

DUTCHESS

COMMUNITY COLLEGE

Dear Registrant:

We are pleased that you have registered for the Spring 2017 semester at Dutchess Community College.

Don't Lose Your Seat!

No deposit is required – but students must pay in full by certain deadlines or they will automatically be dropped from classes – see Payment FAQ packet. Financial aid and other monetary awards will be deducted from balances due.

You can sign up for an easy-pay installment plan to spread out your payments!

Feel free to stop by Student Accounts (SSC 202), visit myDCC “Student Financial Services” tab, or call (845) 431-8060 if you have any questions!

PAYMENT

There are convenient ways to make your tuition payment:

- 1) at the Student Accounts Office SSC Room 202, 8:00 a.m. - 5:00p.m., Monday - Friday or at DCC South (845) 790-3610, 8:00 a.m. - 9:00p.m., Monday - Thursday and 8:00 a.m. - 4:30p.m Friday.
- 2) log on to myDCC at www.mysunydutchess.edu with the username and password provided to you by the college. Select the tab marked “Student Financial Services” and click QuikPay channel box. If you don't know or can't remember your username and password, contact the DCC Helpdesk at 845-431-8000, extension 4357, or email Helpdesk@sunydutchess.edu.
- 3) by mail to Student Accounts Office, Dutchess Community College, 53 Pendell Road, Poughkeepsie, NY 12601. If you need further information, call 431-8060, or email student-accounts@sunydutchess.edu.

TO ADD OR DROP COURSES

If you need to add or drop courses, you may do so by coming to the Academic Advisement Center during regular business hours, Monday, Wednesday, Thursday 8:30a.m. to 3:30 p.m.; Tuesday 8:30 a.m. to 5:30 p.m. and Friday 10:30 a.m. to 3:30 p.m. New students cannot make schedule changes using web registration. New Students who wish to make schedule changes must do so in person in the Academic Advisement Center. Continuing students may use web registration mydcc.sunydutchess.edu to add or drop courses. Please see the credit class student calendar for semester deadlines.

PLACEMENT TESTING

If you plan to enroll for English or math, you will need to take a placement test unless you have already fulfilled the prerequisites. The testing schedule can be viewed on the web by clicking the Testing Schedule link in the left menu at www.sunydutchess.edu/academics/academic_services/. You will need a Placement Test Referral Form. You must place into the desired course(s) before your registration can be finalized. Students who need accommodations for the placement test should submit documentation to the Office of Accommodative Services SSC Room 201 (845) 431-8055, and schedule their placement test with the Office of Academic Services and Testing ***after receiving written authorization for accommodations***. Students who opt to take the placement test without accommodations are not eligible to re-test with accommodations unless they participate in academic intervention as defined by the Office of Academic Services and Testing.

FINANCIAL AID

Now is the time to complete a financial aid application for the Spring if you have not done so already. Apply online at <http://fafsa.gov> and <http://www.hesc.ny.gov> (NY residents only/FT students only). Counselor assistance is available in the Financial Aid Office, SSC Room 104, (845) 431-8030.

DOUBLE CHECK YOUR CLASSROOMS ON THE WEB!

As the start of the semester draws closer, check your schedule for possible room changes. Visit www.mysunydutchess.edu and log in with the username and password provided to you by the college. Click the “My Courses” tab and view your schedule.

FURTHER INFORMATION

Your registration is now complete, and your next responsibility will be to attend your first class. If you need further information, please call the Registrar's Office at 431-8020, or e-mail registrar@sunydutchess.edu.

Thank you
The Registrar's Office