

## Students' Rights & Responsibilities at Danville Area Community College

It is each student's responsibility to be familiar with the information presented in the DACC Catalog, Student Handbook, college website, and college e-mail communications. Students should check their DACC e-mail account at least once a week. Important updates and events will be communicated through your student e-mail account. The information, policies, and documents listed below can be found on our website at [www.dacc.edu](http://www.dacc.edu) on the Jaguar Spot. Please note: The direct links are also noted below.

Each degree and/or certificate also has specific assessments, requirements, and procedures based on the year the student starts and/or completes the degree/certificate. DACC Academic Advisors/Counselor can assist students with the specific rules and regulations.

Information/Policy/Procedure	For More Information Call or Visit	Phone Number
Address Changes <a href="http://www.dacc.edu/ar/address-change.html">http://www.dacc.edu/ar/address-change.html</a>	Admissions & Records (VH)	217-443-8802
Auditing a Class <a href="http://www.dacc.edu/ar/auditing.html">http://www.dacc.edu/ar/auditing.html</a>	Admissions & Records (VH)	217-443-8802
Books (for Classes) <a href="http://www.dacc.bkstr.com">http://www.dacc.bkstr.com</a>	Bookstore (LH)	217-443-8759
Campus Security Report <a href="http://www.dacc.edu/finaid/ConsumerRep.htm">http://www.dacc.edu/finaid/ConsumerRep.htm</a>	Vice President for Instruction & Student Services	217-443-8770
College Catalog <a href="http://www.dacc.edu/catalog/">http://www.dacc.edu/catalog/</a>	Admissions Office (VH)	217-443-8802
DACC Curriculum Guides (Cert & Degree Requirements) <a href="http://www.dacc.edu/aac/cguides.html">http://www.dacc.edu/aac/cguides.html</a>	Academic Advisement & Counseling (LH)	217-443-8750
DACC E-Mail Communications <a href="http://www.dacc.edu/jaguarspot/docs/EmailComm.pdf">http://www.dacc.edu/jaguarspot/docs/EmailComm.pdf</a>	Computer & Network Services (TC)	217-443-8871
DACCnet Acceptable Use Policy <a href="http://www.dacc.edu/board/policies/index.php?id=2012">http://www.dacc.edu/board/policies/index.php?id=2012</a>	Internet System Administrator (TC)	217-443-8871
Degree Requirements <a href="http://www.dacc.edu/catalog/degrees.php">http://www.dacc.edu/catalog/degrees.php</a>	Academic Advisement & Counseling (LH)	217-443-8750
Drop/Withdrawal Policy <a href="http://www.dacc.edu/ar/drop-withdraw.html">http://www.dacc.edu/ar/drop-withdraw.html</a>	Admissions & Records (VH)	217-443-8800
Dual Enrollment <a href="http://www.dacc.edu/ar/dual-enrollment.html">http://www.dacc.edu/ar/dual-enrollment.html</a>	Admissions & Records (VH)	217-443-8800
Grade Changes & Disputes * Should be done within 30 days of the end of the semester.	See Individual Instructors	
Grade Exclusion Policy <a href="http://www.dacc.edu/ar/exclusion.html">http://www.dacc.edu/ar/exclusion.html</a>	Records Office (VH)	217-443-8797
Registering for Classes Online <a href="http://www.dacc.edu/jaguarspot/">http://www.dacc.edu/jaguarspot/</a>	Academic Advisement & Counseling (LH)	217-443-8750
Residency Policy <a href="http://www.dacc.edu/catalog/residency.php">http://www.dacc.edu/catalog/residency.php</a>	Admissions Office (VH)	217-443-8802
Scholastic Policies <a href="http://www.dacc.edu/catalog/scholastic.php">http://www.dacc.edu/catalog/scholastic.php</a>	Various Offices	
Student Handbook <a href="http://www.dacc.edu/student-handbook/">http://www.dacc.edu/student-handbook/</a>	Director of Enrollment Services (LH)	217-443-8746
Student-Right-to-Know <a href="http://www.dacc.edu/ar/srtk.html">http://www.dacc.edu/ar/srtk.html</a>	Institutional Effectiveness Office (CH)	217-443-8856
Students' Rights to Privacy <a href="http://www.dacc.edu/catalog/privacy.php">http://www.dacc.edu/catalog/privacy.php</a>	Admissions & Records (VH)	217-443-8800
Transfer-In-Credit Policy <a href="http://www.dacc.edu/ar/Tran_InCredit_Process.pdf">http://www.dacc.edu/ar/Tran_InCredit_Process.pdf</a>	Records Office (VH)	217-443-8797
Tuition & Fees <a href="http://www.dacc.edu/catalog/tuition.php">http://www.dacc.edu/catalog/tuition.php</a>	Cashier/Business Office (VH)	217-443-8767