Fall 2012 New Student Checklist  
(August applicants)

In order to attend as a full-time degree-seeking student, you must complete the following steps:

• **Submit application for admission**  
  o Available via paper application or online at [www.sunydutchess.edu/admissions](http://www.sunydutchess.edu/admissions) (online through Aug. 10)

• **Submit proof of high school graduation** - The following are ways a student can prove high school graduation:  
  o Have your high school send or fax an official high school transcript with proof of graduation. The Admissions Office fax number is 845-431-8605.  
  o Bring in your original GED for the Admissions Office. We will make a copy of the document.  
  o If you already have an Associates or Bachelors Degree, have your college send an official transcript.  
  o Bring in your original high school diploma. **Please be aware that this will serve as temporary proof of graduation only and an official high school transcript must still be submitted (if student graduated within 5 years)**  
  o If you are unable to show proof of high school graduation prior to August 27, you may still enter the College under the following conditions:  
    ▪ You will not be able to attend as a degree-seeking student or receive financial aid.  
    ▪ If you were registered as a full-time student, you must drop down to part time status.  
  o If you have high school credentials from a non-US high school, call Admissions for more information.

• **Take Placement Test** – All students who plan to enroll as degree-seeking students are required to take the placement test. This assessment determines college-level skills in reading, writing and mathematics and assists DCC in placing students in courses at the appropriate level. **Transfer students may waive this test by showing successful completion of a college-level English and/or math course prior to registering.** For information regarding assessment times and locations, visit our website at [www.sunydutchess.edu/testing](http://www.sunydutchess.edu/testing). Do not wait for acceptance to the college to take the assessment.

• **Register for Classes** – All newly admitted students will be advised for classes by either the Advising Center or Academic Services Office. Students may register for classes once they have completed the placement test, often on the same day.

• **Provide proof of immunity to measles, mumps, and rubella** to our Health Services Office.

• **Apply for Financial Aid** – Complete the Free Application for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov)) and NYS Tuition Assistance Program Application (TAP) online to be considered for education grants and loans. You should click on the link to the TAP application directly upon completion of the FAFSA.

• **Make arrangements for payment** – If your financial aid process has not been completed, you should sign up online to enroll in the DCC payment plan. Under the Student Life Tab in myDCC, select option 2 in the quickpay channel.

• **Please be aware that all new students will be charged non-NYS resident tuition until they complete the requirements necessary to document NYS residency.** For more information visit [www.tinyurl.com/DCCResidence](http://www.tinyurl.com/DCCResidence).

Fall 2012 classes begin on Monday, August 27th.  
For more information, contact the DCC Admissions Office at (845) 431-8010.