Applying to Danville Community College
Guide for New & Returning Students

This tutorial will walk new & returning students through each step of the application process, providing important application information.
Go to apply.vccs.edu. A window will open, showing the VCCS Online Application. Enter the security code in the box provided. First-time community college applicants, select “New Users”, or if you’ve already started your application, select “Returning Users”. 
At this point, you will need to create a temporary Username and Password for the VCCS Application. Keep in mind, from the time you create your account, you will have 30 days to complete your application, or you will have to start over.
After creating your VCCS account, begin completing your application, starting with your personal information. **Please note: Though it is not required, it is recommended that you enter your Social Security number; this will make it easier to access your Student Resources.
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As you are filling out the personal information:

- Select “Danville Community College” as the school you plan to attend.
- Select “Credit” for the type of classes you plan to take.
- Select “Main” for the campus you plan to attend.
- Select the term (or semester) you will be taking your dual enrollment class(es).

Once you have filled out all of the personal information (please capitalize your name and address), click on the button at the bottom of the page, “Save and Continue”. 
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Guide for New & Returning Students

If you are a new student (meaning never applied to any Virginia Community College), click “No”. If you are a returning DCC or any other Virginia Community College Student, click “Yes-Enter Student ID (EMPLID) number if known”. You must know your ID # in order to proceed. If not, call the Admissions Office at (434) 797-8467.
Continue through “Step 2: Address Information” on the online application. Be sure to accurately enter your phone number, mailing address, current residence, e-mail address, and emergency contact information. Once complete, click “Save and Continue”.
Continue through “Step 3: Additional Personal Information”. The Ethnicity, Gender, and Citizenship Status questions are optional. Once again, when complete, click “Save and Continue”.

“Step 4: Educational History” requires you to input your high school information. Select the high school you attended, enter the date you graduated, and the type of diploma you earned.
The next part of “Step 4” asks for your college/university information, which would only apply to students who have previously taken college coursework; otherwise, leave this field blank. Then choose your parents’ highest level of education; if unsure, select “Do not know”. When complete, click “Save and Continue”.

For “Step 5: Educational Goals” select the reason for taking classes. Then click “Save and Continue”.
For “Step 6: Domicile Determination Questionnaire”, click the link “Apply” to complete the questionnaire.
Once you click “Apply”, you will begin the domicile questionnaire. Select an option for your eligibility for in-state tuition.
Once you select an option for your eligibility for in-state tuition, you (or your parent and/or guardian needs to complete the next part of the questionnaire, pertaining to name, military service, tax filing status, Virginia driver information, and voter registration status.
After you or you parent and/or guardian has completed their portion of the domicile questionnaire, click “Save”.
The next page allows you to review your answers to the Domicile Determination Questionnaire. If you find incorrect information, click “Restart” to correct any errors. Otherwise, click “Continue”.
You’ve reached the final step of the VCCS online application. Click the “Submit Application” button. **IMPORTANT: Do not open or close any browser windows while your application is being submitted, as this will cause your application to fail!
After your application is submitted successfully, you will see the message above. Click the button “Continue”.
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Guide for New & Returning Students

On the next page, you will receive a VERY important piece of information: your Student Information System, or SIS, ID. Write this number down! Then click “Continue”.

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Your SIS ID is:

[ Concealed text ]

Continue...
On the next page, you will receive your “MyDCC” username and password. These will be used to access online Student Resources for your college classes. Once again, this is important info for you to write down and keep for your records!
When you get to the “Application Summary” page, you are welcome to Save the PDF version of your application, by clicking on the “Save/Print as PDF” icon. This step is optional.
Then, for all students under the age of 18, you must print and have your parent or guardian sign the last page of the application. Additionally, write your SIS ID number on the application. Once signed, turn this form in to the Admissions Office at DCC.
Now there is just one last step! In order to ensure you are able to login to the online resources, go to www.dcc.vccs.edu. On the top right of the page, click the link “MyDCC”.
That will take you to the MyDCC login page. You will use MyDCC to access your grades, transcript, your Danville student e-mail, and Blackboard—all essential tools for student success! In the center of the page, enter your username and password to log in.
Applying to Danville Community College

Guide for New & Returning Students

If you have any questions regarding your Danville Community College application, or experience difficulties while trying to complete your online application, please contact the Admissions Office:

(434) 797-8467

For questions about Dual Enrollment classes please contact Cathy Pulliam:

(434) 797-8538
cpulliam@dcc.vccs.edu
If you experience any technical difficulties while attempting to logon to MyDCC, please contact the Danville Helpdesk for assistance.
Congratulations! You have now completed Step One on your way to becoming a DCC Student!

Steps to Becoming a Danville Community College Student:

✓ **Step One:** Complete an Admissions Application

☐ **Step Two:** Take the Placement Assessment
  - Appointments are required. To make an appointment call (434) 797-8460.

☐ **Step Three:** Meet with a DCC Counselor
  - To make an appointment call (434) 797-8460 for DCC Main Campus or (434) 572-5456 for SVHED, South Boston, VA.
  - Have your high school and all college transcripts sent to DCC Admissions Office. A copy of GED scores should be sent to DCC, if received.

☐ **Step Four:** Meet with your faculty advisor
  - After meeting with a counselor, you will be referred to a faculty advisor who will help you select and register for classes.