

DUTCHESS COMMUNITY COLLEGE

Admissions Checklist

Please use this checklist as a guide to help you apply to DCC and meet the steps necessary to register and prepare for classes this semester.

	<p>Complete your Admissions Application: You may apply using our paper application or online at www.sunydutchess.edu/apply. Once we receive your application, you will receive a letter with a checklist with any missing items you need to complete your application. The letter will also include your myDCC username and password, which is essential for completing your financial aid process and applying for housing.</p>
	<p>Submit Official Transcripts: Request that your high school transcript, GED or HSE scores, AP scores and/or college transcripts be sent to the Dutchess Community College Admissions Office. Official high school transcripts may be sent electronically, mailed, or faxed to (845) 431-8605 if accompanied by an official cover sheet from the high school guidance office. If you have obtained a high school degree from a foreign institution, you will need to have an evaluation of your transcript by a NACES (National Association of Credential Evaluator Services) accredited organization. We recommend SpanTran (www.spantran.com).</p>
	<p>Apply for Financial Aid (if applicable): Students wishing to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA) online (www.fafsa.gov). Upon completion of the FAFSA, New York state residents will be prompted to complete the Tuition Assistance Program (TAP) application for consideration for New York state grants and scholarships. NYS residents should also consider applying for the Excelsior Scholarship.</p>
	<p>Take Placement Test: If you are a new college student, you will be sent information about taking our placement test. Students who have successfully completed college- level English and/or math or received certain scores on the SAT or ACT may have portions of this test waived. You are strongly encouraged to review the testing schedule, waiver information, and sample questions prior to taking the exam.</p> <p style="text-align: center;">*** TESTING ACCOMMODATIONS***</p> <p>Students in need of testing accommodations who only need extended time, may take the computerized test for English, reading and mathematics course placement without prior authorization from the Office of Accommodative Services (OAS). <i>For all other tests and accommodations</i>, contact OAS at 845-431-8055 for information regarding documentation requirements. Accommodations MUST be approved by OAS prior to scheduling placement tests with the Office of Academic Services and Testing. Accommodations are not retroactive; students who opt to take the placement test without accommodations may not re-take the placement test with accommodations.</p>
	<p>Apply for Housing (if applicable): Students interested in living in our suite-style residence hall should to learn more about this opportunity and when to apply online by visiting the Residence Life Link on your myDCC account. Please note that students who live outside Dutchess or Putnam County must have a final high school average of at least 70 (or a TASC score of at least 3000) in order to be eligible to live in the residence hall. The housing application will require you to submit payment (via credit card or e-check) of a \$50 nonrefundable application fee. Once accepted to housing, students must confirm their housing status and pay a \$300 security deposit via myDCC.</p>
	<p>Request Immunization Records: Students taking six or more credits who were born on or after January 1, 1957 must submit proof of immunity to measles, mumps and rubella in order to register for classes. Your records may delivered to the Health Office or faxed to (845) 431-8504.</p>

	<p>Possible additional requirements for special populations:</p> <p>Non U.S. Citizens:</p> <ul style="list-style-type: none"> • Permanent Resident Card, Visa, etc. <p>GSP/NUR applicants:</p> <ul style="list-style-type: none"> • Proof of Dutchess /Putnam Residency <p><i>Acceptable forms of proof: driver's license, motor vehicle registration, residential lease, or NY State income tax return, All proof must have current street address – PO Boxes not accepted</i></p> <ul style="list-style-type: none"> • BIO placement test or waiver.
	<p>Register for Classes: Applicants who submit transcripts and meet the placement test requirement, either by testing or a waiver, will be invited to register for classes in the Advising, Counseling & Transfer (ACT) Center on the main campus, or DCC South.</p>
	<p>Make arrangements for payment: This will include either payment in full, enrollment in the DCC Payment Plan, or completion of the financial aid process (processed and authorized) by the published deadlines.</p>
	<p>Attend a New Student Orientation: You will receive an invitation to attend upcoming events. While on campus, visit the Bookstore website to research what books you will need for the upcoming semester.</p>
	<p>Get your DCC ID card and parking permit: Students may obtain these by bringing their schedule and photo ID to the Security Office (Room 114 – Student Services Center).</p>
	<p>Provide Proof of NYS/County residency: All NYS residents are required to prove their residency to be charged in-state tuition. <i>Certificates cannot be dated more than 60 days before the start of the semester and 30 days after the start of the semester.</i> Read the residency requirement information to learn the necessary steps.</p>
	<p>Request final high school transcript with proof of graduation: Final high school transcripts may be sent electronically, mailed, or faxed to (845) 431-8605 if accompanied by an official cover sheet from the high school guidance office.</p>

Be sure to use your myDCC email account for all communication with the college and check it often!