Please follow the steps below to assist with your admission to DCC:

☐ **Submit your Admissions Application:** You may apply using our paper application or online at [www.sunydutchess.edu](http://www.sunydutchess.edu). Once we receive your application, you will receive a letter with a checklist of any items that are missing in order for your application to be complete. This letter also will include your myDCC user name and password.

☐ **Submit Transcripts:** Request that your high school transcript, GED scores, AP scores, and/or college transcripts be sent to the Dutchess Community College Admissions Office. Official high school transcripts may be mailed or faxed to (845) 431-8605 if accompanied by an official cover sheet from the high school guidance office.

☐ **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 may have portions of this test waived.

☐ **Register for Classes:** You will then be accepted and notified by the Office of the Registrar or Office of Academic Services with registration information.

☐ **Apply for Financial Aid:** Students wishing to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.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.

☐ **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 be faxed to 845-431-8504.

☐ **Apply for Housing:** Students interested in living in our suite-style residence hall should visit [www.sunydutchess.edu/dorm](http://www.sunydutchess.edu/dorm) to learn more about this opportunity; housing applications are accepted beginning in January for the fall semester.
ADMISSION APPLICATION

1. a. Name: ____________________________________________
   b. If you have academic records under another name, please indicate:
   Former Last Name ____________________________________
   First Name _________________________________________

2. a. Are you applying for full-time or part-time study? □ Full-time (12+ credits) □ Part-time (1-11 credits)
   b. Semester for which you are applying: □ Fall 20_____ □ Spring 20_____

3. Academic Program Choice (Required): ____________________________ If unsure, please see list on back cover

4. a. Mailing Address: ____________________________________________
   Street
   City __________________________________ County ______ State ______ Zip Code ______
   Country (if not U.S.) __________________________________
   b. Permanent Address: _________________________________________
   (If different) Street
   City __________________________________ County ______ State ______ Zip Code ______
   Country (if not U.S.) __________________________________

5. Telephone: (Home) __________________________ (Cell) ________________

6. Social Security Number: _______—____—______
7. Date of Birth: ______/_____/_____

8. Gender: □ Male □ Female

9. Are you a U.S. citizen? □ Yes □ No If no, country of citizenship ____________________________
   If no, do you have a □ Visa □ Permanent Resident Card □ Work Permit □ Other Documentation ________

10. Check here if English is not your native language. □ What is your native language? ____________________________

11. a. Are you Hispanic/Latino? □ Yes □ No
   b. If Hispanic/Latino, is your background (select one): □ Central American □ Dominican
      □ Mexican □ Puerto Rican □ South American □ Other Hispanic/Latino

12. Is your race (select one or more): □ American Indian or Alaskan Native □ Asian
    □ Black or African American □ Native Hawaiian or Other Pacific Islander □ White

13. Email: __________________________________________

14. If you are under 21 years of age: Parent(s) Name __________________________
   a. Parent’s Email: _______________________________________

15. a. Indicate your Secondary Education Status. Mark only one:
    □ Graduated or will graduate □ Withdrew from High School □ Completed NY GED □ Completed non-NY GED
    from High School □ Home Schooled
   b. Enter date of High School Graduation, High School Withdrawal or completion of GED.
      (List only month and year) __________________________

16. High School: __________________________________________
   Name __________________________________ City __________________ State ______ Zip ____________

> CONTINUE ON NEXT PAGE >
17. Indicate whether you are applying as a Freshman (have not taken college-level work after high school graduation) or as a Transfer (have taken college-level work after high school graduation):  □ Freshman □ Transfer

18. a. While in high school, did you receive (or do you expect to receive) college credits before graduation?  □ Yes □ No
   b. If yes, check all that apply (you must request official college transcripts or AP score reports in order to earn college credits):  □ Advanced Placement (AP) □ College course taught in high school
      □ Course taken at a college prior to graduation □ International Baccalaureate (IB)
      □ Other ______________________

19. College Education: List all colleges and universities previously attended (including DCC):

   College Name: ___________________________ City/State: ___________ Dates attended/ # of credits earned: ___________

   College Name: ___________________________ City/State: ___________ Dates attended/ # of credits earned: ___________

   College Name: ___________________________ City/State: ___________ Dates attended/ # of credits earned: ___________

20. Are you applying for the Educational Opportunity Program?  □ Yes □ No
   (Please see inside back cover)

21. Military status:  □ Active Military Duty □ Dependent of Active Duty □ Veteran
   □ National Guard or Active Reserve □ Other ______________________

22. Are you interested in receiving information about our new, on-campus suite-style residence hall?  □ Yes □ No

23. If you are a student with a documented disability who is in need of accommodation, please contact the Office of Accommodative Services at (845) 790-3631.

24. a. Have you ever been convicted of a felony? (not including youthful offender status)  □ Yes □ No
   b. Have you been dismissed from a college for disciplinary reasons?  □ Yes □ No

   Applicant Signature: ___________________________ Date: ____________

EDUCATION  Current high school students should have their counselor/advisor complete 25 - 27 below.
If your school does not calculate or disclose exact rank in class, we would appreciate your estimating this student's rank as nearly as possible.

25. High School CEER Code: __________

26. a. Rank in class is __________ out of ________ (class size)  b. High School Average (at time of application): __________

27. Is this an IEP diploma?  □ Yes □ No

   Signature of School Official: ___________________________ Date: ____________

If you have any questions concerning any part of this application, or Dutchess Community College's Admissions procedures, please contact the DCC Admissions Office. Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.
   Telephone: (845) 431-8010 | Fax: (845) 431-8605 | TTY#: (845) 431-1906

The staff of Dutchess Community College is very proud of its campus and facilities, and invites prospective students to visit!
Please call the Admissions Office at the number above to make arrangements.

Dutchess Community College does not discriminate on the basis of race, color, gender, religion, age, national origin, disability, or sexual orientation in its educational programs and activities, including employment, or in the admission or enrollment in its programs and activities. Additionally, it is the policy of Dutchess Community College that all actions within the College toward students and employees will be based on performance-related criteria. Attitudes and preferences of individuals that are personal in nature, such as private expressions of sexual orientation, will provide no basis for judgment related to such individuals.

Please send completed application to: Admissions Office
Dutchess Community College | 53 Pendum Road | Poughkeepsie, NY 12601
(845) 431-8010 | www.suny dutchess.edu