Admissions Procedures

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. 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. 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 to learn more about this opportunity; housing applications are accepted beginning in early spring for the fall semester.
1. a. Name: ___________________________________________   ___________________________   ____________________
   Last                                                                                                   First                                                      Middle
   b. If you have academic records under another name, please indicate:
      Former Last Name ____________________________________    First Name ___________________________________

2. Social Security Number: __ __ __--__ __ --__ __ __ __               3. Date of Birth: ___ ___ /___ ___ /___ ___ ___ ___

4. 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_____

5. Academic Program Choice (Required): _____________________________________ If unsure, please see list.

6. a. Mailing Address: ____________________________________________________________________________________
   Street
   b. Permanent Address:  __________________________________________________________________________________
   (If different)   Street
   City   County    State  Zip Code  Country (if not U.S.)

7. Telephone: (Home) __________________________________________    (Cell) ___________________________________

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
   □ Black or African American    □ Native Hawaiian or Other Pacific Islander
   □ Asian

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    □ Completed NY TASC
   b. Enter date of High School Graduation, High School Withdrawal or completion of GED/TASC.  
   (List only month and year.)

16. High School: ___________________________________________   ___________________________   ____________________
   Name                                                                                                   City                                                     State                                                      Zip
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) □ International Baccalaureate (IB)
      □ Course taken in high school or at a college prior to graduation: College Name: ___________________________
      □ Other: ___________________________

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

<table>
<thead>
<tr>
<th>College Name</th>
<th>City/State</th>
<th>Dates Attended</th>
<th># of credits earned</th>
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20. Are you applying for the Educational Opportunity Program? □ Yes □ No

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

22. Military status □ Active Military Duty □ Dependent of Active Duty □ Veteran
    □ National Guard or Active Reserve □ Other: ___________________________

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) 431-8055.

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 CEEB 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: _____________________________________________________________________________

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 to such 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 Pendell Road | Poughkeepsie, NY 12601
(845) 431-8010

Dutchess Community College