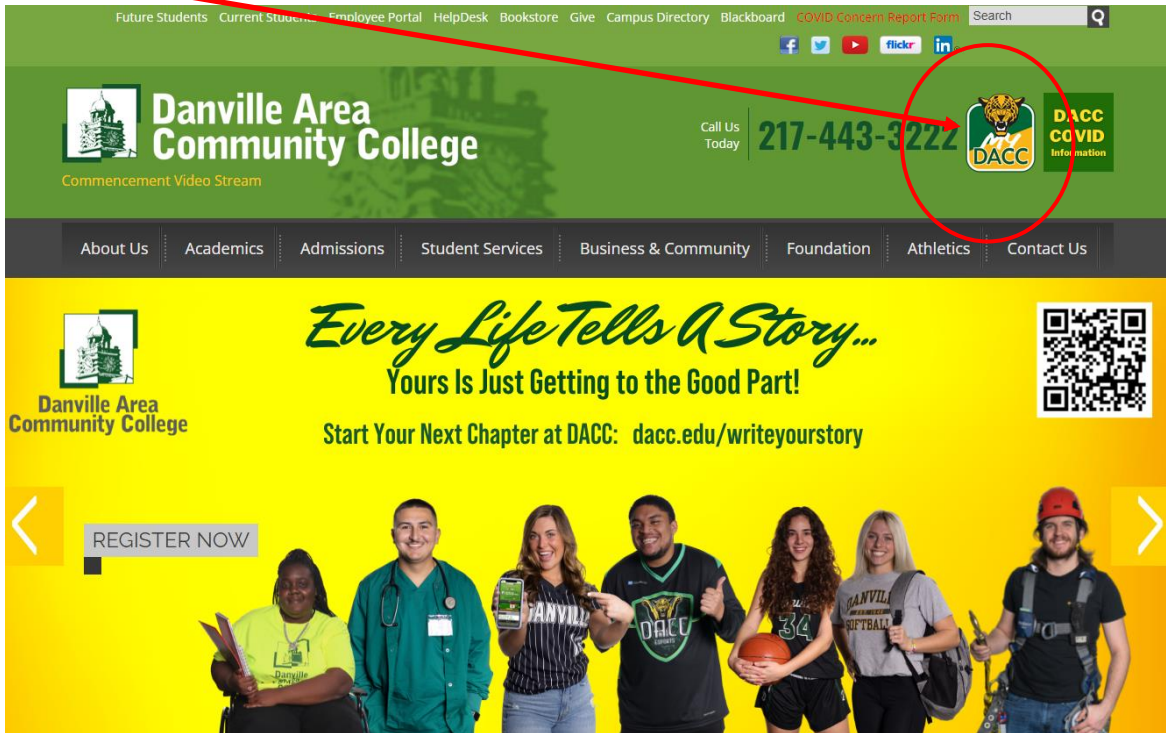
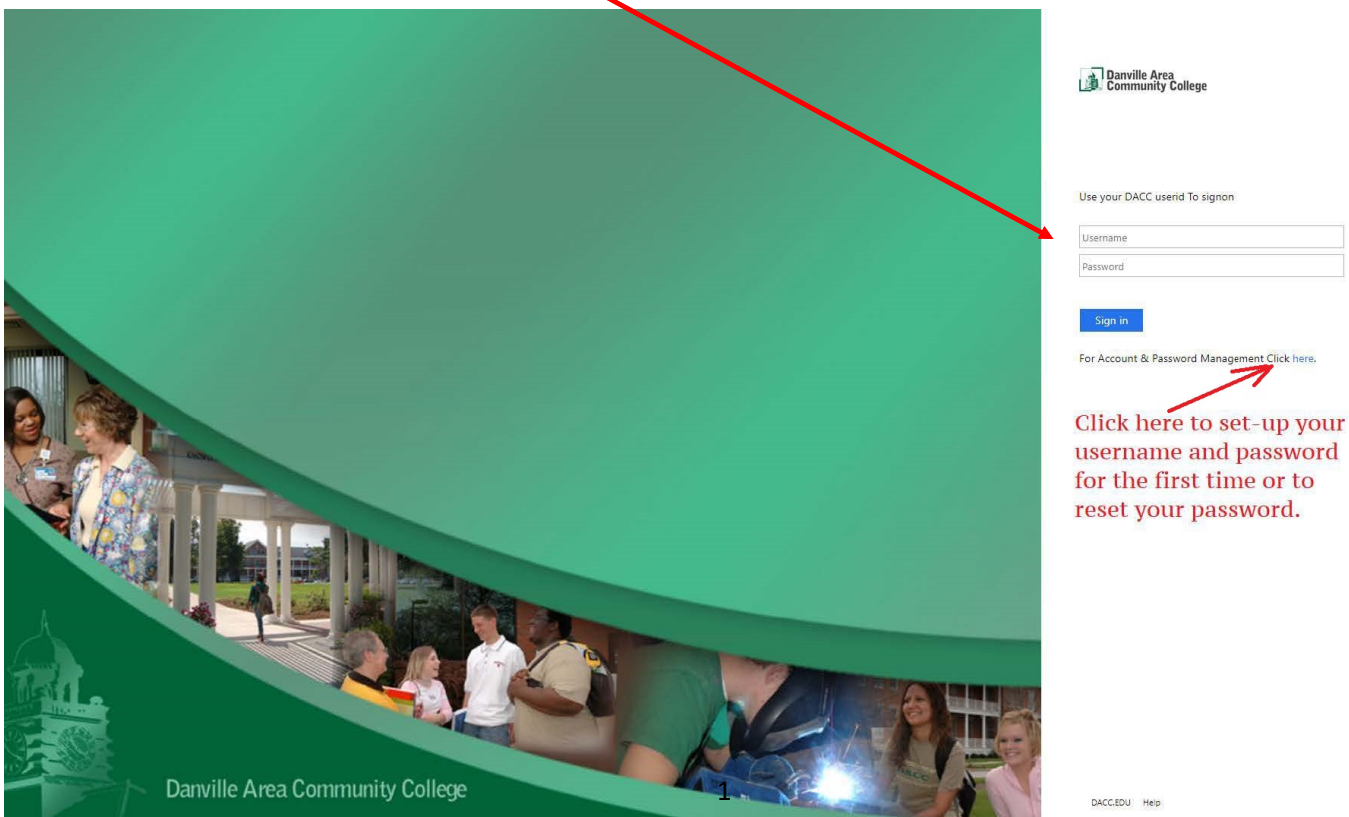


How to Access Your Semester Schedule & Academic Records @ DACC

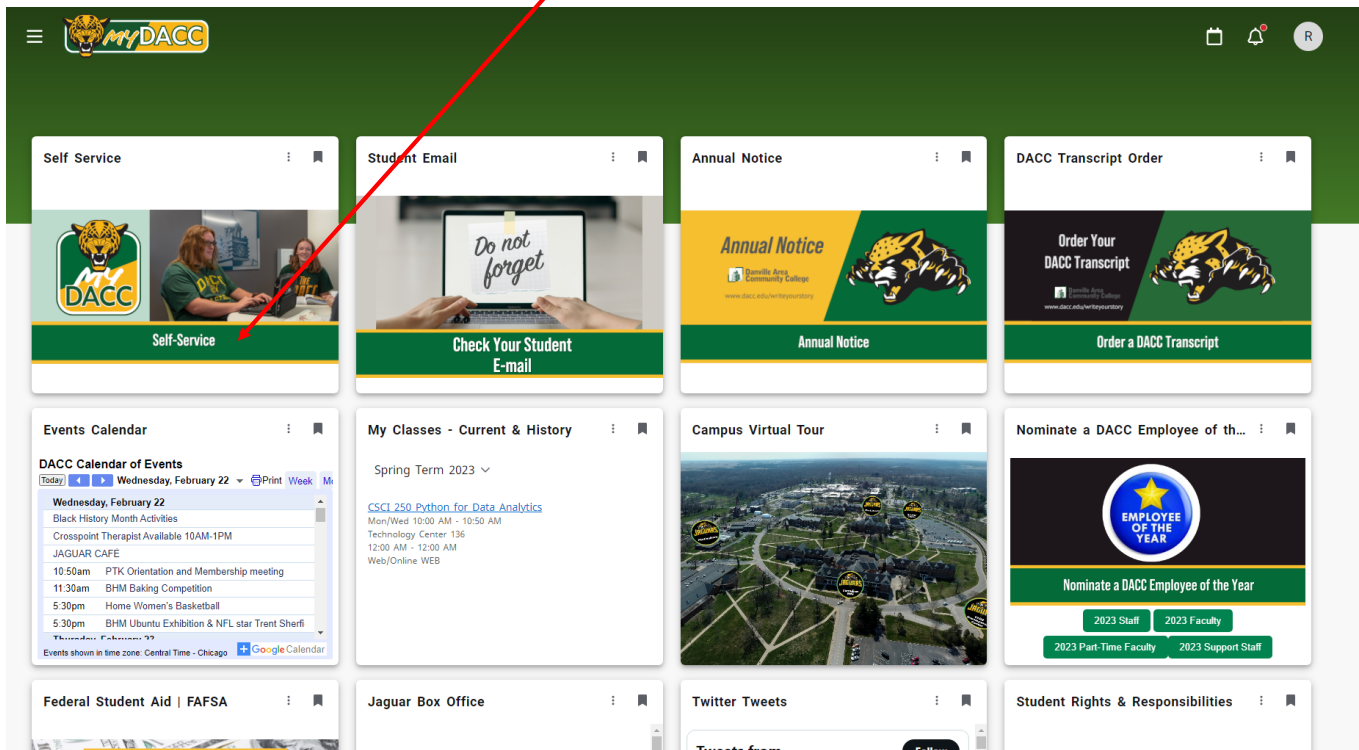
Go to the **myDACC** icon on the DACC website (www.dacc.edu):



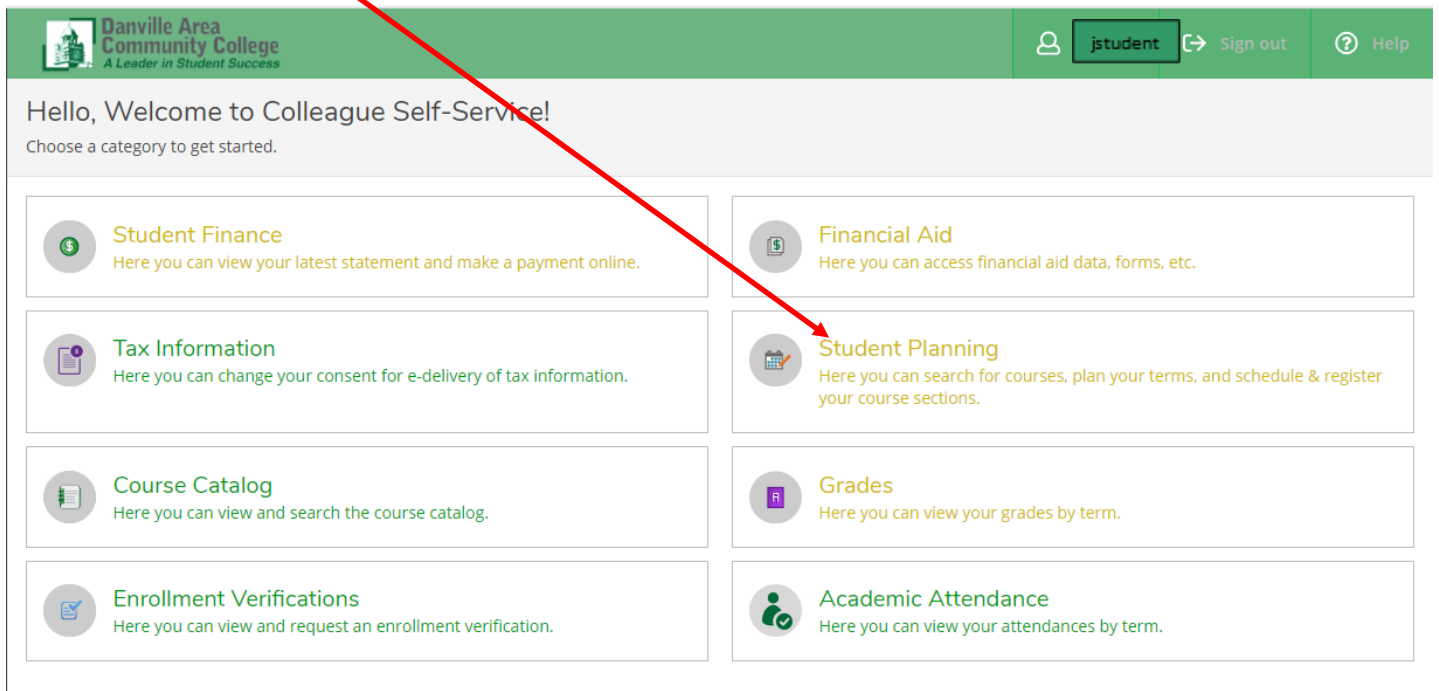
Sign in to the **myDACC** portal using your username and password. If you have not set-up your username and password or need to reset your password, click where it says "For Account & Password Management to set-up or reset your username and password."



The **myDACC** student page provides quick access to various cards and information. The **Self Service** card is where students can find their academic records (grades, semester schedule, unofficial transcript, gpa, etc.), financial information (semester bill, financial aid, payment plan, etc.), and much more! Click on the **Self Service** card.



Select the **Student Planning** option from the main menu:



From the Planning Overview screen, select Plan & Schedule from 1 of 2 options:

The screenshot shows the 'Planning Overview' page. A dropdown menu is open under 'Student Planning', with 'Plan & Schedule' selected. Below, the 'Plan your Degree & Register for Classes' section has a 'Go to Plan & Schedule' button circled in red. The GPA bar shows 3.500 (2.000 required).

| Programs | Cumulative GPA | Progress |
|---------------------------|------------------------|----------------------------------|
| General Associate in Arts | 3.500 (2.000 required) | <div style="width: 100%;"></div> |

Fall Term 2020 Schedule


| | Sun | Mon | Tue | Wed | Thu | Fri |
|------|-----|-------------|------------|--------------|------------|--------------|
| 7am | | | | | | |
| 8am | | CACC-101-A | CACC-101-A | CACC-101-A | CACC-101-A | |
| 9am | | | | | | |
| 10am | | BIOL-150L-1 | | BIOL-150-WHC | | BIOL-150-WHC |
| 11am | | | | | | |

Click on the Print button:

The screenshot shows the 'Plan & Schedule' page. The 'Print' button is circled in red. The page displays course details for BIOL-150-WHC and BIOL-150L-1, and a detailed schedule grid.

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-------------|------------|--------------|------------|--------------|-----|
| 7am | | | | | | | |
| 8am | | CACC-101-A | CACC-101-A | CACC-101-A | CACC-101-A | | |
| 9am | | | | | | | |
| 10am | | BIOL-150L-1 | | BIOL-150-WHC | | BIOL-150-WHC | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |

A schedule will be generated. Sections registered for are highlighted in green. Other sections are in your degree plan.

 **Danville Area Community College**
A Leader in Student Success

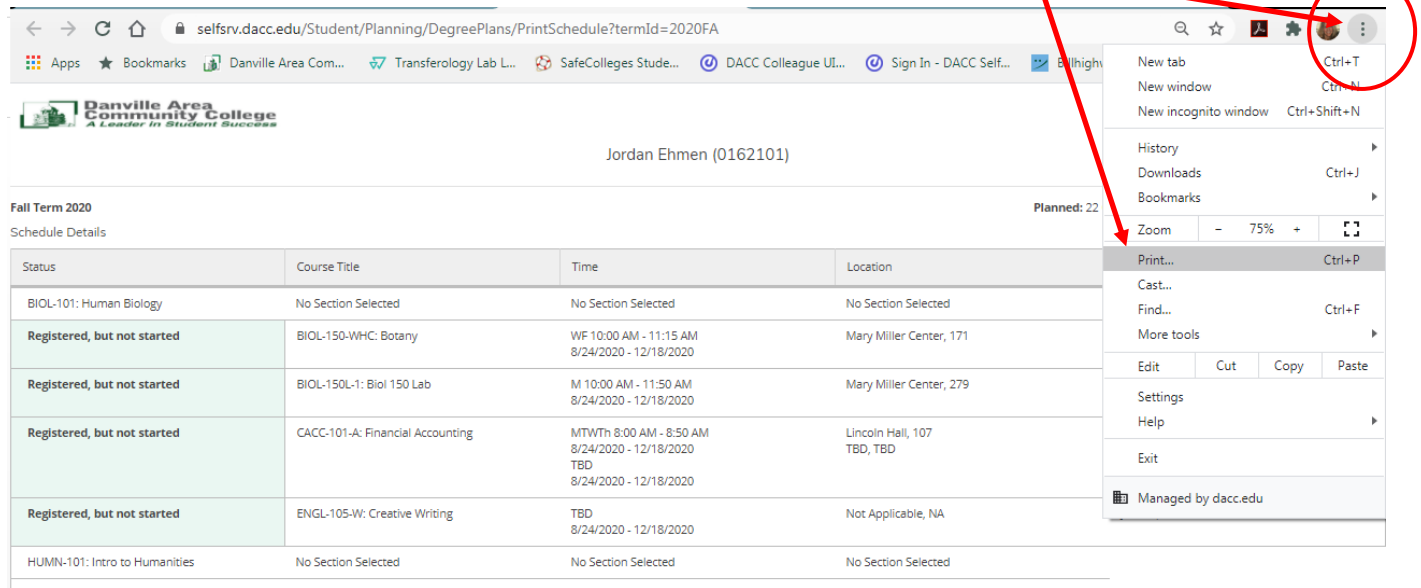
Joe Student ID#0000000

Fall Term 2020 Planned: 0 Credits Enrolled: 11 Credits Waitlisted: 0 Credits

Schedule Details

| Status | Course Title | Time | Location | Instructor |
|-----------------------------|----------------------------------|--|-------------------------------|-------------|
| Registered, but not started | BIOL-150-WHC: Botany | WF 10:00 AM - 11:15 AM 8/24/2020 - 12/18/2020 | Mary Miller Center, 171 | Hickman, G |
| Registered, but not started | BIOL-150L-1: Biol 150 Lab | M 10:00 AM - 11:50 AM 8/24/2020 - 12/18/2020 | Mary Miller Center, 279 | Hickman, G |
| Registered, but not started | CACC-101-A: Financial Accounting | MTWTh 8:00 AM - 8:50 AM 8/24/2020 - 12/18/2020 TBD 8/24/2020 - 12/18/2020 | Lincoln Hall, 107 TBD, TBD | Springer, A |
| Registered, but not started | ENGL-105-W: Creative Writing | TBD 8/24/2020 - 12/18/2020 | Not Applicable, NA | Jarmer, M |

To print the schedule, click on the 3 dots at the top and select Print.



selfsrv.dacc.edu/Student/Planning/DegreePlans/PrintSchedule?termId=2020FA

Jordan Ehmen (0162101)

Fall Term 2020 Planned: 22

Schedule Details

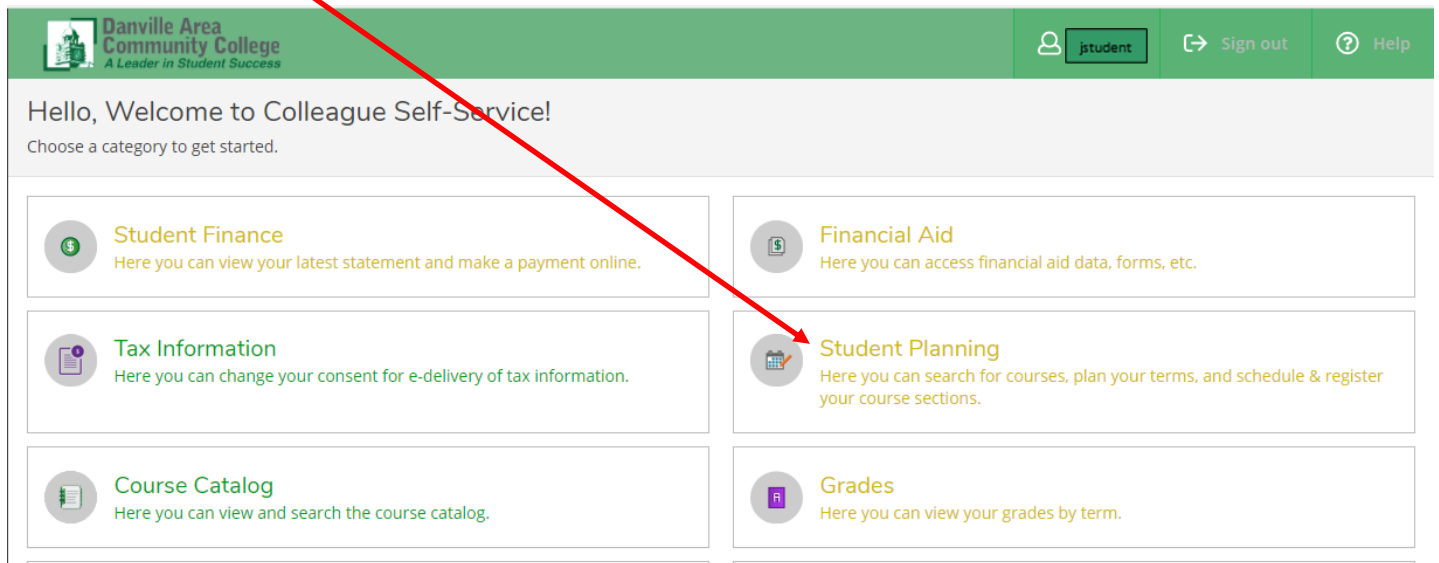
| Status | Course Title | Time | Location |
|-----------------------------|----------------------------------|--|-------------------------------|
| | BIOL-101: Human Biology | No Section Selected | No Section Selected |
| Registered, but not started | BIOL-150-WHC: Botany | WF 10:00 AM - 11:15 AM 8/24/2020 - 12/18/2020 | Mary Miller Center, 171 |
| Registered, but not started | BIOL-150L-1: Biol 150 Lab | M 10:00 AM - 11:50 AM 8/24/2020 - 12/18/2020 | Mary Miller Center, 279 |
| Registered, but not started | CACC-101-A: Financial Accounting | MTWTh 8:00 AM - 8:50 AM 8/24/2020 - 12/18/2020 TBD 8/24/2020 - 12/18/2020 | Lincoln Hall, 107 TBD, TBD |
| Registered, but not started | ENGL-105-W: Creative Writing | TBD 8/24/2020 - 12/18/2020 | Not Applicable, NA |
| | HUMN-101: Intro to Humanities | No Section Selected | No Section Selected |

Register for Courses in Self Service

Before a student registers online, they must set up a plan with their Academic Advisor (LH-104). This can be done with an appointment (217-443-8750) or by contacting the Advisor. **DACC does not want a student to register and complete courses that do not count toward the student's degree or certificate.** There are also transfer, athletic, general scholarship, Financial Aid, and Veterans' benefits regulations to consider as one registers. **Please consult an Advisor first!**

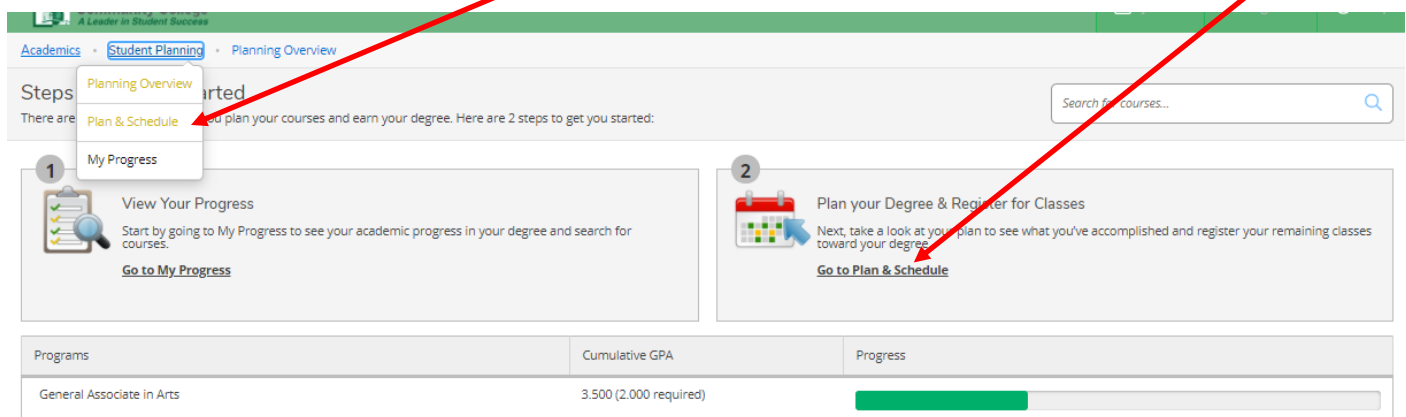
The example below is a student who already has registered for 4 courses, but he wants to add another course. The instructions will work for a student who hasn't registered for any courses yet too.

Select the Student Planning option from the main menu:



The screenshot shows the main menu of the Danville Area Community College Self-Service portal. The header includes the college logo and navigation links for 'jstudent', 'Sign out', and 'Help'. The main content area displays a welcome message and a grid of service categories. A red arrow points to the 'Student Planning' category, which is described as: 'Here you can search for courses, plan your terms, and schedule & register your course sections.'

From the Student Planning page, select Plan & Schedule from the drop down links or the link next to the calendar graphic.



The screenshot shows the 'Student Planning' page. The breadcrumb trail is 'Academics > Student Planning > Planning Overview'. A search bar is present. The page is divided into two main steps: '1 My Progress' and '2 Plan your Degree & Register for Classes'. A red arrow points to the 'Plan & Schedule' link in the 'My Progress' section. Below the steps, there is a progress bar for the 'General Associate in Arts' program, showing a cumulative GPA of 3.500 (2,000 required).

Fall Term 2020 Schedule

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|------------|------------|------------|------------|-----|-----|
| 7am | | | | | | | |
| 8am | | CACC-101-A | CACC-101-A | CACC-101-A | CACC-101-A | | |
| 9am | | | | | | | |

Search for courses/sections by entering a course name (ex: CBUS 150) in the search box in the right-hand corner of the Plan your Degree and Schedule page.

The screenshot shows the 'Search for Courses and Course Sections' page. A search box in the top right corner contains the text 'CBUS 150'. On the left, a 'Filter Results' sidebar is visible with categories like 'Availability', 'Subjects', and 'Locations'. The main content area displays two search results: 'HUMN-101 Intro to Humanities (3 Credits)' and 'HUMN-103 Fantasy and Mythology (3 Credits)'. Each result includes a description, prerequisites, and an 'Add Course to Plan' button.

Note: The sections the student is already registered for appear in the calendar graphic and on the left-hand side bar.

The course (CBUS 150) and similar courses (per the search above) appear for you to review and “add to your course plan” if you choose. Filter out sections that you are not interested in with the Filter Results column on the left side of the screen.

This screenshot is similar to the one above but highlights filtering options. Red circles are drawn around the course titles 'CBUS-150 Business Computer Systems (3 Credits)', 'CBUS-203 Business Law I (3 Credits)', and 'CBUS-204 Business Law II (3 Credits)'. Red arrows point from the 'Filter Results' sidebar to the 'Availability' section (with checkboxes for 'Open and Waitlisted Sections' and 'Open Sections Only'), the 'Subjects' section (with checkboxes for 'Art (1)', 'Biological Sciences (2)', 'Business Management (4)', 'Computer Science (1)', and 'Electronics (1)'), and the 'Locations' section (with checkboxes for 'DACC Main Campus (15)', 'High School - Dual Enrollment (2)', 'Danville Correctional Center (1)', and 'Hoopeston Extension Site (1)').

Examples of ways to filter include: open sections only, by subject, by location, by term, by days of the week, by time of day, by instructor, online or not online, courses that meet specific general education requirements, etc.

To view the sections of CBUS 150 offered in Fall 2020, first select the Fall 2020 term and then click on the drop down arrow of CBUS 150.

Academics · Course Catalog

Search for Courses and Course Sections Search for courses...

Back to Course Catalog

Filter Results Hide

Filters Applied: Fall Term 2020

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- Biological Sciences (2)
- Business Management (3)
- Computer Science (1)
- Electronics (1)
- Heating, Ventilation, Air Cond (1)
- [Show All Subjects](#)

Locations

- DACC Main Campus (13)
- High School - Dual Enrollment (1)
- Hoopston Extension Site (1)

Show All Terms

- Fall Term 2020 (14)

Days of Week

- Monday (6)

CBUS-150 Business Computer Systems (3 Credits) Add Course to Plan

This course covers the role of computing in our society today. Emphasis is placed on how computers are used in business and industry. Basic systems analysis and design techniques, and file processing and database concepts are covered. Students are introduced to and trained in business software packages, including word processing.

Requisites:
None

[View Available Sections for CBUS-150](#) ▼

CBUS-104 Intro to Business (3 Credits) Add Course to Plan

A study of U.S. business systems and diverse components that provide the foundation of U.S. Businesses. Introduction to Business will focus on developing student awareness, knowledge, and understanding of today's business world. Key business themes and concepts will include: growth of international business; role of ethics.

Requisites:
None

[View Available Sections for CBUS-104](#) ▼

CBUS-203 Business Law I (3 Credits) Add Course to Plan

A study of the legal system, torts, contract law, the uniform commercial code, concepts of property, and commercial paper.

Requisites:
None

[View Available Sections for CBUS-203](#) ▼

You can review the section offerings of CBUS 150 for Fall 2020. Note: If a course has multiple sections, you can continue to use the filter tool on the left to refine your search. The CBUS 150 search reveals 5 sections for Fall 2020 (see below). You can see how many seats are available in the section and the course format and meeting days/times.

CBUS-150 Business Computer Systems (3 Credits) [Add Course to Plan](#)

This course covers the role of computing in our society today. Emphasis is placed on how computers are used in business and industry. Basic systems analysis and design techniques, and file processing and database concepts are covered. Students are introduced to and trained in business software packages, including word processing.

Requisites:
None

[View Available Sections for CBUS-150](#)

Fall Term 2020

CBUS-150-CWH Business Computer Systems [Add Section to Schedule](#)

| Seats | Times | Locations | Instructors |
|-------|--|--|-------------|
| 7 | T/Th 10:00 AM - 10:50 AM 8/24/2020 - 12/18/2020 | DACC Main Campus, Technology Center 140 Lecture | Hunter, D |
| | TBD 8/24/2020 - 12/18/2020 | DACC Main Campus, Not Applicable NA Internet/Online | |

CBUS-150-DWH Business Computer Systems [Add Section to Schedule](#)

| Seats | Times | Locations | Instructors |
|-------|---|--|-------------|
| 9 | M/W 11:00 AM - 11:50 AM 8/24/2020 - 12/18/2020 | DACC Main Campus, Technology Center 140 Lecture | Hunter, D |
| | TBD 8/24/2020 - 12/18/2020 | DACC Main Campus, Not Applicable NA Internet/Online | |

CBUS-150-HEXWH Business Computer Systems [Add Section to Schedule](#)

| Seats | Times | Locations | Instructors |
|-------|--|--|-------------|
| 23 | Th 6:00 PM - 7:50 PM 8/24/2020 - 12/18/2020 | Hoopeston Extension Site, Hoopeston Extension Bldg 102 Lecture | Wise, J |
| | TBD 8/24/2020 - 12/18/2020 | Hoopeston Extension Site Internet/Online | |

CBUS-150-WE Business Computer Systems [Add Section to Schedule](#)

| Seats | Times | Locations | Instructors |
|-------|-------------------------------|----------------------------------|-------------|
| 4 | TBD 8/24/2020 - 12/18/2020 | Web/Online NA Internet/Online | Wise, J |

CBUS-150-WEZ Business Computer Systems [Add Section to Schedule](#)

Runs from 9/21/2020 - 12/18/2020

| Seats | Times | Locations | Instructors |
|-------|-------------------------------|--------------------------------------|-------------|
| 21 | TBD 9/21/2020 - 12/18/2020 | Not Applicable NA Internet/Online | Hunter, K |

This student would like to add CBUS 150 WE to his Fall schedule. He can do this by clicking on the Add Section to Schedule button.

| CBUS-150-HEXWH Business Computer Systems | | | |
|---|--|--|-------------|
| Seats | Times | Locations | Instructors |
| 23 | Th 6:00 PM - 7:50 PM 8/24/2020 - 12/18/2020 | Hoopeston Extension Site, Hoopeston Extension Bldg 102 Lecture | Wise, J |
| | TBD 8/24/2020 - 12/18/2020 | Hoopeston Extension Site Internet/Online | |
| CBUS-150-WE Business Computer Systems | | | |
| Seats | Times | Locations | Instructors |
| 4 | TBD 8/24/2020 - 12/18/2020 | Web/Online NA Internet/Online | Wise, J |
| CBUS-150-WEZ Business Computer Systems Runs from 9/21/2020 - 12/18/2020 | | | |
| Seats | Times | Locations | Instructors |
| 21 | TBD 9/21/2020 - 12/18/2020 | Not Applicable NA Internet/Online | Hunter, K |

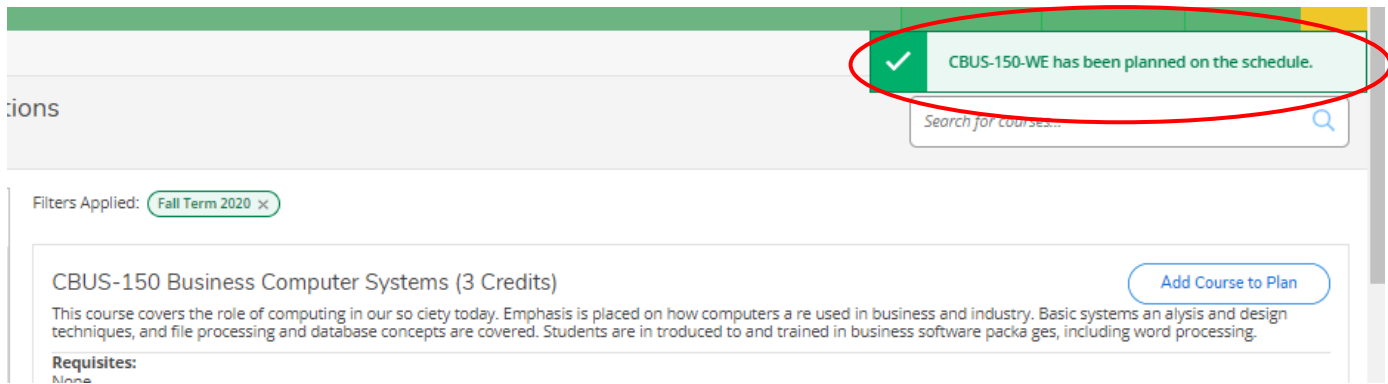
After you click on the Add Section to Schedule button, a pop-up box will appear with additional course section information. You may select Add Section to add the section to your schedule or Close if you decide not to add the section at this time

Section Details
CBUS-150-WE Business Computer Systems
Fall Term 2020

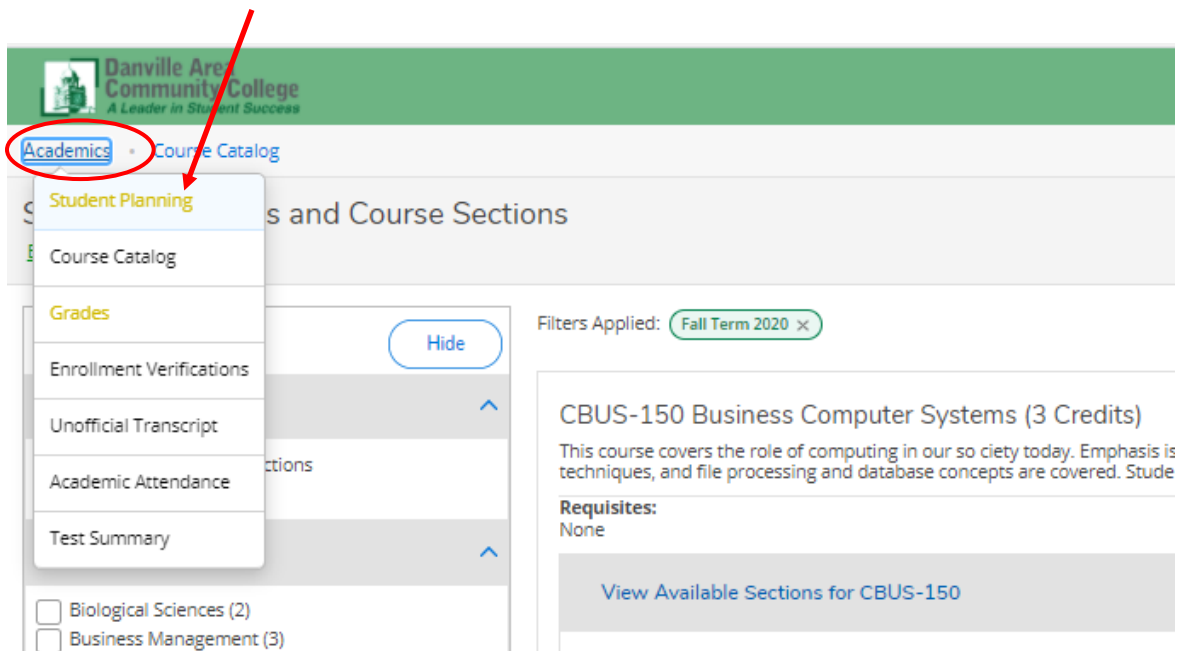
| | |
|---------------------|---|
| Instructors | Wise, J (jwise@dacc.edu) |
| Meeting Information | 8/24/2020 - 12/18/2020 Web/Online NA (Internet/Online) |
| Dates | 8/24/2020 - 12/18/2020 |
| Seats Available | 4 of 30 Total |
| Credits | 3 |
| Grading | Graded |
| Requisites | None |
| Course Description | This course covers the role of computing in our society today. Emphasis is placed on how computers are used in business and industry. Basic systems analysis and design techniques, and file processing and database concepts are covered. Students are introduced to and trained in business software packages, including word processing. |
| Books Total | |

Close Add Section


The student chose to add the section. A notification appears in the top, right-hand side of the screen, confirming the section has been added to your schedule.




Once you are done adding courses, click on the drop down options under Academics and select Student Planning to view the changes to your schedule.



Since the student added an online course, the course appears at the bottom of the calendar-view schedule.

1  **View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)

2  **Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

| | | |
|---------------------------|-----------------------|--|
| Programs | Cumulative GPA | Progress |
| General Associate in Arts | 3.50 (2.000 required) | <div style="width: 100px; height: 10px; background-color: #28a745;"></div> |

Fall Term 2020 Schedule

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-------------|------------|--------------|------------|--------------|-----|
| 7am | | | | | | | |
| 8am | | CACC-101-A | CACC-101-A | CACC-101-A | CACC-101-A | | |
| 9am | | | | | | | |
| 10am | | BIOL-150L-1 | | BIOL-150-WHC | | BIOL-150-WHC | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |

Sections with no meeting time

- ✓ CBUS-150 Business Computer Systems Section WE Faculty: Wise, J
- ✓ ENGL-105 Creative Writing Section W Faculty: Jarmer, M

Additional Records & Information

Additional tools/information such as grades, tax documents, unofficial transcript, etc., can also be accessed through the Self Service menu page:

The screenshot shows the 'Colleague Self-Service' interface. At the top, there is a green header with the college logo and the text 'Danville Area Community College A Leader in Student Success'. On the right of the header, there is a user profile for 'jstudent' and a 'Sign out' button. Below the header, a grey bar says 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' The main area contains a grid of service tiles:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**: Here you can view and search the course catalog.
- Grades**: Here you can view your grades by term.
- Enrollment Verifications**: Here you can view and request an enrollment verification.
- Academic Attendance**: Here you can view your attendances by term.

Grades

To view your grades from a specific term, click on the drop down arrow for the term to reveal the final grades.

The screenshot shows the 'Grades' page in the Self-Service menu. The breadcrumb trail is 'Academics > Grades'. The page title is 'Grades' with a 'Print' button. A list of terms is shown with their respective GPA values:

- Fall Term 2020 (8/24/2020-12/18/2020)
- Summer Term 2020 (6/8/2020-7/24/2020) Term GPA: 4.000
- Summer Term 2019 (6/10/2019-7/26/2019) Term GPA: 3.000
- Summer Term 2018 (6/11/2018-7/27/2018) Term GPA: 3.500

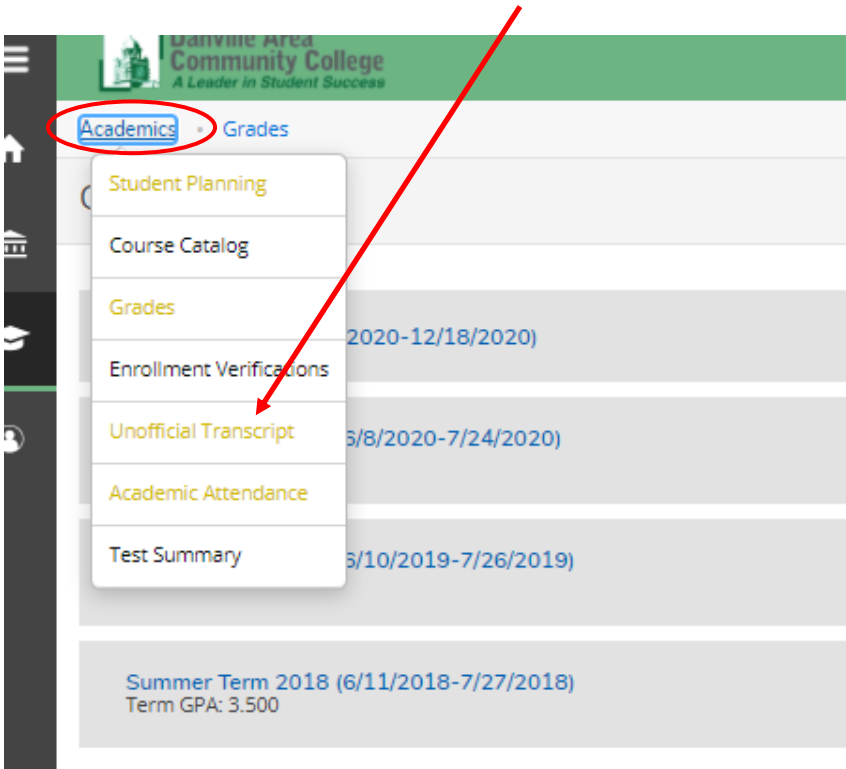
A red circle highlights the dropdown arrow for the Summer Term 2020. A red arrow points from this circle to a larger, detailed view of the grades for that term. This detailed view shows a table with the following data:

| Course Section | Title | Credits | Final Grade |
|--------------------------------------|--------------------------|---------|-------------|
| BMGT-114-WX 5/18/2020 - 7/2/2020 | Principles of Management | 3 | A |
| BOFF-225-WX 5/18/2020 - 6/26/2020 | Spreadsheet Applications | 3 | A |

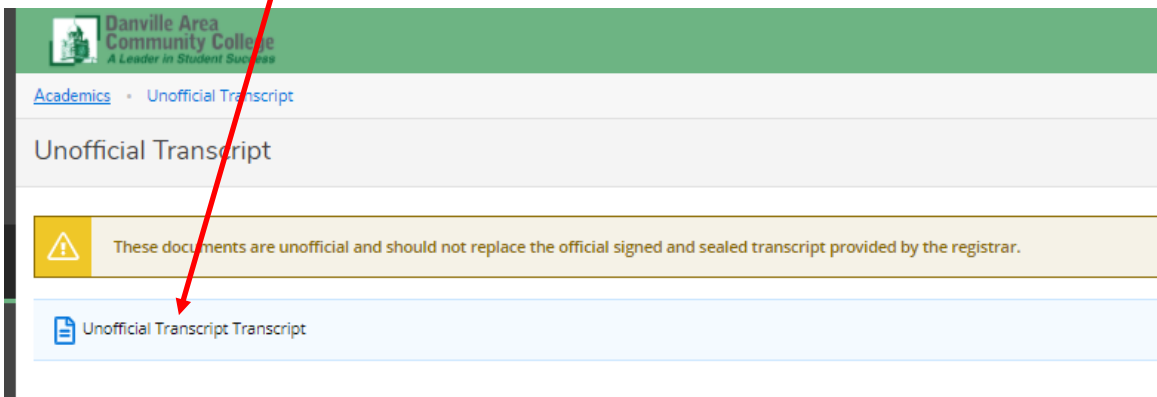
Below the table, the Summer Term 2019 (6/10/2019-7/26/2019) Term GPA: 3.000 is also visible.

Unofficial Transcript

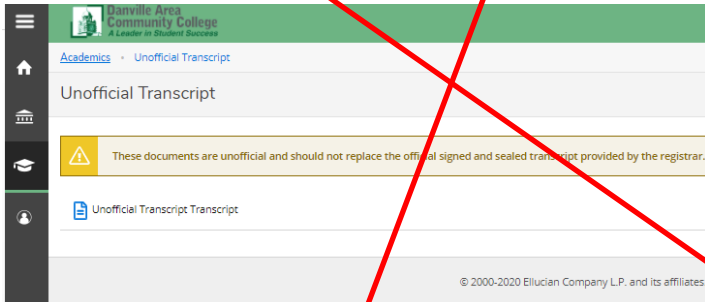
To view your Unofficial Transcript, click on the Academics link in the right-hand corner. From the drop-down box, select Unofficial Transcript.



Click on the Unofficial Transcript icon in the light blue ribbon.



Your transcript will appear in a PDF tab at the bottom of your screen. Click on the tab to reveal the unofficial transcript.



08/14/20 Unofficial Transcript Page

Mr. Joe Student ID Number: 0000000
 123 Any Street
 Danville, IL 61832

| Course | Title | Grd R | Hrs Att | Hrs Cmpt | Hrs Gpa | Grade Points | Course Dates |
|--------------------|-----------------------|-------|---------|----------|---------|--------------|-------------------|
| DEVE 098 | Dev. English 098 | | 0.00 | 0.00 | 0.00 | 0.00000 | 06/15/16-06/15/16 |
| DEVM 098 | Dev. Mathematics 0 | | 0.00 | 0.00 | 0.00 | 0.00000 | 10/26/17-10/26/17 |
| DEVM 100 | Dev. Mathematics-- | | 0.00 | 0.00 | 0.00 | 0.00000 | 10/26/17-10/26/17 |
| DEVR 098 | Dev. Reading Skill | | 0.00 | 0.00 | 0.00 | 0.00000 | 06/15/16-06/15/16 |
| ENGL 121 | Communication Skill | | 0.00 | 0.00 | 0.00 | 0.00000 | 06/15/16-06/15/16 |
| MATH 107 | Applied Mathematic | R | 0.00 | 0.00 | 0.00 | 0.00000 | 06/15/16-06/15/16 |
| MATH 107 | Applied Mathematic | | 0.00 | 0.00 | 0.00 | 0.00000 | 10/26/17-10/26/17 |
| MATH 108 | Intermediate Algebr | | 0.00 | 0.00 | 0.00 | 0.00000 | 10/26/17-10/26/17 |
| MATT 104 | Business Mathemati | | 0.00 | 0.00 | 0.00 | 0.00000 | 10/26/17-10/26/17 |
| MATT 132 | Elementary Technic | R | 0.00 | 0.00 | 0.00 | 0.00000 | 06/15/16-06/15/16 |
| MATT 132 | Elementary Technic | | 0.00 | 0.00 | 0.00 | 0.00000 | 10/26/17-10/26/17 |
| MATT 133 | Technical Mathemat | | 0.00 | 0.00 | 0.00 | 0.00000 | 10/26/17-10/26/17 |
| Non Totals: | | | 0.00 | 0.00 | 0.00 | 0.0000 | GPA = 0.0000 |
| Cumulative Totals: | | | 0.00 | 0.00 | 0.00 | 0.0000 | GPA = 0.0000 |
| ARTS 105 | Theatre Appreciati A | | 3.00 | 3.00 | 3.00 | 12.00000 | 06/11/18-07/27/18 |
| INST 110 | Online Learning Or | | 0.00 | 0.00 | 0.00 | 0.00000 | 06/11/18-07/27/18 |
| PHIL 101 | Introduction to Ph B | | 3.00 | 3.00 | 3.00 | 9.00000 | 06/11/18-07/27/18 |
| 2018SU Totals: | | | 6.00 | 6.00 | 6.00 | 21.0000 | GPA = 3.5000 |
| Cumulative Totals: | | | 6.00 | 6.00 | 6.00 | 21.0000 | GPA = 3.5000 |
| BMGT 104 | Interpersonal Relat A | | 3.00 | 3.00 | 3.00 | 12.00000 | 06/10/19-07/26/19 |
| MATH 161 | Statistics C | | 3.00 | 3.00 | 3.00 | 6.00000 | 05/20/19-07/26/19 |
| 2019SU Totals: | | | 6.00 | 6.00 | 6.00 | 18.0000 | GPA = 3.0000 |
| Cumulative Totals: | | | 12.00 | 12.00 | 12.00 | 39.0000 | GPA = 3.2500 |
| BMGT 114 | Principles of Mana A | | 3.00 | 3.00 | 3.00 | 12.00000 | 05/18/20-07/02/20 |
| BOFF 225 | Spreadsheet Applic A | | 3.00 | 3.00 | 3.00 | 12.00000 | 05/18/20-06/26/20 |
| 2020SU Totals: | | | 6.00 | 6.00 | 6.00 | 24.0000 | GPA = 4.0000 |
| Cumulative Totals: | | | 18.00 | 18.00 | 18.00 | 63.0000 | GPA = 3.5000 |
| BIOL 150 | Botany | | | | | | 08/24/20-12/18/20 |
| BIOL 150L | Biol 150 Lab | | | | | | 08/24/20-12/18/20 |
| CACC 101 | Financial Accounti | | | | | | 08/24/20-12/18/20 |
| ENGL 105 | Creative Writing | | | | | | 08/24/20-12/18/20 |
| 2020FA Totals: | | | 0.00 | 0.00 | 0.00 | 0.0000 | GPA = 0.0000 |
| Cumulative Totals: | | | 18.00 | 18.00 | 18.00 | 63.0000 | GPA = 3.5000 |