College Connection Student Handbook

2024-2025

Table of Contents

Welcome!

Dutchess Community College (DCC) is proud to offer courses to thousands of high school students across Dutchess and Putnam Counties. We are so glad you have selected to enroll in DCC courses through your high school. Not only are you decreasing the time it will take to earn a college degree, but you are also learning essential information that will assist you in your continued college experience beyond high school. So, welcome to this wonderful opportunity – we are so glad you are here!

We have a YouTube Channel (@DCCCollegeConnection)! For assistance with any of the steps in this handbook, feel free to visit our page for helpful videos and tutorials.

DCC Personnel	
collegeconnection@sunydutchess.edu	College Connection

FERPA

We understand your parents or guardians may be involved in these processes and wish to help you with registration and/or payment. As a DCC student, your educational records are protected by the Family Educational Rights and Privacy Act (FERPA). This is a federal law that prohibits anyone at DCC from disclosing information about your education (including but not limited to registration status, bill information, etc.) without your consent.

If you would like to provide your parent(s) or guardian(s) with access to your DCC records, you will be required to complete and submit a FERPA waiver with our Registrar's Office. More information about this process can be found here or you may contact the Registrar at (845) 431-8020. Please know, even with a FERPA waiver completed, the information we are permitted to disclose via phone is limited.

Registration Processes

First Time College Connection Students

If you are taking a College Connection course for the first time, you will need to complete the application process prior to registering. You will need to know your SSN to complete this process*.

1. Go to sunydutchess.edu → Apply & Get Started → Apply Now → I want to take classes while in High School → At Your High School → Check Out College Connection → FAQs → How Do I Sign Up? → Start Your College Connection Application
2. Select 'First time user account creation'
3. Create a Login ID and PIN (these will only be used for the **application process**) and click 'Login'
4. Select 'College Connection (HS Only)' for application type and click 'Continue'
5. Enter the admission term (Fall 2024 or Spring 2025), your first and last name (no nicknames), and click 'Fill Out Application'.
6. Complete the 'Application Checklist' (Name, Personal Information, Mailing Address and Phone, and High School) and click 'Application is Complete' when finished.
   a. Please do not use your high school email for the contact, provide your personal email
   b. Please include a parent or guardian email for contact as well
7. Read through the Admissions Agreement and click "I agree to the terms'
8. Review your "Welcome Letter"! In this letter, you will find your A# (your DCC student ID), DCC username and DCC email address. Please write all 3 down and keep in a safe place.

*If you do not have an SSN, please contact Ally Vincent at collegeconnection@sunydutchess.edu.

Next, you will need to set up your myDCC. You will need your DCC email address for this process. If you cannot access your myDCC (cannot reset your password or get past authentication), please contact the Help Desk at (845) 431-8005.

1. Go to my.sunydutchess.edu
2. Enter your DCC email address and click 'Next'
3. Select 'Forgot my password', put your DCC email in the 'Email or Username' box, enter the characters in the picture on your screen, and click 'Next'
4. Verify your account by following the prompts (email, phone or authenticator app)
5. Create a password, which must be at least 12 characters and must contain: uppercase, lowercase, numbers, and non-alphanumeric characters (~!@#$%^&*()_-=+,?/). Please save this password.
6. Go back to my.sunydutchess.edu, enter your DCC email, click 'Next', enter your new password, and select 'Sign in'.
7. More information required (DCC's multi-factor authentication): click 'Next'
8. Select a method to verify your account
   a. The Microsoft Authenticator app will automatically populate. This is recommended to be used, but not always the easiest. If you choose this, follow the prompts provided.
   b. If you do not want to download an app or cannot, select 'I want to set up a different method' at the bottom and follow the prompts
9. Explore myDCC

Now it's time to register! We recommend waiting 24 hours. You will need a CRN (4-digit course identification code) for each class you need to register for – these are provided by your teacher(s).

1. Log into my.sunydutchess.edu (myDCC)
2. Find 'Banner Student Tools' card and select 'Register for Classes' box
3. Click 'Add or Drop Classes' and select the term (Fall 2024 or Spring 2025)
4. Enter the CRN(s) for your class(es) in the empty boxes (1 CRN per box) and click 'Submit Changes'
   a. You should see **Web Registered** next to the courses when done properly
5. Check you are registered for the correct class(es) by going back to myDCC, find 'Banner Student Tools', click 'View My Schedule', and select the term (Fall 2024 or Spring 2025)
   a. Please verify you are in the right class, with the right teacher at the right high school

Returning College Connection Students
If you have taken College Connection courses previously (last semester or last year), then you do not need to complete the application process. You will need myDCC access. If you cannot access your myDCC (cannot reset your password or get past authentication), please contact the Help Desk at (845) 431-8005.

1. Go to my.sunydutchess.edu (myDCC), enter your DCC email, click 'Next', enter your password, and select 'Sign in'.
   a. If you do not remember your myDCC password, click 'Forgot my password', put your DCC email in the 'Email or Username' box, enter the characters in the picture on your screen, and click 'Next'. Verify your account by following the prompts (email, phone or authenticator app). Create a password, which must be at least 12 characters and must

contain: uppercase, lowercase, numbers, and non-alphanumeric characters (~!@#$%^&*()_-=+,?/).
2. Complete the multi-factor authentication process using the Microsoft Authenticator app or receiving a code to your phone.
3. Find 'Banner Student Tools' card and select 'Register for Classes' box
4. Click 'Add or Drop Classes' and select the term (Fall 2024 or Spring 2025)
5. Enter the CRN(s) for your class(es) in the empty boxes (1 CRN per box) and click 'Submit Changes'
   a. You should see **Web Registered** next to the courses when done properly
6. Check you are registered for the correct class(es) by going back to myDCC, find 'Banner Student Tools', click 'View My Schedule', and select the term (Fall 2024 or Spring 2025)
   a. Please verify you are in the right class, with the right teacher at the right high school

Payment Information

Per a SUNY mandate directed to all SUNY Community College Presidents, "tuition must be charged to participating [concurrent] students". Unfortunately, this is not a DCC specific decision, but a SUNY wide decision. In compliance with this mandate, College Connection students pay 1/3 of the college's tuition. The tuition rates for the **2024-2025** academic year are as follows:

Tuition Per Credit	Tuition for 3-Credits	Tuition for 4-Credits
$69	$207	$276

Students who receive free-or reduced-priced lunch will pay a further decreased rate of 1/6 of the college's tuition. Students must identify that they participate in free/reduced lunch in order to be considered for this tuition rate. Verification will occur after the registration process to account for the adjusted costs, and is accounted for through the completion of a verification form. Please speak with your Guidance Counselor to submit this paperwork. The F/R rates for **2024-2025** are as follows:

F/R Lunch Tuition Per Credit*	F/R Lunch 3-Credits Tuition*	F/R Lunch 4-Credits Tuition*
$34.50	$103.50	$138

Submitting Payment

Payment deadlines are set at the beginning of each semester and follow a similar process to matriculated students at DCC. If a student does not submit payment by the provided deadline, they will be dropped from their DCC course. The payment due dates for the **2024-2025** academic year are as follows:

Fall 2024	Full-Year	Spring 2025
November 11, 2024	November 11, 2024	April 7, 2025

If payment is not submitted by the deadline noted above for your respective semester, you will be dropped from the DCC course(s). This means you will not earn college credit for the class(es).

In order to submit payment, you will need access to your myDCC. If you cannot access your myDCC (cannot reset your password or get past authentication), please contact the Help Desk at (845) 431-8005.

1. Log into my.sunydutchess.edu (myDCC)

2. Find 'Quick Links for Students' card and select 'Pay My Bill' box
3. Click on 'View & Pay Accounts' to see your <u>Current Balance</u>
4. Click on 'Make a Payment'
5. Enter the amount you would like to pay, select the term (Fall 2024 or Spring 2025), and click 'Next – Payment Method'
6. Enter your credit/debit card or eCheck information and click 'Submit Payment for…' to finish

Payment Plan Option

Please keep in mind that there is mandatory $25 enrolment fee for payment plans. Payments are automatically withdrawn on the 20th of each month, except for the down payment, which is taken immediately upon sig-up of the plan. You can pay the tuition in full if desired (see information above), but the payment plans provide an option to make the cost more manageable. For dates and more information about the available plans, visit https://mycollegepaymentplan.com/dutchesscc

 To sign up for a payment plan, you will need access to your myDCC. If you cannot access your myDCC (cannot reset your password or get past authentication), please contact the Help Desk at (845) 431-8005.

1. Log into my.sunydutchess.edu (myDCC)
2. Find 'Quick Links for Students' card and select 'Pay My Bill' box
3. Click on 'View & Pay Accounts' to see your <u>Current Balance</u>
4. Click on 'Sign up for a Payment Plan'
5. Select the term (Fall 2024 or Spring 2025), and click 'Sign Up for New Payment Plan'
6. Review your tuition charges and click 'Continue'
7. Select your preferred plan, a security question/answer, and your payment method
8. Follow the rest of the prompts to finish

<u>Drop and Withdrawal Policy</u>

Dropping a Class

If you register for a course and choose to no longer continue with the class you have the option of <u>dropping</u> the course. This is an official process with DCC that removes you from the course so you do not receive a grade – this will <u>not</u> show on your transcript. You must complete a form with your guidance counselor or instructor who will forward the approved form to the College Connection staff at DCC.

The drop period for the **2024-2025** academic year is as follows:

Semester	0% Financial Liability	100% Financial Liability
Fall 2024	September 3-October 11	October 12-January 23
Full-Year	September 3-October 11	October 12-June 12
Spring 2025	January 27-March 7	March 8-June 12

Withdrawing from a Class

Withdrawing is the same as a drop, except a "W" will appear on your official transcript, but it does not impact your grade point average (GPA) with DCC. However, multiple withdrawals on your college transcript may impact your financial aid eligibility. You must complete a form with your guidance counselor or instructor who will forward the approved form to the College Connection staff at DCC.

The withdrawal period for the **2024-2025** academic year is as follows:

Semester	100% Financial Liability
Fall 2024	January 24
Spring 2025 & Full-Year	June 13

Withdrawal Appeal

If you have to drop or withdraw from your College Connection course(s) because of an extenuating circumstance, you are eligible to complete the Withdrawal Appeal process to request a full-refund. Please know that this process is overseen by a committee who meets to review these requests – there is no guarantee for approval. Please contact your guidance counselor or College Connection about this process.

Grades and Transfer Credits

Final Grades

At the end of your class(es), you will have earned a final grade that is accessible to view through your myDCC. Please view the steps below:

1. Log into my.sunydutchess.edu (myDCC)
2. Find 'Banner Student Tools' card and select 'View Final Grades' box

The scale of grades for DCC's College Connection courses are as follows:

Grade	Quality	Grade Points	Numerical Equivalent
A	Excellent	4.00	93-100
A-		3.67	90-92
B+		3.33	87-89
B	Good/Above Average	3.00	83-86
B-		2.67	80-82
C+		2.33	77-79
C	Satisfactory/Average	2.00	70-76
D	Acceptable but below graduation standards. *If received in a prerequisite course, student may not qualify for the next course in the sequence*	1.00	60-69
F	Failing	0.00	0-59
I	Incomplete. *A temporary grade given in cases where students have not completed course requirements due to reasons beyond their control. The course requirements must be completed and a grade submitted within the first four weeks of the following semester (fall or spring) or the "I" will automatically become an "F".*		
W	Withdrawn		
W/A	Administrative Withdrawal		

Transfer Credits to Other Colleges/Universities

State University of New York (SUNY) system colleges, City of New York (CUNY) system colleges, and many private institutions accept DCC credits as elective or requirement courses for their academic programs. More often than not, students are required to receive a C or higher in order for a class to be transferable. However, students are encouraged to contact the prospective colleges/universities to discuss course

transferability options before registering for a DCC course. It is solely the decision of the receive college whether to access a course for transfer credit.

Sometimes when making this decision, colleges/universities may request a copy of your course syllabus. We highly recommend maintaining a complete portfolio of all course materials to verify the quality of work covered in the course, consisting of the course syllabus, all of the work produced in the course, and instructor handouts/notes pertaining to the class.

Ordering DCC Transcripts

Please note, courses taken during the fall semester will have grades posted in early February and courses taken during the spring semester/full-year will have grades posted in early July. You will want to make sure your grades are available on your transcript before sending to the recipient. To order an official copy of your transcript, please follow the steps below.

1. Go to DCC's Transcript Request page at https://www.sunydutchess.edu/transcript
2. Select 'ordered online', enter your DCC email address and click 'Continue'
3. Create a Parchment account and click 'Create Account & Continue' (if you are asked for your student ID number [A#], but do not know it, you can leave that blank)
4. Click 'Order' next to Transcript
5. Enter where you would like your transcript sent to (typically, your prospective school) and select the correct location to continue
   a. In order for a transcript to be official, it needs to be received from Parchment/DCC directly, so do not select yourself as a recipient unless you would like a copy
6. Review the details and select the purpose for your request
   a. Most schools prefer transcripts be sent electronically, but your prospective school will let you know if they prefer paper copies. Electronic requests are typically received within an hour of the order request, and paper copies can take upward of 2 weeks.
   b. The purpose for associate's or bachelor's degree programs is Undergraduate Admissions
7. Select when you want the transcript sent
   a. If you are requesting past the date grades are posted (see above), select Send Now
   b. If you are requesting before the date grades are posted (see above), select Hold for High School Grades
8. Sign the page, check the box and click 'Continue'
9. Review the details again and select 'Continue' to go through the process to submit payment
   a. The cost per transcript is $8

Once you have submitted your order, you should receive emails throughout the process until your transcript has been received by your selected recipient/institution. For order questions or concerns, contact Parchment's Customer Service at (847) 716-3005. For general DCC transcript questions, contact the Registrar's Office at registrar@sunydutchess.edu.

DCC Student Information

myDCC

This platform is an interactive website, in which you will have access to all things related to being a DCC student such as your DCC email, registration and payment. To access your myDCC, go to my.sunydutchess.edu, enter your DCC email, click 'Next', enter your password, and select 'Sign in'. If you

do not remember your myDCC password, click 'Forgot my password', put your DCC email in the 'Email or Username' box, enter the characters in the picture on your screen, and click 'Next'. Verify your account by following the prompts (email, phone or authenticator app). Create a password, which must be at least 12 characters and must contain: uppercase, lowercase, numbers, and non-alphanumeric characters (~!@#$%^&*()_-=+,?/).

If you experience trouble accessing your myDCC, please contact the Help Desk at (845) 431-8005.

Outlook

Every College Connection student has a DCC email and has access to theirs through myDCC. The college emails are Outlook email addresses, and the log-in information is the same as what is used to enter myDCC. Pertinent information, such as payment reminders and bill notifications, is sent to your college email, so we recommend checking it frequently.

To view your DCC email, please log into your [myDCC](#) and find the card that says "Quick Links for Students". Within this card, there is a box that says "DCC Email" – clicking on this will bring you to Outlook.

Help Desk

The Information Technology (IT) department provides support services for all students. For technical questions and concerns, please use the Help Desk as your primary access point. They can be reached at (845) 431-8005 or helpdesk@sunydutchess.edu, and their normal hours of operation at Monday through Thursday 8am-7pm, and Friday 8am-5pm.

Photo-Identification Cards

All concurrent students can get a DCC Student ID, which are prepared by the Security Office in the Orcutt Student Services Center (Room 114) or at our Fishkill campus. These IDs can be used as a student ID or a library card (good in any SUNY library across the state). The Security Office can be reached at (845) 431-8070.

Career Services

The Academic, Career and Transfer (ACT) Center offers career services to all DCC students, including College Connection students. Our Career Coaches meet with students in person or via Zoom to discuss anything career related, such as resume and cover letter writing, interview preparation, career aspirations and pathways, and job searching. The ACT Center is located in the Orcutt Student Services Center, room 301. Click here to review the [Career Services Webpage](#).

Academic Support Services

Writing Center: Located in Hudson 503, the center offers students free in-person and online support for their writing from professional and peer tutors. Assistance is provided on writing assignments from all courses across disciplines, college applications and scholarship essays, resumes and cover letters, and other writing tasks. The Writing Center seeks to support the growth and confidence of student writers. Click here for the [Writing Center Webpage](#).

Math & Science Center: The Math & Science Center is a place for students to work on math or science related homework and projects. The center offers drop-in tutoring both remotely and on campus for many subjects, as well as a limited number of appointments for math. There are 3 locations in

Washington: Level 1 in W126 for math, accounting, and economics, Level 2 in W224 for math, physics, chemistry, and computer science, and Level 3 in W324 for biology. All locations have tutors, tables, computers, textbooks, and printers. In addition, there is tutoring for math, computer science, and computer information systems at DCC @ Fishkill. Click here for the [Math and Science Center Webpage](#).

Center for Academic Achievement: For tutoring in a subject not covered in the Writing Center or Math & Science Center, please visit the Center for Academic Achievement. This center provides peer and professional tutoring in humanities courses such as world languages, GOV121, BHS103, PSY111, BHS207, and SPE101. They are located in Hudson 315, and offer in person or remote tutoring. Click here for the [Center for Academic Achievement Webpage](#).

The Francis U. and Mary F. Ritz Library: The Library is located in Hudson Hall and provides ample study areas, computers, laptops, printers, scanners, and convenient access to a wide variety of print and electronic resources. In addition to the physical space, the library offers a variety of remote library services. Click here for the [Library Webpage](#). The webpage includes access to DCC's databases, research guides, information literacy tutorials, remote services, and contact information. For remote access, login with your MyDCC username and password.

2024-2025 College Connection Dates and Deadlines

	Full-Year (September 3-June 13)	Fall 2024 (September 3-January 24)	Spring 2025 (January 27-June 13)
Registration Starts	9/3/2024	9/3/2024	1/27/2025
Registration Ends	10/4/2024	10/4/2024	2/28/2025
Free-or-Reduced Priced Lunch Verification Forms Due	10/11/2024	10/11/2024	3/7/2025
Last Day to Drop with 0% Financial Liability*	10/11/2024*	10/11/2024*	3/7/2025*
Payment Due Date	11/11/2024	11/11/2024	4/7/2025
Last Day to Drop with 100% Financial Liability**	6/12/2025**	1/23/2025**	6/12/2025**
Last Day to Withdraw with 100% Financial Liability**	6/13/2025**	1/24/2025**	6/13/2025**
Last Day of Classes	6/13/2025	1/24/2025	6/13/2025
Final Grades Due	6/20/2025	1/31/2025	6/20/2025

*0% Financial Liability means students are not financially obligated to the course. If the student has already paid, they will receive a full refund. If they have not paid, they will not need to. Students **must** follow the add/drop process to be dropped.

100% Financial Liability means students are financially obligated to the course. If a student has already paid, they will not receive a refund. If they have not paid yet, they will need to in order to avoid having a hold placed on their account. Students **must follow the add/drop process to be dropped or withdrawn.