



Danville Community College

1008 South Main Street Danville, Virginia 24541-4004 434.797.2222

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www.dcc.vccs.edu

# SUMMER (4-YEAR STUDENT) TRANSFER CLASS

(Students attending 4 year colleges/universities wanting to take a DCC Summer Class)

1. Complete an Online Admissions Application at [www.dcc.vccs.edu/Becomeastudent](http://www.dcc.vccs.edu/Becomeastudent).  
*If you were previously or dual enrolled, you may already have one on file.*
2. Provide college transcripts with this form to show college level English and Math pre-requisite requirements (*unofficial will suffice*). Students are responsible for checking with their home institution to verify class will transfer back to their college.
3. Fax (434.797.8451), E-mail ([admissions@dcc.vccs.edu](mailto:admissions@dcc.vccs.edu)), or bring form and transcripts to the Admissions Office, Wyatt Building, Room 108. For additional information call the Admissions Office at 434.797.8467.
4. Please allow five (5) business days for your course request to be approved for registration.  
*\*The Admissions Office will register you for your approved courses and contact you by phone or e-mail after registration.*

### Student Information:

Name: \_\_\_\_\_  
First Name Middle Name Last Name (Suffix-Jr., #rd)

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DCC ID/EMPLID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

### REQUESTED CLASSES at DCC

Course Subject	Course Number	5 digit Class ID#	Course Section	Course Title
EXAMPLE: ITE	115	67589	50	Intro Computer Concepts and App

### DCC Office Use Only:

Admissions Committee  APPROVES  DOES NOT APPROVE

COMMENTS: \_\_\_\_\_