# Academic Requirements Report

Overview

The Academic Requirements Report (AR) allows the student to track progress toward graduation by showing which requirements are satisfied and which are incomplete. This report includes each program of study the student is currently enrolled. The AR Report does not take the place of meeting with an academic or program advisor. It is a tool to help guide the student through appropriate course selection. Students should run the AR Report before meeting with an advisor.

Accessing the AR Report

Start by logging into your MyDCC account. Your portal is on the DCC homepage at www.danville.edu. Once logged in, select *Student Information System (SIS)* from the menu. Next, from the three available boxes choose *My Student Information*. From the menu on the left of the screen, click on *Academic Records*. Then from the drop-down menu select *My Academic Requirements*. Your AR Report will appear.

Action Steps

MyDCC	Student Information System (SIS)	My Student Information	Academic Records	My Academic Requirements
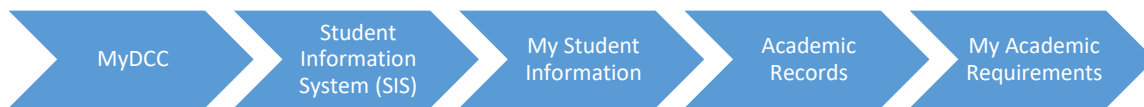
The AR Report is viewable directly from the web browser or as a PDF. The PDF presents more information such as a course history and can be printed and brought to your advising session. Click *View Report as PDF*.

Interpreting the AR Report

Important Notes (Web Browser)

Course requirements that are not satisfied are automatically expanded while satisfied requirements are collapsed. To see which course satisfies a requirement, click the arrow beside the course requirement to expand. (Figure A) The key is as follows:

✔	Course requirement is satisfied. Course successfully completed or transfer credit awarded.
◇	Course requirement is conditionally satisfied by an enrolled or registered course.
★	Course has been planned by student using the Academic Planner in SIS

Figure A

Important Notes (PDF Version)

All course requirements are expanded. Unsatisfied requirements are highlighted in red. (Figure B) The key is as follows:

EN	Enrollment. Course requirement is satisfied. Course successfully completed.
TR	Course requirement satisfied. Transfer credit awarded
OT	Course requirement satisfied. Transfer credit awarded.
TE	Course requirement satisfied. Test credit awarded.
IP	In Progress. Course requirement conditionally satisfied. Registered course.

Figure B

First Semester
*** Not Satisfied *** First Semester: SDV 100, Science I, ENG 111, History I, MTH 161

· *** Units: 14.00 required, 7.00 used, 7.00 needed ***

SDV 100: College Success Skill
Satisfied: SDV 100: College Success Skills

Complete

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2021 Fall	SDV	100	College Success Skills	A	1.00	EN

Science I
*** Not Satisfied *** Science I

· *** Units: 4.00 required, 0.00 used, 4.00 needed ***

ENG 111: College Composition I
Satisfied: ENG 111: College Composition I

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2021 Fall	ENG	111	College Composition I	A	3.00	EN

History I
Satisfied: History I

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2021 Fall	HIS	121	US History I	A	3.00	EN

MTH 161: PreCalculus I
*** Not Satisfied *** MTH 161: PreCalculus I

Not Completed

· *** Units: 3.00 required, 0.00 used, 3.00 needed ***
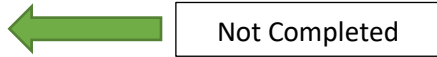
Important Notes (General)
- If you are enrolled in multiple programs of study, the AR Report will show each program separately.
- The AR Report may categorize courses incorrectly.
  - Course may show up under Unused Courses but satisfy a program course requirement.
  - Course satisfies unintended requirement. For example, HIS 121 satisfying an Approved Elective instead of History I requirement.
  - Course satisfies a program requirement in error. This may happened when a course substitution is made.

Parts of the AR Report (PDF)
- Academic Plans
- VA Transfer Passport
- Course Graduation Requirements
- Common Graduation Requirements: GPA/Residency
- Graduation Honors
- Cumulative GPA
- Unused Courses
- Course History
- Student Groups

- Transcript Summary

Academic Plans
- Code Plan: Administrative purposes only
- Description: Name of program
- Requirement Term: Year and semester requirements are in effect
- Status: Lists whether requirements are satisfied or not satisfied

Academic Plan Code	Academic Plan Description	Plan Requirement Term	Status
881	Science	2020 Fall	*** Not Satisfied ***
695	Uniform Cert General Studies	2020 Fall	Satisfied

Important Information for All Plans
- This is a disclaimer that the AR Report may categorize courses incorrectly
- Meet with academic or program advisor to address areas of concern

VA Transfer Passport
- Automatically shows on all reports
- Optional
- Used for students transferring into Virginia four-year colleges and universities
- Most students should ignore this section

VA Transfer Passport-OPTIONAL
*** Not Satisfied *** A set of courses that transfers to many Virginia 4-year colleges. Qualifying courses must be passed with a C or better and taken after May 1, 2020. For details, see your advisor and this FAQ:
https://sites.google.com/email.vccs.edu/transfer-passport

· *** Units: 16.00 required, 9.00 used, 7.00 needed ***

Block I- Written Communication
Satisfied: Block I

Block I- Written Communication
Satisfied: Block I

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2021 Fall	ENG	111	College Composition I	A	3.00	EN

Course Graduation Requirements
- Lists program of study and whether all requirements have been satisfied
- Outlines all course requirements
- Shows program of study, required credits, credits used, and credits needed
- Students may enroll in more than one related program of study. Each additional certificate, diploma or degree is shown separately.
- Organized by semester for ease of use. Courses do not need to be taken in that order unless the course is a prerequisite to another course. However, most Workforce classes are taught in sequence and must be taken in order.

- Requirements not satisfied will show in red, indicating the number of credits required and the number completed.
- Requirements satisfied will list the course, term, title, grade, credits, and type (see chart above for descriptions).
- SIS assumes successful completion of courses in progress and updates once final grades are posted.

Course Grad Req-216

*** Not Satisfied *** Course Graduation Requirements for Business Adm. Associates of Arts & Science Plan# 216: Requires students to complete 61 required credits.

· ***** Units:** 61.00 required, 29.00 used, 32.00 needed *******

First Semester

*** Not Satisfied *** First Semester: SDV 100, Science I, ENG 111, History I, MTH 161

· ***** Units:** 14.00 required, 7.00 used, 7.00 needed *******

SDV 100: College Success Skill
Satisfied: SDV 100: College Success Skills

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2021 Fall	SDV	100	College Success Skills	A	1.00	EN

Science I
*** Not Satisfied *** Science I

· ***** Units:** 4.00 required, 0.00 used, 4.00 needed *******

Common Graduation Requirements: GPA/Residency

- Plan GPA requires all courses to be completed with a grade of D or better and program GPA must be at least 2.0.
- Lists all courses used to satisfy plan GPA. The chart shows year and semester taken, subject and number, title, grade, credits, and type.

Common Grad Req-216

Satisfied: ***GPA and Residency requirements for the Associate in Arts and Sciences degree in Business Administration.

Plan GPA-216
Satisfied: ***Plan GPA for Business Administration (All courses used to satisfy award requirements must be completed with at lest a 'D.' Overall GPA in these courses must be at least 2.0.

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2020 Fall	BUS	240	Intro. to Business Law	A	3.00	EN
2020 Fall	ITE	115	Intro. Computer App. & Concept	A	3.00	EN
2021 Fall	CST	100	Principles of Public Speaking	B	3.00	EN
2021 Fall	HIS	121	US History I	A	3.00	EN
2021 Fall	HLT	121	Intro. To Drug Use and Abuse	A	1.00	EN
2021 Fall	ENG	111	College Composition I	A	3.00	EN
2021 Fall	SOC	200	Principles of Sociology	A	3.00	EN
2021 Fall	SDV	100	College Success Skills	A	1.00	EN
2022 Sprng	ENG	112	College Composition II	A	3.00	EN
2022 Sprng	HIS	122	US History II	A	3.00	EN
2022 Sprng	PHI	226	Social Ethics	B	3.00	EN

Satisfied: ***Residency Requirement for the AA&S degree in Business Administration is 16 semester hours of credit used in completion of the degree must be taken at DCC.

Graduation Honors

- Associate degrees, diplomas, and certificates are eligible for graduation honors based on cumulative GPA while career studies certificates are ineligible.
- Cum Laude, Magna cum Laude, and Summa cum Laude (Latin for with praise, with high praise and with highest praise)

Graduation Honors
Satisfied: ***Graduation Honors

Summa Cum Laude
Satisfied: **Summa Cum Laude

Cumulative GPA

- Lists all courses used to calculate GPA, DCC credits, grades, total grade points

CUM GPA
Satisfied: **Cumulative GPA

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2020 Fall	BUS	240	Intro. to Business Law	A	3.00	EN
2020 Fall	ITE	115	Intro. Computer App. & Concept	A	3.00	EN
2021 Sprng	BUS	100	Introduction To Business	A	3.00	EN
2021 Fall	CST	100	Principles of Public Speaking	B	3.00	EN
2021 Fall	HIS	121	US History I	A	3.00	EN
2021 Fall	HLT	121	Intro. To Drug Use and Abuse	A	3.00	EN
2021 Fall	ENG	111	College Composition I	A	3.00	EN
2021 Fall	SOC	200	Principles of Sociology	A	3.00	EN
2021 Fall	SDV	100	College Success Skills	A	1.00	EN
2022 Sprng	ART	101	History & Apprec of Art I	A	3.00	EN
2022 Sprng	ENG	112	College Composition II	A	3.00	EN
2022 Sprng	HIS	122	US History II	A	3.00	EN
2022 Sprng	PHI	226	Social Ethics	B	3.00	EN
2022 Sprng	SOC	268	Social Problems	A	3.00	EN
2022 Sumr	BUS	200	Principles of Management	A	3.00	EN
2022 Sumr	ECO	120	Survey of Economics	A	3.00	EN

Unused Courses

- All courses taken must be part of at least one of your current programs of study to qualify for financial aid.
- After registering, double-check this section to ensure there are no in progress courses listed.
- Developmental and partial-credit courses that are labeled In Progress (IP) may be listed here without penalty; all other In Progress courses must be addressed if you are planning to pay for it using financial aid.
- Speak with an advisor if a course you are currently registered for is listed (other than developmental and partial credit).

Unused Courses-216
Satisfied: ***Other courses student has completed but not needed to satisfy the Business Administration-216 degree.

Unused Courses-216

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2021 Sprng	BUS	100	Introduction To Business	A	3.00	EN
2021 Fall	HLT	121	Intro. To Drug Use and Abuse	A	2.00	EN
2022 Sprng	ART	101	History & Apprec of Art I	A	3.00	EN
2022 Sprng	SOC	268	Social Problems	A	3.00	EN
2022 Sumr	BUS	200	Principles of Management	A	3.00	EN
2022 Sumr	ECO	120	Survey of Economics	A	3.00	EN

Course History
- Chronological list of all courses taken and includes course, title, title, grade, credits, credits earned, and type

Course History

Term	Subject	Catalog Nbr	Title	Grade	Units	Earned	Type
2020 Fall	BUS	240	Intro. to Business Law	A	3.00	3.00	EN
2020 Fall	ITE	115	Intro. Computer App. & Concept	A	3.00	3.00	EN
2021 Sprng	BUS	100	Introduction To Business	A	3.00	3.00	EN
2021 Fall	CST	100	Principles of Public Speaking	B	3.00	3.00	EN
2021 Fall	HIS	121	US History I	A	3.00	3.00	EN
2021 Fall	HLT	121	Intro. To Drug Use and Abuse	A	3.00	3.00	EN
2021 Fall	ENG	111	College Composition I	A	3.00	3.00	EN
2021 Fall	SOC	200	Principles of Sociology	A	3.00	3.00	EN
2021 Fall	SDV	100	College Success Skills	A	1.00	1.00	EN
2022 Sprng	ART	101	History & Apprec of Art I	A	3.00	3.00	EN
2022 Sprng	ENG	112	College Composition II	A	3.00	3.00	EN
2022 Sprng	HIS	122	US History II	A	3.00	3.00	EN
2022 Sprng	PHI	226	Social Ethics	B	3.00	3.00	EN
2022 Sprng	SOC	268	Social Problems	A	3.00	3.00	EN
2022 Sumr	BUS	200	Principles of Management	A	3.00	3.00	EN
2022 Sumr	ECO	120	Survey of Economics	A	3.00	3.00	EN

Student Groups
- For administrative purposes. This section can be ignored.

Student Groups

Student Group	Date	Description	Comments
XDG0	05/24/2021	Satisfies Basic Skills	College Success
XDG1	01/11/2021	Satisfies MTE 1 / PRS 1	Multiple Measures/Math Pathways Automated
XDG2	05/24/2021	Satisfies MTE 2 / PRS 2	College Success
XDG3	01/11/2021	Satisfies MTE 3 / PRS 3	Multiple Measures/Math Pathways Automated
XE11	01/11/2021	Placed ENG 111	Multiple Measures/Math Pathways Automated
XEN2	01/08/2018	Placed ENF 2	College Success
XMCA	05/21/2018	MCR Eligible 1 of MTE 1-3 comp	Multiple Measures/Math Pathways Automated
XMCB	01/11/2021	MCR Eligible 3 of MTE 1-5 comp	Multiple Measures/Math Pathways Automated

Transcript Summary

- Lists cumulative GPA, credits at DCC, transfer and DCC credits, grade points

Transcript Summary

Career	Cumulative GPA	Credits	Credits + Transfer	Grade Points
CRED	3.870	46.000	46.000	178.000

Credits = GPA credits taken + non-GPA credits taken (does not include in progress credits)

Credits + Transfer = Passed Progress Credits + All transfer credits (does not include in progress credits)