

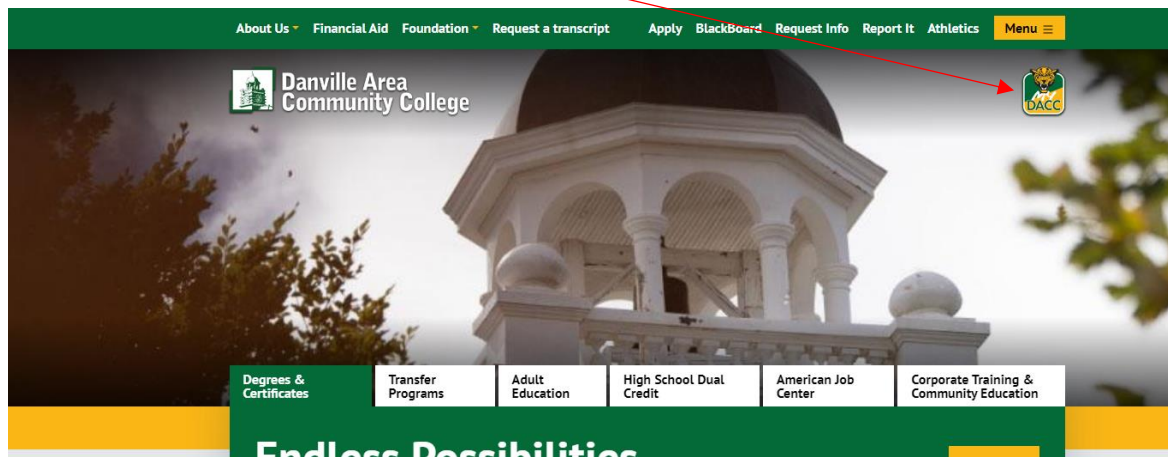
How to View & Accept the DACC Annual Notice Agreement

Note: This task must be completed before a student can register for the next semester.

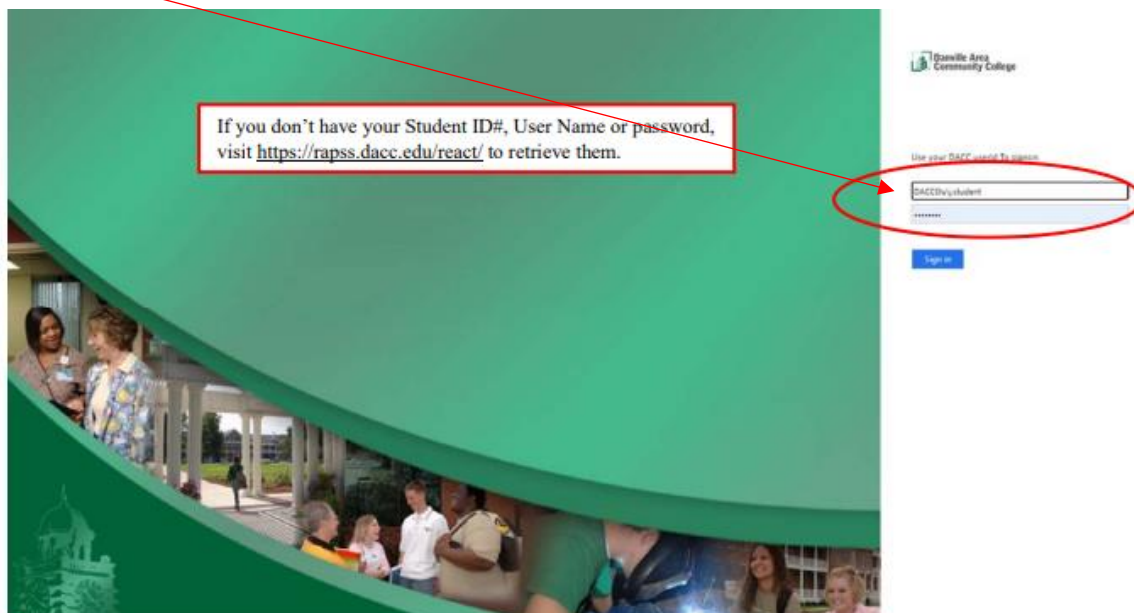
In order to meet federal compliance requirements and inform all students and potential students of important information during their educational journey, each college must provide access to specific data, policies, and procedures. This information is designed to help you make informed decisions.

To make sure each student/potential student knows the information exists, students must view and accept an Annual Notice before they are allowed to register for the upcoming term. With Summer/Fall 2024 registration starting April 15, 2024, we wanted to give you a heads-up about the process. This process will only need to be done once a year. Please take a minute to follow the steps below. This process is completed in your Self Service account which can be accessed through the **myDACC** icon on the DACC website.

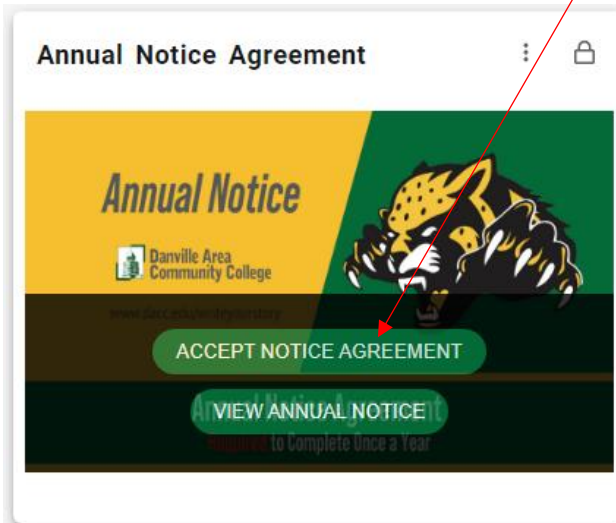
1. Visit dacc.edu website and click on the myDACC icon.



2. Log into your Self Service account



3. In *myDACC* locate Annual Notice Agreement card and click on the Accept Notice Agreement button.
Note: the Accept Notice Agreement and View Annual Notice buttons will appear when you hover over the card.



4. Click on the View link.

Required Agreements

Title	Agreement Period	Due Date	Status	Action
Annual Notice	FY2025	3/31/2025	Incomplete	View
Annual Notice	Fiscal Year 2023	3/13/2023	Accepted 10/28/2022	View

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5. Click on the Accept button after reviewing the Annual Notice.

Annual Notice

Incomplete

Print

Right-click hyperlinks to open in a new window

Dear DACC Student/Guest,

It is my pleasure to welcome you to DACC's online student services. As a DACC student or potential student, it is important for you to know and understand the College's policies, procedures, your rights and responsibilities, and the College's performance outcomes.

The College and State/Federal government agencies design policies and procedures to give each student an equitable and safe environment to learn. Please understand, it is each stakeholder's responsibility to be familiar with the information presented on the DACC website at www.dacc.edu under the following:

- [DACC Catalog](#)
- [Student Handbook](#)
- [myDACC](#)
- [Current Students](#)
- [DACC Data](#)

All information, policies, and documents can be found, in their entirety, on our website at [Annual Notice](#). If you do not have access to view the website, computer stations and labs are available at DACC for you to view the policies. Printed copies can be requested through the Admissions & Records Office at 217-443-8800. In no case will a regulation be waived or an exception granted because a student is unaware of the policies and procedures available from the sources mentioned above, or contend that they were not informed of, the regulations and procedures.

Please check the "accept" button once you've reviewed the information, policies, and procedures. You will be asked to confirm your acceptance every academic year. If you choose not to accept the information, a paper copy of the rights and responsibilities will be mailed to your residence on file. The information provided will help you have a successful journey at DACC. If you have any questions about the information provided, please feel free to call the responsible office or myself at 217-443-8800.

Thank you for choosing DACC!

Cancel Accept

6. Once you've completed the task, you will have an "accepted" status with the date completed.



The screenshot shows the 'Required Agreements' section of a web application. A table lists the following agreement:

Title	Agreement Period	Due Date	Status	Action
Annual Notice	Fiscal Year 2023	3/13/2023	Accepted 10/28/2022	View

A red circle highlights the 'Accepted 10/28/2022' status, and a red arrow points from the text above to this status.



The screenshot shows the same 'Required Agreements' table as above. A confirmation dialog box is overlaid on the right side of the table, containing the following text:

Agreement updated. Would you like to print a copy of your agreement?

Yes No

The dialog box has a green checkmark icon and a red circle around it.

Now, you are ready to register and make informed decisions!