

DUTCHESS

COMMUNITY COLLEGE

Dear Student:

We are pleased that you have registered 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 contact Student Financial Services financialservices@sunydutchess.edu, visit myDCC “Student Financial Services” tab, or call (845) 431-8060 if you have any questions!

To set up an appointment with our office please follow this link: www.sunydutchess.edu/appointment

PAYMENT

There are three convenient ways to make your tuition payment:

1. Online, go to www.sunydutchess.edu/paynow. You will be required to log into your MyDCC account. Then you can click “Payment Plan” on the left-hand side if you want to sign up for our monthly, automatic withdrawal payment plan, otherwise click “View and Pay Accounts” on the left hand-side if you want to pay your balance in full. If you don't know or can't remember your username and password for your MyDCC account, contact the DCC Helpdesk at (845) 431-8000, extension 4357, or email helpdesk@sunydutchess.edu.
2. By mail to Student Financial Services, Dutchess Community College, 53 Pendell Road, Poughkeepsie, NY 12601. Please make checks payable to Dutchess Community College.
3. In person at Student Financial Services. We accept cash, checks and credit cards.

TO ADD OR DROP COURSES

If you need to add or drop courses, students can make schedule adjustments through web registration my.sunydutchess.edu. Students who would like to consult with Advising or need assistance to make a schedule change, may do so by reaching out to the Academic, Career and Transfer Center (ACT) during regular business hours, Monday, Tuesday, Wednesday, Thursday 8:30am to 3:30pm and Friday 10:30am-3pm (closed on Fridays during the summer). The Zoom link for the ACT Center is www.sunydutchess.edu/dropin. **Students should not appeal to instructors to enroll in classes.**

PLACEMENT TESTING

If you plan to enroll in an English or math course, you may need to take a placement test if you have not fulfilled the course prerequisites. Students should only test for math and English placement upon referral from an advisor, Admissions, and/or faculty. For current information about whether placement testing is required, [please visit your Application Status Portal](#). Log in using the credentials you created when you applied. The Testing Center hours can be viewed on the web at www.sunydutchess.edu/testing. If you are unsure if you have met the course prerequisites, please contact the Admissions Office at (845) 431-8010 or email admissions@sunydutchess.edu. Students who need accommodations for the placement test should submit documentation to the Office of Accommodative Services at www.sunydutchess.edu/oas - (845) 431-8055, and schedule their placement test with the Testing Center **after receiving written authorization for accommodations**. Students who opt to take the placement test without accommodations are not eligible to re-test with accommodations.

FINANCIAL AID

Now is the time to complete a financial aid application. Apply online at www.studentaid.gov and <http://www.hesc.ny.gov> (NY residents only). Counselor assistance is available at Student Financial Services, (845) 431-8060 or financialservices@sunydutchess.edu. For more information, see www.sunydutchess.edu/financial. To set up an appointment with our office please follow this link: <https://dutchesscommunitycollege5374.setmore.com>.

DOUBLE CHECK YOUR SCHEDULE ON THE WEB!

As the start of the semester draws closer, check your schedule for possible changes. Log on to my.sunydutchess.edu, with the username and password provided to you by the college. Click the “Student” 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 contact the appropriate office. For registration questions, please contact The Registrar's Office at registrar@sunydutchess.edu

Thank you,
The Registrar's Office