How to Access Your Semester Schedule & Academic Records @ DACC
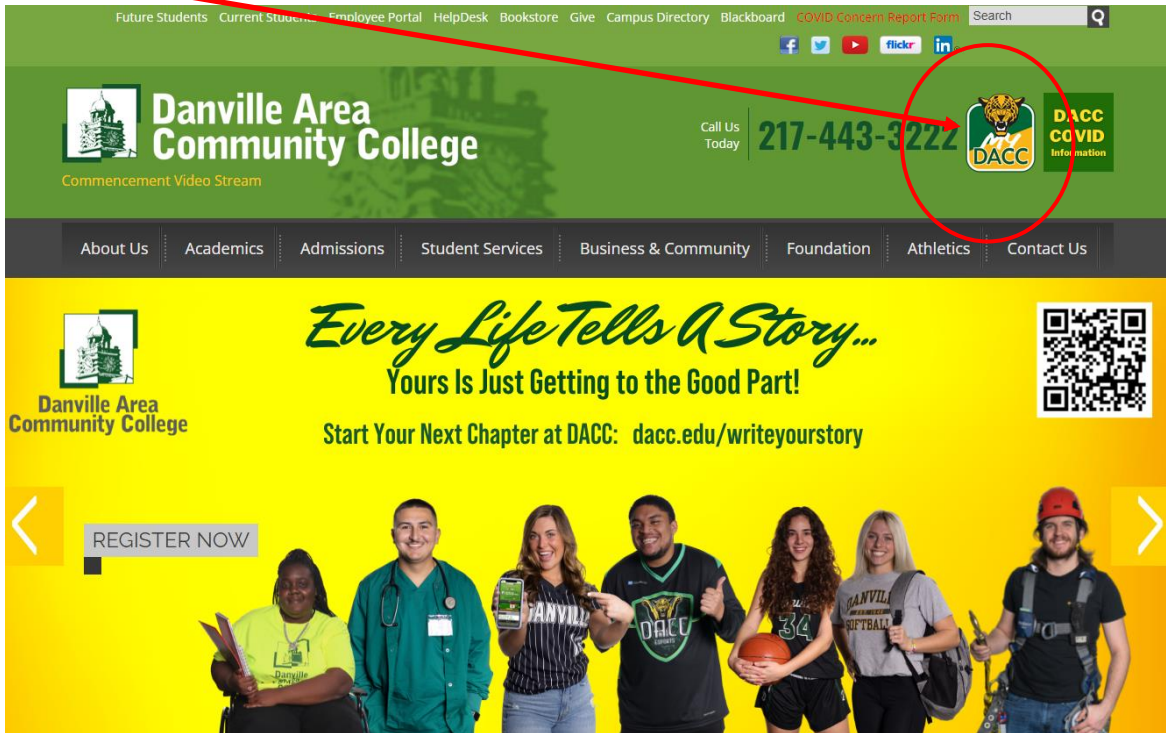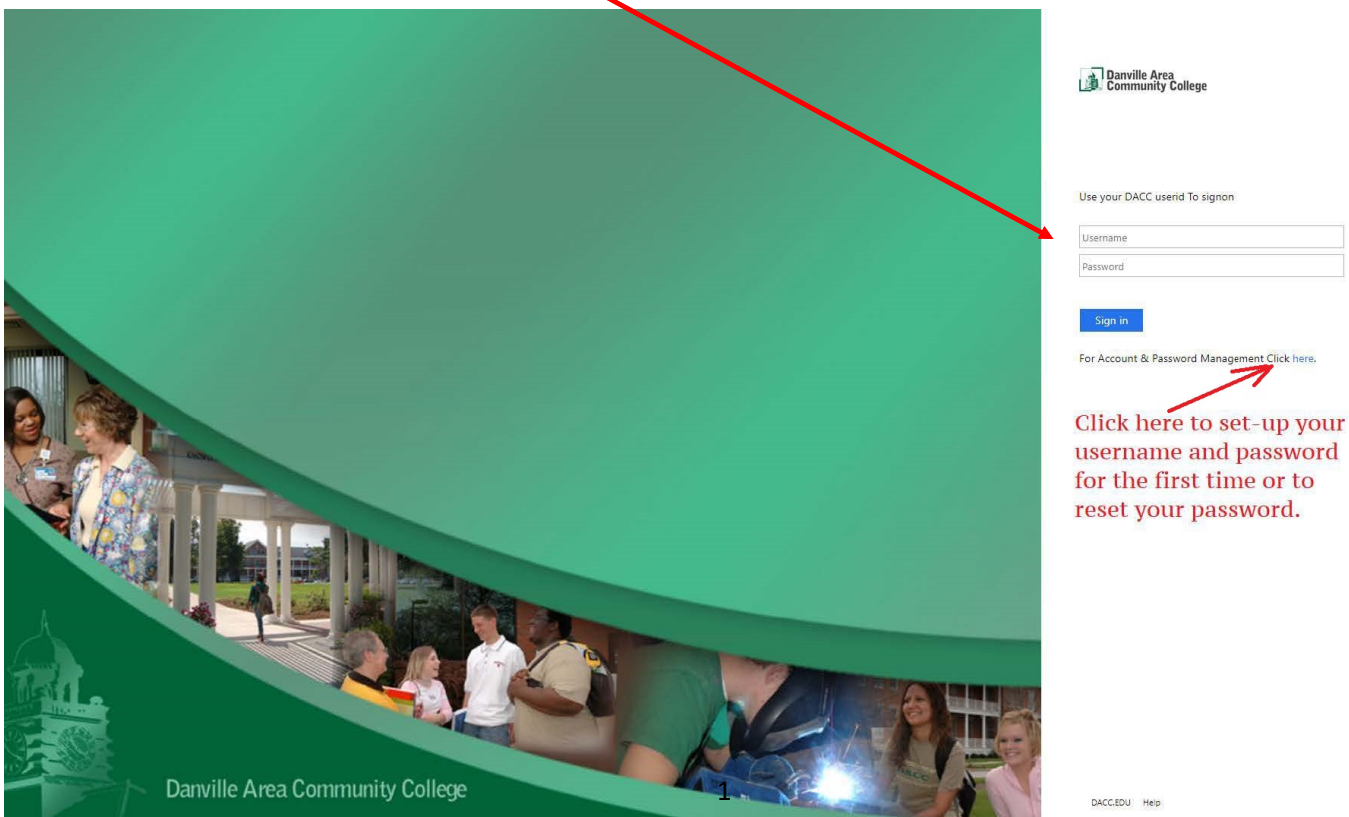
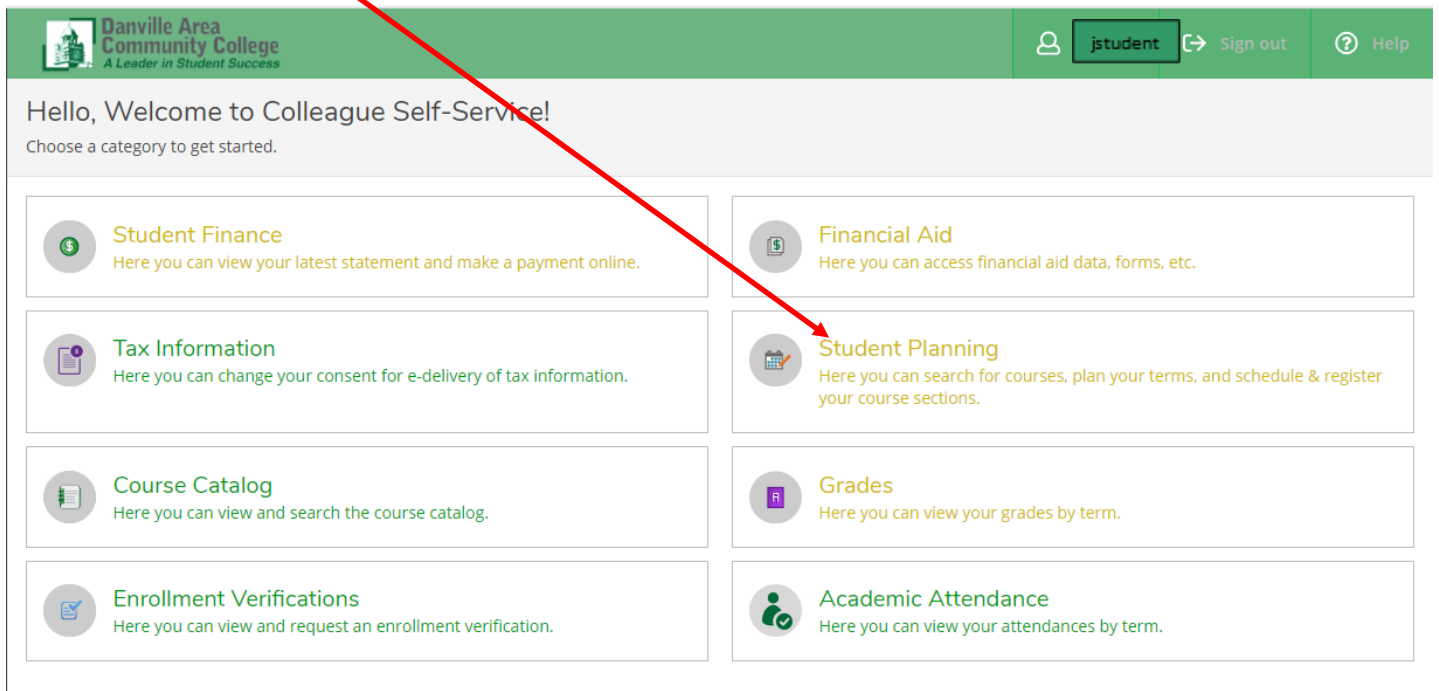Go to the *my*DACC icon on the DACC website (www.dacc.edu):

Sign in to the *my*DACC 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.
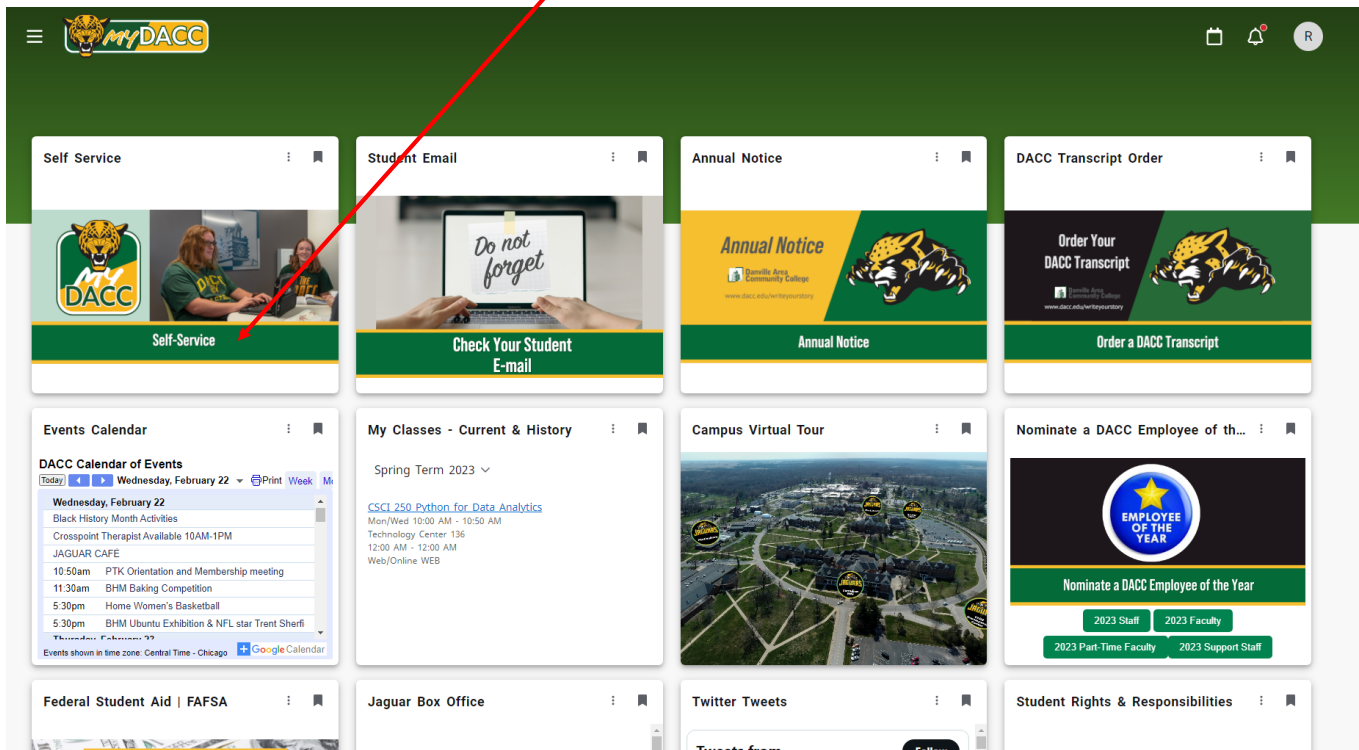
Select the Student Planning option from the main menu:

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

Click on the Print button:

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

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

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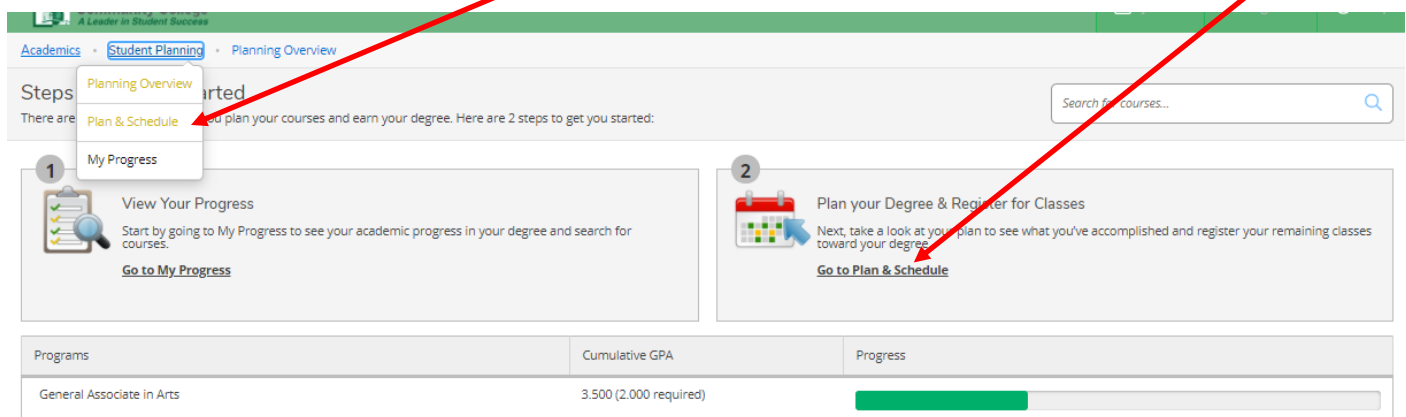
The example below is a student who already has registered for 4 courses, but he wants to add another course. The instructions will work for a student who hasn't registered for any courses yet too.

Select the Student Planning option from the main menu:

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

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.

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.

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
Back to Course Catalog

Search for courses...

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)
☐ Hoopeston 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

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 a re used in business and industry. Basic systems an alysis and design techniques, and file processing and database concepts are covered. Students are introduced to and trained in business software packa ges, 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
Runs from 9/21/2020 - 12/18/2020
Add Section to Schedule

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

CBUS-150-WE

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.
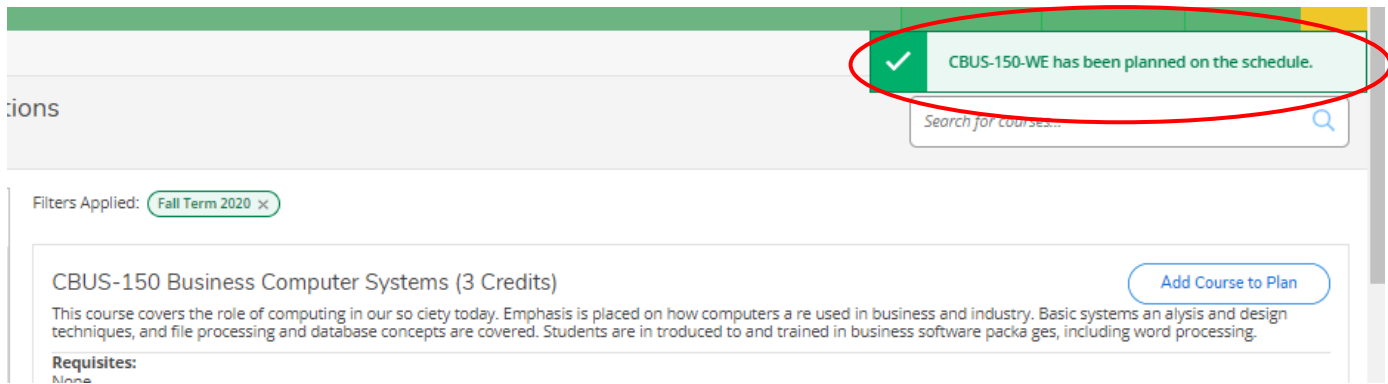
Once you are done adding courses, click on the drop down options under Academics and select Student Planning to view the changes to your schedule.
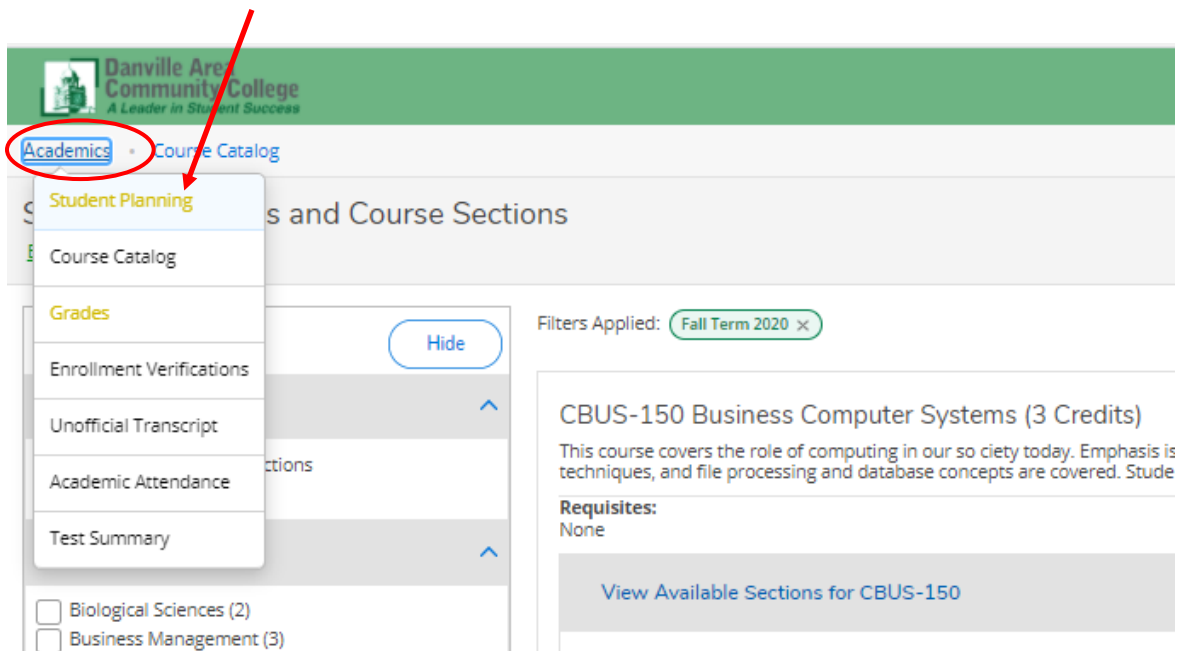
Since the student added an online course, the course appears at the bottom of the calendar-view schedule.

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:

Grades

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

Unofficial Transcript

To view your Unofficial Transcript, click on the <u>Academics</u> link in the right-hand corner. From the drop-down box, select Unofficial Transcript.
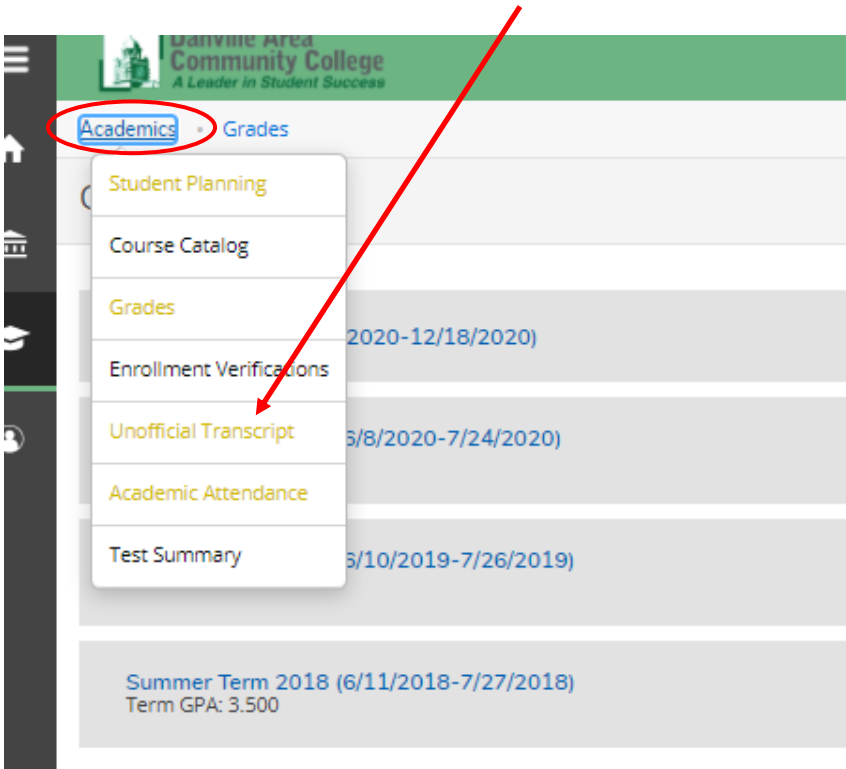
Click on the Unofficial Transcript icon in the light blue ribbon.
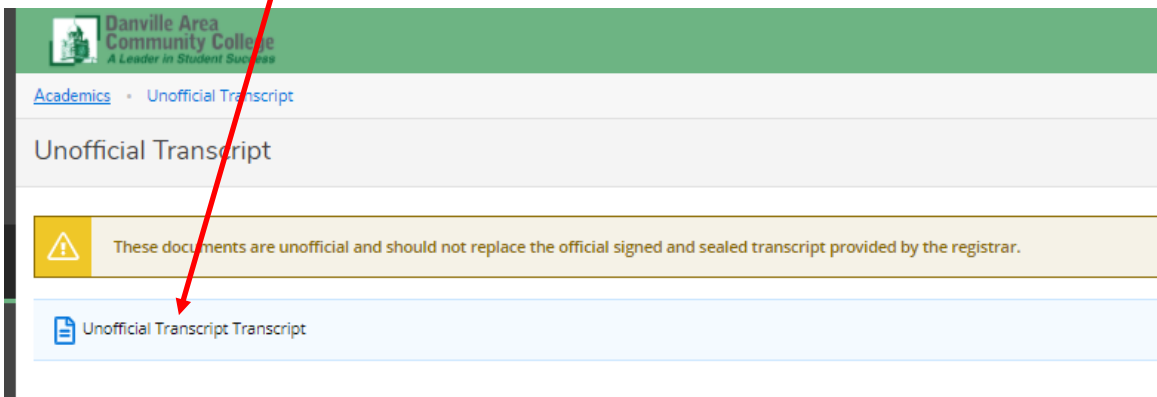
Your transcript will appear in a PDF tab at the bottom of your screen. Click on the tab to reveal the unofficial transcript.

Danville Area Community College
A Leader in Student Success

Academics · Unofficial Transcript

Unofficial Transcript

⚠ These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

📄 Unofficial Transcript Transcript

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Student_Joe_01.pdf

08/14/20   Unofficial Transcript   Page

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

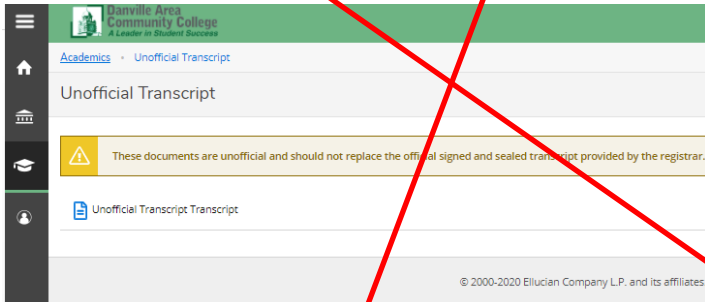| Course		Title	Grd R	Hrs Att	Hrs Cmpt	Hrs Gpa	Grade Points	Course Dates
DEVE	098	Dev. English 098		0.00	0.00	0.00	0.00000	06/15/16-06/15/16
DEVM	098	Dev. Mathematics 0		0.00	0.00	0.00	0.00000	10/26/17-10/26/17
DEVM	100	Dev. Mathematics--		0.00	0.00	0.00	0.00000	10/26/17-10/26/17
DEVR	098	Dev. Reading Skill		0.00	0.00	0.00	0.00000	06/15/16-06/15/16
ENGL	121	Communication Skil		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 Algeb		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 Rela | 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
```