

Accessing Your Academic Records...

Once you've logged in to the secured Online Student Services webpages and select the Students menu option, you have the ability to view your personal academic records.

IMPORTANT NOTES ABOUT ONLINE RECORDS:

If you attended DACC prior to the Summer 1992 semester, your academic records are not immediately available through our online services. If you are interested in viewing these records online, please call the Records Office at (217) 443-8797 or email us at records@dacc.edu and we will load them onto the system as soon as possible. Thanks for your patience!

Also, **DON'T FORGET TO LOG OUT** before you leave the computer workstation. You will be accessing private records!

The "HOW TO" Section...

Click on any of the options listed below to view click by click instructions on how to access various records, retrieve personal information, and process various requests:

- To Update your Address
- To View your Class Schedule
- To View your Billing Statement
- To Make a Payment Online
- To View Your Billing Statement
- To View your Grades
- To View your Transcript
- To View your Grade Point Average by Semester
- To View Your Financial Aid Status by Year
- To View Your Financial Aid Status by Term
- To View Your Test Scores (Tests include: Placement, Proficiency, and CLEP)
- To Submit an Application to Graduate Online
- To Submit a Transcript Request Online
- To View the Status of your Transcript Request Online
- To Perform a Program Evaluation/Degree Audit
- To View your Student Profile

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To Update Your Address

- Under the “User Account” section of the Student Online Services Menu, click on the **Address Change** option.
- Update your street address, city, state, phone number(s), and email.
- Enter the start date of the new address.
- Click on the SUBMIT button.
- Please Note: Changing your address through the Online Student Services does not change your residency status. If you wish to change your residency status, please view the residency policies and procedures at <http://www.dacc.edu/ar/residency.html> or visit the Admissions office in Vermilion Hall, 217-443-8801.

To View Your Class Schedule

- From the Main Online Services Menu, click on the **Students** option, go to the “Academic Plan/Registration” section
- Click on the **My Class Schedule** option
- Select the term from the drop down box and click on SUBMIT
- View your schedule. The schedule will give you a list of classes, the days of the week they meet, time-of-day, building, room number, number of credit hours per class, and start dates. If you click on the name of the class, more information will be given about the section: course description, prerequisites, instructor’s name, and teaching method (i.e., lecture, lab, web).

To View Your Billing Statement

- Under the “Financial Information” section of the Student Online Services Menu, click on the **Account Summary** or **Account Summary by Term** options.
- View your personal account information.

To Make a Payment

- Under the “Financial Information” section of the Student Online Services Menu, click on the **Pay on My Account** option.
- View your account information. If you have questions about the amount owed, please call the Cashier at 217-443-8767.
- Enter the amount(s) you would like to pay in the column on the far left-side of the item you wish to pay on.
- To continue with a payment, select the payment type from the drop down box. Your choices are Visa CC, Discover, or MasterCard CC.
- Click on the OK button.
- It will take you to the “Electronic Card Entry” page where you will complete your payment transaction:
 - View the items you chose to pay.
 - Enter the credit card number, expiration date, and security code
 - Enter the name on the credit card, billing address, and email address
- Click on the SUBMIT button.
- You will receive a confirmation notice.

To View Your Grades

- Under the “Academic Records” section of the Student Online Services Menu, click on the **Grades** option.
- Select the term and click on **Submit** (located at the bottom of the list of terms available). Note: Grades prior to Summer 2007 cannot be viewed through this option. ALL grades can be viewed under the Transcript option (please see directions below).
- View your grades.

To View Your Transcript

- Under the “Academic Records” section of the Student Online Services Menu, click on the **Transcript** option.
- Select the type of the transcript you wish to view from the drop down box:
 - **UG** Undergraduate Transcript = All DACC classes that count toward a certificate and/or degree + Developmental Education coursework.
 - **CCE** Corporate & Community Education = Workshops and classes taken through our C & CE division.
 - Please Note: If you have not taken any courses associated with that type, no courses are displayed in the transcript.
- View your transcript.

To View Your Grade Point Average by Term/Semester

- Under the “Academic Records” section of the Student Online Services Menu, click on the **Grade Point Average by Term** option.
- Choose the term.
- Select the academic level from the drop down box. Your options will include the following:
 - UG = Undergraduate coursework – Note: Most classes are found under “UG”
 - CCE = Corporate & Community Education coursework
- Click on the SUBMIT button.
- View your term-specific grade point average.

To View Your Financial Aid Status by Year

- Under the “Financial Aid” section of the Student Online Services Menu, click on the **Financial Aid Status by Year** option.
- View your Total Estimated Funds Available (for the year) by funding source.

To View Your Financial Aid Status by Term

- Under the “Financial Aid” section of the Student Online Services Menu, click on the **Financial Aid Status by Term** option.
- Select the term to view from the drop down box.
- View your Total Estimated Funds Available (for the specified term) by funding source.

To View Your Test Scores from Placement, Proficiency, and CLEP, etc. tests

- Under the “Academic Records” section of the Student Online Services Menu, click on the [Test Summary](#) option.
- View your testing results. Test results include placement tests (ASSET, COMPASS, ACT, SAT, Proficiency Tests, CLEP, TOEFL score, etc.)

To Submit an Application to Graduate

- Under the “Academic Records” section of the Student Online Services Menu, click on the [Application for Graduation](#) option.
- Choose the Program of Study/Major that you plan on graduating from. Note: If you do not see your program, please call the DACC Admissions office (217-443-8801) to update your records.
- Review & update the information on the application: diploma name, address to mail diploma to, anticipated graduation term, commencement date (= the last official day of the semester), email address
- Click on the SUBMIT button.

To Submit a Transcript Request

- Under the “Academic Records” section of the Student Online Services Menu, click on the [Transcript Request](#) option.
- Select the transcript type from the drop down box:
 - UG = Undergraduate coursework – Note: Most classes are found under “UG”
 - CCE = Corporate & Community Education coursework
- Enter the Recipient (who you are sending the transcript to)
- Enter the Address of the recipient.
- From the drop down box, select how many copies are to be sent.
- Click on the SUBMIT button.
- View the “Confirmation Form” which verifies your transcript request.

To View the Status of Your Transcript Request

- Under the “Academic Records” section of the Student Online Services Menu, click on the [Transcript Request Status](#) option.
- View all of your transcript requests. Note: the date DACC produces the transcript will be recorded once the request is processed.

To Perform a Program Evaluation/Degree Audit

- Under the “Academic Plan/Registration” section of the Student Online Services Menu, click on the [Program Evaluation](#) option.
- Choose one of your active programs by clicking on the box to the left of the chosen program OR select another program from the “What if I Changed my Program of Study” drop down box...this performs a “what if” evaluation.
- Select what work to include in the evaluation. Your choices are 1) All work or 2) Just registered and preregistered work. Most students should choose “all.”
- Click on the SUBMIT button.
- View the completed evaluation of your records compared to the degree/certificate requirements.

- Please Note: If you believe that some of your completed classes are not being utilized correctly, please contact the Academic Advisement/Counseling office at 217-443-8750.

To View Your Student Profile Information

- Under the “Academic Records” section of the Student Online Services Menu, click on the **My Profile** option.
- View your information. Information provided: name, preferred address, student ID number, phone numbers, email addresses, emergency contact information, and program of study/major information. If you see information that is incorrect, please contact the Admissions Office at 217-443-8801.