Justice Club Field Trip 8-5pm Central Prison</p>	

2011

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

			1
5	6	7	8
<i>DCC Spirit Day</i>	<i>Transfer Day 10am – 1 pm</i>	<i>PTK Induction 7pm Oliver Hall</i>	
<i>Justice Club Fish Fry 11am-2pm Student Center</i>	<i>PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01</i>		
	--- <i>Lee Denim Day (October 6th-7th)</i> ---		
	<i>TEACH officers meeting</i>		
	<i>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</i>		
12	13	14	15
	--- <i>Mid-term Grades Posted (October 10th-14th)</i> ---		
	<i>PTK Executive Meeting 11am Taylor 201</i>	<i>Owens Farm Corn Maze 6-9pm</i>	
	<i>TEACH club meeting</i>		
	<i>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</i>		
	<i>SGA Meeting</i>		
19	20	21	22
	<i>PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01</i>		<i>Make A Difference Day</i>
	<i>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</i>		
26	27	28	29
	<i>PTK Executive Meeting 11am Taylor 201</i>		
	--- <i>ACJA-LAE Region IV Conference, New Haven, CT (October 27th-30th; Justice Club)</i> ---		
	<i>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</i>		
	<i>SGA Meeting</i>		

NOVEMBER

NOTES

SUNDAY

MONDAY

TUESDAY

			1
			<i>TEACH Bake Sale 10am-2pm Temple Bldg. Hallway</i>
Veteran's Week <i>(Nov. 6th - 12th)</i>	6	7	8
		<i>Advising by Appointment/Reg. for Spring Semester 2012 (Nov. 7-Dec. 9, Jan 3-6)</i>	
	13	14	15
			<i>Student Leadership Mtg - 11am</i>
	20	21	22
		<i>College Board Meeting</i>	<i>Student Ctr. Christmas Tree Lighting & Turkey Raffle 11am Student Ctr.</i>
	27	28	29
			<i>Student Leadership Mtg - 11am</i>

2011

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

2	3	4	5
	<i>Institutional Effectiveness Day</i> PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01 TEACH officers meeting DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club		
9	10	11	12
	PTK Executive Meeting 11am Taylor 201 TEACH club meeting DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club SGA Meeting	<i>Veteran's Day</i>	
16	17	18	19
	PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01 Great American Smokeout! DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club		<i>PTK Founder's Day</i>
23	24	25	26
<i>Faculty Research Day</i>	<i>--- Holiday (November 24th-25th; College Closed) ---</i>		
	DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club		
	<i>Thanksgiving Day</i>		
30			

DECEMBER

NOTES

SUNDAY

MONDAY

TUESDAY

NOTES	SUNDAY	MONDAY	TUESDAY
	4	5	6
			<i>Chili</i>
	11	12	13
		<i>--- Exams (December 12th - 16th) ---</i>	
	18	19	20
		<i>--- Faculty Planning & Preparation Days (December 19th - 22nd) ---</i>	
	25	26	27
		<i>--- Holiday (December 24th - January 2nd; College Closed) ---</i>	
	<i>Christmas Day</i>		

2011

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

	1	2	3
	<i>PTK Regular Meeting</i> 11am Taylor 201 & 5:30pm Temple 01 <i>TEACH officers meeting</i> <i>DCC Gospel Choir Rehearsal</i> 6:00pm Boys & Girls Club		
7	8	9	10
<i>Justice Club Hot Dog/Bake Sale</i> 9am-1pm Temple Building	<i>TEACH club meeting</i> <i>DCC Gospel Choir Rehearsal</i> 6:00pm Boys & Girls Club <i>SGA Meeting</i>	<i>Fall Classes End</i> <i>PTK Executive Meeting</i> 11am Taylor 201	
14	15	16	17
	--- Exams (December 12 th -16 th) ---		
	<i>Gift of Giving Workshop</i> Families First Children's Center <i>DCC Gospel Choir Rehearsal</i> 6:00pm Boys & Girls Club		
21	22	23	24
--- Faculty Planning & Preparation Days (December 19 th -22 nd) ---			
	<i>DCC Gospel Choir Rehearsal</i> 6:00pm Boys & Girls Club		
			<i>Christmas Eve</i>
28	29	30	31
--- Holiday (December 24 th -January 2 nd ; College Closed) ---			
	<i>DCC Gospel Choir Rehearsal</i> 6:00pm Boys & Girls Club		
			<i>New Year's Eve</i>

JANUARY

NOTES

SUNDAY

MONDAY

TUESDAY

	1	2	3
		<i>Holiday (College Closed)</i>	<i>Faculty Planning & Preparation Days (Jan. 3rd-6th)</i>
	<i>New Year's Day</i>		
	8	9	10
		<i>--- Late Registration (January 9th-13th) ---</i>	
		<i>Spring Classes Begin Welcome Back Coffee, Hot Chocolate & Desserts 8-10am Student Center</i>	
	15	16	17
		<i>Holiday (College Closed)</i>	<i>Swaps/Drops Only (Jan. 17th-18th) *Swaps with instructor's approval</i>
		<i>Martin Luther King Jr. Day</i>	
	22	23	24
	29	30	31

2012

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

4	5	6	7
--- Faculty Planning & Preparation Days (January 3 rd -6 th) ---			
	DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club		
11	12	13	14
--- Late Registration (January 9 th -13 th) ---			
TEACH club meeting	PTK Information Meeting DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club	Last Day for New Registration	
	SGA Meeting		
18	19	20	21
Swaps/Drops Only (Jan. 17 th -18 th) *Swaps with instructor's approval Justice Club Hot Dog/Bake Sale Temple Building 9am-1pm	PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01 DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club		
25	26	27	28
Last Day to Withdraw with Full Tuition Refund	PTK Executive Meeting 11am Taylor 201 DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club SGA Meeting		

FEBRUARY

NOTES

SUNDAY

MONDAY

TUESDAY

- Heart Month
- Black History Month
- Justice Club Krispy Kreme Doughnut Sale (February 1st-28th)

	5	6	7
			<i>Student Leadership Meeting – 11am</i>
	12	13	14
		<i>--- TEACH Valentine Sale (10am-2pm Temple Hallway & Student Ctr) ---</i>	
			<i>"H.A.D. – Health Awareness Day" 10:00pm – 2:00pm Student Center</i>
			<i>Valentine's Day</i>
	19	20	21
			<i>"Man Know Thyself": Mrs. Sylvia Dean Stanback 11:00am Student Center</i>
			<i>President's Day</i>
	26	27	28
		<i>--- Mid-term grades posted (February 27th-March 2nd) ---</i>	
			<i>Black History Trivia Game 11:00am Oliver Hall</i>

2012

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1	2	3	4
<p>"Movers & Shakers" 3:00pm – 5:00pm Student Center</p>	<p>PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01</p> <p style="text-align: center;">--- Go Red For Women Day (February 2nd-3rd) ---</p> <p>TEACH officers meeting DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p>	<p>"Gospel Extravaganza" 7:00pm Oliver Hall</p>	
8	9	10	11
<p>Alma Mater Day</p>	<p>PTK Executive Meeting 11am Taylor 201</p> <p>TEACH club meeting DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p> <p>SGA Meeting</p>		
15	16	17	18
	<p>PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01</p> <p>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p>		
22	23	24	25
	<p>PTK Executive Meeting 11am Taylor 201</p> <p>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p> <p>SGA Meeting</p>	<p>PTK Induction (7pm Oliver Hall)</p> <p>Justice Club Field Trip NC Corr. Institute for Women 8am-5pm</p>	
29			

MARCH

NOTES

SUNDAY

MONDAY

TUESDAY

	4	5	6
		<i>--- Spring Break (March 5th-9th) ---</i>	
	11	12	13
		<i>Student Leadership Meeting – 11am</i>	
	<i>--- ACJA-LAE 75th National Conference, Cincinnati, OH (March 10th-14th; Justice Club) ---</i>		
	18	19	20
		<i>College Board Meeting</i>	
	25	26	27
		<i>Last Day to Withdraw Without Mitigating Circumstances (W Grade issued)</i>	
	<i>--- Celebration of the Arts (March 26th - 30th) ---</i>		

2012

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

	1	2	3
	-- Mid-term grades posted (February 27 th -March 2 nd) --		
	PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01		
	TEACH club meeting		
	DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club		
7	8	9	10
	-- Spring Break (March 5 th -9 th) --		
	-- VAECE Conference, Hampton VA (March 8 th -10 th ; TEACH Club to attend) --		
	DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club		AJA-LAE 75 th National Conf. Cincinnati, OH (March 10 th -14 th ; Justice Club)
14	15	16	17
ACJA-LAE 75 th National Conf. Cincinnati, OH (March 10 th -14 th ; Justice Club)	PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01 DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club		
			St. Patrick's Day
21	22	23	24
	PTK Executive Meeting 11am Taylor 201 DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club SGA Meeting		
28	29	30	31
	PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01		"Stepping It Up" Time TBA, Student Center
	-- Celebration of the Arts (March 26 th - March 30 th) --		
	DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club		

APRIL

NOTES

SUNDAY

MONDAY

TUESDAY

	1	2	3
		<i>Advising by Appointment/Reg. For Summer (April 2nd-30th)</i>	<i>Student Leadership Meeting -11am</i>
		<i>Registration/Payment of Tuition (April 2nd-May 18th)</i>	
<p>Week of the Young Child <i>April 7th-14th</i> (Various activities throughout campus)</p>	8	9	10
			<i>Institutional Effectiveness Day</i>
			<i>Spring Fling</i>
	15	16	17
	22	23	24
	29	30	
		<i>Spring Classes End</i>	

2012

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

4	5	6	7
	<p>PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01</p> <p>TEACH officers meeting</p> <p>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p>		Easter Egg Hunt (10am-12pm)
11	12	13	14
	-- PTK International Convention – Nashville, TN (April 12 th -14 th) --		
	<p>TEACH club meeting</p> <p>Justice Club 9th Annual Rummage Sale Christ Episcopal Church 8am-2pm</p> <p>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p>		
18	19	20	21
	<p>PTK Regular Meeting 11am Taylor 201 & 5:30pm Temple 01</p> <p>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p>	<p>Busch Gardens Trip</p> <p>"DCC's Got Talent" 6:00pm Student Center</p>	
25	26	27	28
<p>Justice Club Fish Fry 11am-2pm Student Center</p>	<p>PTK Executive Meeting 11am Taylor 201</p> <p>DCC Gospel Choir Rehearsal 6:00pm Boys & Girls Club</p> <p>SGA Meeting</p>	<p>Awards Program (6-8:30pm)</p>	<p>PTK Family Picnic</p>

MAY

NOTES

SUNDAY

MONDAY

TUESDAY

			1
			<i>Exams (May 1st-4th; 7th)</i>
			<i>Student Leadership Recognition Luncheon-11am</i>
	6		7
		<i>Exams (May 1st-4th; 7th)</i>	
			8
			<i>Faculty Planning & Preparation Days (May 8th-11th)</i>
			<i>Service Awards Luncheon</i>
	13		14
			15
	20		21
		<i>Full & First Session Summer Classes Begin</i>	
		<i>-- Full Summer Session Late Registration (May 21st-May 25th) --</i>	
			<i>First Summer Session Late Registration (May 22nd-25th)</i>
	27		28
		<i>Holiday (College Closed)</i>	
			29
			<i>Full Session- Swaps/Drops Only</i> <i>*Swaps with instructor's approval</i>
			<i>First Session-Last Day to Withdraw With Full Tuition Refund</i>
		<i>Memorial Day</i>	

2012

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

2	3	4	5
--- Exams (May 1 st -4 th ; 7 th) ---			
	<i>TEACH officers meeting</i>		
9	10	11	12
--- Faculty Planning & Preparation Days (May 8 th -11 th) ---			
	<i>TEACH club meeting</i>	<i>Grad. Reception for TEACH Club 4:30-5:30pm Carrington Child Care Ctr. DCC Graduation 7:00pm</i>	
16	17	18	19
23	24	25	26
--- Full Summer Session Late Registration (May 21 st -25 th) ---			<i>Justice Club Car Wash 9am-2pm Short Sugar's Parking Lot</i>
--- First Summer Session Late Registration (May 22 nd -25 th) ---			
30	31		
<i>Full Session-Last Day to Withdraw With Full Tuition Refund</i>			

JUNE

NOTES

SUNDAY

MONDAY

TUESDAY

	3	4	5
		<i>Advising by Appointment/Reg. For Fall Semester 2012 (June 4th-Until Classes Begin)</i>	
	10	11	12
		<i>First Session-Last Day to Withdraw Without Mitigating Circumstances (W Grade Issued)</i>	
	17	18	19
		<i>College Board Meeting</i>	
	24	25	26
		<i>Second Session Classes Begin</i>	<i>Second Session Late Registration (June 26th-29th)</i>

2012

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

		1		2	
				<i>Justice Club Car Wash 9am-2pm Short Sugar's Parking Lot</i>	
6		7		8	
13		14		15	
				<i>Justice Club 10th Annual Run For Justice 8:30-11am Dan Daniel Trail</i>	
20		21		22	
				<i>First Session Classes End</i>	
27		28		29	
<i>--- Second Session Late Registration (June 26th-29th) ---</i>					
<i>Full Session-Last Day to Withdraw With Mitigating Circumstances (W Grade Issued)</i>					

JULY

NOTES

SUNDAY

MONDAY

TUESDAY

NOTES	SUNDAY	MONDAY	TUESDAY
	1	2	3
		<i>Second Session-Last Day to Withdraw With Full Tuition Refund</i>	
	8	9	10
	15	16	17
	22	23	24
	29	30	31

2012

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

4	5	6	7
<i>Holiday (College Closed)</i>	--- No Classes (July 5 th -6 th ; Faculty or Students) ---		
<i>Independence Day</i>			
11	12	13	14
		<i>Second Session-Last Day to Withdraw Without Mitigating Circumstances (W Grade Issued)</i>	
18	19	20	21
25	26	27	28
	<i>Full Session Classes End</i> <i>Second Session Classes End</i>		

How to Calculate Your Collegiate G.P.A.

Grade Point Averages are often used to determine your eligibility for honors programs, graduate programs or university entrance, and also used for minimum graduation or pass standards.

To calculate your G.P.A., set up six columns. In the first & second, list your course numbers and courses. In the third column, write your letter grade. In the fourth column, enter your credit hours earned for the course. In the fifth column, record your grade points by multiplying the numeric grade value times the credit hours earned:

Example:

Grade	4.0 Scale	9.0 Scale
A	4.00	8
B	3.00	5
C	2.00	2
D	1.00	0
F	0.00	0

Course Number	Course Name	Letter Grade	Credit Hours		Numeric Grade		Grade Points
ENG 101	English Composition	A	3	X	4.00	=	12.00
ENG 111	English Technical Writing	B	3	X	3.00	=	9.00
COM 230	Small Group Communication	B	3	X	3.00	=	9.00
CRE 101	Critical & Evaluative Reading I	A	3	X	4.00	=	12.00
MAT 105	The Mathematics of Design	A	3	X	4.00	=	12.00
ECN 100	Economics in American Society	B	3	X	3.00	=	9.00
ARH 102	Renaissance Through Art	A	3	X	4.00	=	12.00
BIO 102	General Biology	C	4	X	2.00	=	8.00
			TOTALS		25		83.00

(4.0 scale shown in example)

83.00 totals points ÷ 25 total credit hours = 3.32 G.P.A.

Add up the total credit hours and the total grade points; divide the total points by the total credit hours earned. This will give you your G.P.A.

You may find that you need to improve certain grades in order to get a better G.P.A. Write down what you will do to improve your marks.

The marks assigned to a test, quiz, project or essay are important indicators of your performance. However, they do not tell the entire story. Which areas do you need to improve on in order to excel? Save relevant comments and remarks made on tests by your professors. Review them periodically.

Track your G.P.A. performance:

Course Number	Course Name	Letter Grade	Credit Hours		Numeric Grade		Grade Points
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
				X		=	
			TOTALS				

Total points ÷ number of credit hours equals my G.P.A. _____

Note: Point values may differ slightly in different colleges and universities or parts of the country; please verify these with your advisor.

Planning to Transfer?

How do I prepare to transfer?

Starting your Mathematics (based on your program of study) and English (composition) sequences as early as possible is a good idea, as they are common requirements across most programs. Remember that developmental classes, while critical for many students' success, are not considered transferable courses. The following transfer resources should be used throughout your DCC experience to prepare for transfer:

- The transition counselor, Alexis Ehrhardt
- Your academic advisor in your program area
- The DCC Transfer Center website, including the DCC Transfer Guide
- Four-year college general education and program requirements
- The requirements outlined in the four-year transfer institution's Guaranteed Admissions Agreement
- The transfer guides for the four-year institution to which you would like to transfer, especially the transfer equivalency databases

Will all of my DCC credits transfer?

If you are enrolled in a transfer-oriented degree program, typically, yes. However, developmental courses as well as occupational or technical courses are not designed for transfer. Further, you must earn a "C" or better in your courses in order for them to transfer. Contact Alexis Ehrhardt, Transition Counselor, to see which of your credits will transfer.

Where can I transfer?

DCC and the VCCS have Guaranteed Admissions or Articulation Agreements with 41 public and private four-year institutions in the commonwealth and the region. These transfer partnerships assist students in making a smooth transition from DCC to their four-year institution. Students, however, are not limited to the schools with which agreements exist. In fact, most four-year schools in the United States welcome transfer students each year.

What is a Guaranteed Admission Agreement (GAA)?

The Virginia Community College System (VCCS) has worked with four-year institutions throughout the Commonwealth to set up GAAs. Typically the agreements require that a student earn a transfer-oriented degree and maintain a particular GPA, which varies depending on the four-year institution. Qualified graduates seeking transfer to these schools will be admitted automatically with full third-year status. It is important to note that admission to a given institution does not guarantee admission to particular degree-granting programs, majors, or fields of concentration.

What is an Articulation Agreement?

Articulation agreements differ from GAAs in that they are specific to a particular program at a particular institution. DCC has articulation agreements with several four-year schools, specifically in the areas of Early Childhood Education, Administration of Justice, and Information Support Technology.

Can I transfer if I am getting a degree in the Applied Sciences?

Students enrolled in Applied Science degree programs also have transfer options through specific articulation agreements that DCC has set up with a number of four-year institutions. They may also transfer to institutions where DCC does not have agreements, but should be aware that in many cases they will be required to fulfill general education requirements once they enroll.

Can I transfer to a four-year college or university without earning an Associate's degree?

Yes, but it is to your advantage to complete an associate degree program for several reasons:

- With fewer than 30 transferable credit hours, most four-year colleges and universities will consider your high school and standardized test scores in addition to your DCC coursework.
- Guaranteed Admission Agreements typically apply only to those students who have earned transfer-oriented associate degrees.
- By completing the degree, you likely will have fulfilled the general education requirements of a four-year college or university and can enter with junior standing.

I've heard I can continue to pay community college tuition at my four-year school. Is this true?

No, but there are grants and scholarships designated specifically for transfer students. These grants may be awarded by the four-year institution or the Commonwealth of Virginia. Beginning in the Fall of 2009, the Commonwealth will award the Two-Year Transfer Grant Program. Students now have an opportunity to receive up to \$2,000 annually upon transferring to a four-year institution. Ask the admissions officer at your four-year school about their transfer grants.

For more answers to your transfer questions contact our Transfer Counselor, Alexis Ehrhardt at aehhardt@dcc.vccs.edu, 434.797.8469, LRC 14.

Requesting a Transcript:

- Students and Alumni may obtain transcripts free of charge.
- In order to release a transcript, the student/alumni must submit a request including his/her name (including any former names), SSN or EMPLID #, address where the transcript should be mailed, and their signature.
- Transcripts may be obtained by submitting a Transcript Request Form to the Admissions and Records Office, by signed letter via fax (434.797.8451) or mail (1008 South Main St Danville, VA 24541), or by visiting the office (Wyatt 108) to sign a release form.
- Official transcripts can also be requested on-line but students/alumni must have their EMPLID # to access them.
- Unofficial transcripts are available on-line at <http://dcc.my.vccs.edu>

Class Schedule

Semester: _____

Semester: _____

	TIME	CLASS/LOCATION
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

	TIME	CLASS/LOCATION
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		