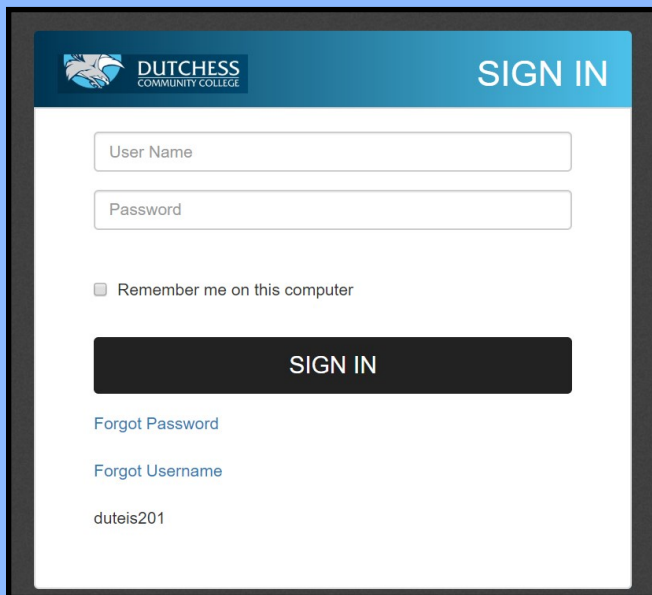


# REGISTERING FOR YOUR COURSE

1. Click [here](#) to access the class schedule. You will need your username/password.



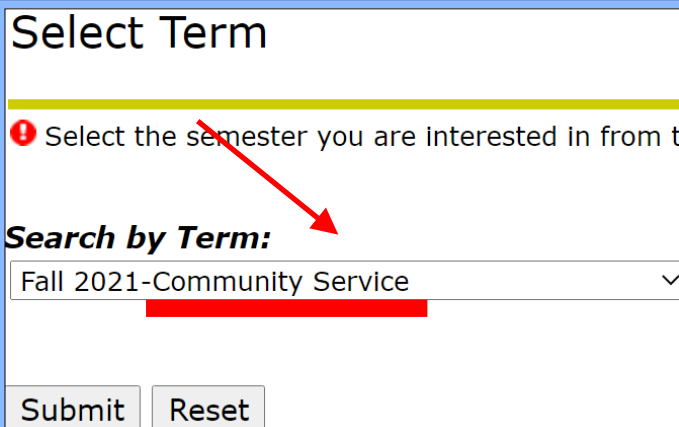
## IMPORTANT NOTE:

- You will need your username and password to get in.
- Click [here](#) if you need to reset your MyDCC password.
- If you do not have your username, call us at the number at the bottom of this guide.

2. Follow the steps below. [ Student > Registration > Look Up Classes ]

Main Menu	Student	Registration
<p><b>Personal Information</b> Update addresses, contact information or marital status; review profile.</p> <p><b>Student</b> Apply for Admission, Register, View your academic records.</p> <p><b>Financial Aid</b> Apply for Financial Aid; View financial aid status and eligibility.</p> <p><b>Faculty and Advisors</b> Enter Grades and Registration Overrides, View Class Lists and</p> <p><b>Employee</b> Time sheets, time off, benefits, leave or job data, paystubs, W2</p>	<p><b>Admissions</b> Apply for Admission or Review Existing Applications</p> <p><b>Registration</b> Check your registration status, class schedule and add or drop classes</p> <p><b>Student Records</b> View your holds, grades and transcripts</p> <p><b>Student Account</b> View your account summaries, statement/payment history and tax info</p> <p><b>Health Center</b> Meningitis Immunization Survey</p> <p><b>Residential Life</b> Online Housing Application, Account Info, Room and Roommate Info, Di</p>	<p><b>Select Term</b></p> <p><b>Add or Drop Classes</b></p> <p><b>Look Up Classes</b></p> <p><b>Change Class Options</b></p> <p><b>Week at a Glance</b></p> <p><b>Student Detail Schedule</b></p> <p><b>Registration Fee Assess</b></p> <p><b>Registration Status</b></p> <p><b>Update Student Term D</b></p>

3. Scroll down to drop down menu to select the semester you will register for.



## VERY IMPORTANT!!!

- You must select a term listed as *'Community Services'* to access HSE & ESL courses.

**NEED HELP?** Call us at (845) 790-3590  
ESL: [esl@sunydutchess.edu](mailto:esl@sunydutchess.edu) or HSE: [hse@sunydutchess.edu](mailto:hse@sunydutchess.edu)

#### 4. Choose which program you're registering for. For HSE, choose Achieve or Basic.

Subject: English as a 2nd Language ← for ESL  
 High School Equivalency Achiev ← for HSE  
 High School Equivalency Basic  
 NCCER Intro to Craft SKILLS

Course Search    Advanced Search

**IMPORTANT:**

- Talk to your instructor to confirm what level you should be registering for.
- For HSE you will have the choice of English, Spanish, Day or Evening.
- Click on 'View Sections' to continue.

**High School Equivalency Achiev**      **for HSE**

014	HSE-Achieve-English-Evening	<a href="#">View Sections</a>
016	HSE-Achieve-Spanish-Evening	<a href="#">View Sections</a>
017	HSE-Achieve-Spanish-Day	<a href="#">View Sections</a>
025	HSE-Acheive-English-Day	<a href="#">View Sections</a>

**High School Equivalency Basic**

014	HSE-Basic-English-Evening	<a href="#">View Sections</a>
016	HSE-Basic-Spanish-Evening	<a href="#">View Sections</a>
017	HSE-Basic-Spanish-Day	<a href="#">View Sections</a>
025	HSE-Basic-English-Day	<a href="#">View Sections</a>

**English as a 2nd Language**      **for ESL**

001	ESL New Student Placement	<a href="#">View Sections</a>
101	Beginner I	<a href="#">View Sections</a>
102	Beginner II	<a href="#">View Sections</a>
103	Intermediate I	<a href="#">View Sections</a>
104	Intermediate II	<a href="#">View Sections</a>
105I	Accelerated Intensive Adv I	<a href="#">View Sections</a>
106I	Accelerated Intensive Adv II	<a href="#">View Sections</a>
107L	Accel Intensive Listen Speak	<a href="#">View Sections</a>
107R	Accelerated Reading Writing	<a href="#">View Sections</a>
108L	Accelerated Listen Speak II	<a href="#">View Sections</a>
108R	Accelerated Read Write II	<a href="#">View Sections</a>

#### 5. Review time/instructor/location. Then click on the box to the left and 'Register'.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	6109	ESL	105I	940	A	6.000	Remote 105 AM	TR	10:00 am-01:00 pm	20	4	16	Sarah Ford (P)	09/07-12/16	TBA
<input type="checkbox"/>	6110	ESL	105I	941	A	6.000	Remote 105 PM	TR	05:30 pm-08:30 pm	20	18	2	Noreen Skennion (P)	09/07-12/16	TBA
<input type="checkbox"/>	6073	ESL	105I	960	O	8.000	FPC 105 AM	TR	10:00 am-02:00 pm	25	3	22	TBA	09/07-12/16	TBA
<input type="checkbox"/>	6074	ESL	105I	961	O	8.000	FPC 105 PM	MW	05:00 pm-09:00 pm	25	2	23	TBA	09/08-12/22	TBA
<input type="checkbox"/>	6090	ESL	105I	990	S	8.000	Fishkill 105 AM	MW	10:00 am-02:00 pm	25	0	25	Sandra L McKelvey (P)	09/08-12/22	TBA

All results displayed: 5 courses total

[Register](#)    [Add to WorkSheet](#)    [New Search](#)

**Campus:**

- A = Remote
- O = In-Person
- S = Fishkill

**Days:**

- R = Thursday

#### 6. You are now registered! You can click on the 'Pay Now' link to submit payment

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the dropdown menu.

Review the [Registration Acknowledgement of Responsibilities and Online Registration Checklist](#) before completing your registration.

To pay your bill after registration: <https://www.sunydutchess.edu/paynow>

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered**	on Apr 27, 2020	None	6109	ESL	105I	940	Credit	6.000	Standard Letter	English as a 2nd Language

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.000  
 Date: Apr 27, 2020 08:15 am

Add Classes Worksheet

CRNs

**IMPORTANT:**

- Send us an email so that we can confirm that you have registered.
- Payment can be made with credit card, debit card or e-check.

**NEED HELP?** Call us at (845) 790-3590  
 ESL: [esl@sunydutchess.edu](mailto:esl@sunydutchess.edu) or HSE: [hse@sunydutchess.edu](mailto:hse@sunydutchess.edu)