

DUTCHESS

COMMUNITY COLLEGE

College Connection Program



Spring 2024 Student Handbook

www.sunydutchess.edu/highschool

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Registration Deadline: February 16, 2024

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Welcome!

Dutchess Community College (DCC) is proud to offer college courses to thousands of high school students across Dutchess and Putnam counties. DCC is a public community college and a part of the State University of New York (SUNY) system. Being Dutchess County's primary public institution, we commit to working with community partners to expand valuable educational experiences for all individuals across the region.

We are glad that you have selected to enroll in DCC college courses through your high school. You are not only decreasing the time it will take you to earn a college degree, but you are also learning essential information that will assist you in your continued college experience beyond high school.

College Mission

Dutchess Community College offers access to a broad range of learning opportunities and experiences to meet the educational needs of a diverse community.

Advantages gained as a College Connection student Include:

- ❖ Becoming a more attractive college candidate by accepting the challenge of taking college courses while still a senior in high school.
- ❖ Graduating from college earlier by earning transferable credits while still in high school.
- ❖ Reducing the first or second semester course load in college and relieving some of the pressure and stress in that first year.
- ❖ Having the time to take more electives courses in college, earn a double major, accessing special work internship(s), or spending a traveling abroad semester earlier by completing college courses while still in high school.
- ❖ Saving money by reducing future college costs.
- ❖ Being introduced to rigorous, diverse, and challenging college level coursework.
- ❖ Increasing the ability to think critically and explore new ideas.

Remember, the positive educational experience gained through DCC's College Connection Program will enhance future college success and achievement of goals.

College Connection Overview

College courses offered to high school students in their high school (concurrent enrollment) is a nationwide trend as high schools seek to enrich the curriculum for qualified students and as colleges strive to enroll students who are prepared for the rigors of higher education. Concurrent enrollment is a dual enrollment program which allows students to earn college credit and high school credit through college courses taken in the high school. The current enrollment program with Dutchess Community College is called College Connection.

Through the cooperation of the State University of New York (SUNY), Dutchess Community College and local high schools, qualified students are provided with an opportunity to enroll in select college courses and gain advanced standing or college credit.

DCC courses in the concurrent enrollment program are taught by instructors at local high schools who have been interviewed and selected by the college as part-time Dutchess Community College instructors. College Connection instructors are governed by the same rules which apply to all the educators employed by the college and are required to satisfy all DCC requirements in accordance with the college's standard practices and procedures.

Students in the concurrent enrollment program are required to meet the same standards as all other DCC students. The courses completed through the College Connection Program have to meet the same academic expectations as campus-based instruction. Normally, a College Connection student will be a part-time DCC student who has not declared a major, though there are some students who are approved to take what is considered a full-time course load (twelve or more credits). Many students are able to complete a significant number of college credits prior to high school graduation.

Student Eligibility Requirements

Enrolled students should be high school students in good standing, and meet both the high school and DCC requirements for enrollment. This includes already having completed pre-requisites needed for certain courses. Your guidance counselor and instructors will be able guide you in what requirements are needed for the college courses offered at the high schools.

Registration Deadline: February 16, 2024

College Registrar protocol dictates firm registration deadline

Registration Process

Registration for College Connection courses is done electronically through the DCC website. In order to register, you will need a 4-digit code (CRN) from your instructor(s) which you will enter during the registration process. Please have the code(s) ready at the time of registration. If you make a mistake (i.e. register for the wrong course), please see the instructional guide at the end of this pack to drop.

New/First Time College Connection Student Registration

For students new to the College Connection program, you will be required to **submit an application** before you are able to register.

- ❖ Use this link to complete the College Connection Application: [New College Connection Application and Registration](#)
- ❖ At the end of this packet there is an instructional guide on how to submit application.

Once you have successfully applied to DCC, you will need to access your [myDCC](#) using the A# and username you receive in your Welcome Letter.

- ❖ At the end of this packet there is an instructional guide on how to access your myDCC as a new student.

After accessing your myDCC, you will be able to register for College Connection courses.

- ❖ At the end of this packet there is an instructional guide on how to register for College Connection courses.
- ❖ **Note:** You will need the CRN(s) from your instructor(s) to register

Returning College Connection Student Registration

If you have previously taken college courses through the College Connection program, you do not have to complete the College Connection Application. Instead, you should be able to complete the process below in order to register for classes.

You will need to access and log into your [myDCC](#) using the A# and username.

- ❖ At the end of this packet there is an instructional guide on how to access myDCC

After accessing your myDCC, you will be able to register for College Connection courses.

- ❖ At the end of this packet there is an instructional guide on how to register for College Connection courses
- ❖ **Note:** You will need the CRN(s) from your instructor(s) to register

Payment & Tuition

Tuition is offered as a reduced rate for students participating in the College Connection program. College Connection students pay 1/3 of the college's tuition. DCC has the lowest tuition in New York state, and therefore students enrolling in college courses through the high school pay even less than a majority of students attending college in the state.

Students who receive free/reduced 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.

- ❖ The last day to submit a Free-or-Reduced Lunch Verification Form is **February 16, 2024**

Free or Reduced Lunch Eligible Scholarship

If you are receiving (or eligible for) free or reduced lunch at your high school, you can complete the Free-or-Reduced-Priced Lunch Verification Form. Once you have completed this form and your school has verified your information, DCC will provide you with an institutional scholarship decreasing the cost of tuition for College Connection courses.

You should complete this form if your school participates in free or reduced lunch, if you are receiving and/or eligible for free or reduced lunch, and if you/your family or your high school is covering the cost of tuition for the College Connection program

Payment Overview

You will need access to your [myDCC](#) using the A# and username.

- ❖ At the end of this packet there is an instructional guide on how to access myDCC

After accessing your myDCC, you will be able to see your bill and submit payment/sign up for a payment plan.

- ❖ At the end of this packet there is an instructional guide on how to submit payment or sign up for a payment plan.

*Please be aware that if tuition is not paid in full by **March 18, 2024** you will be dropped from the college course, which means you will not earn college credit for the class.*

Payment Plans (Disregard if your school district is covering the tuition costs)

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, but the payment plans provide an option to make the cost more manageable.

Payment Plans will be available to sign up for starting January 1, 2024 until March 25, 2024.

Available Dates	1/1/24-1/29/24	1/1/24-1/29/24	1/30/24-2/26/26	2/27/24-3/25/24
% Down	0%	25%	25%	33%
# of Months	3	3	3	2
Payment Months	Feb., Mar., Apr.	Feb., Mar., Apr.	Mar., Apr., May	Apr., May

FERPA

We understand your parents may be paying for the College Connection courses you register for and may want your billing information disclosed. 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.).

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**. Additional information can be found at:

<https://www.sunydutchess.edu/academics/resources/registrar/ferpa.html>.

- ❖ The FERPA form can be found on the webpage under the “Additional Information,” section.

Drop and Withdrawal Policy

When you enroll in any of the College Connection courses you become a DCC student. This means you must adhere to the college policies, procedures, and deadlines associated with your registration. This also means that any College Connection courses you attempt will appear on your DCC transcript. All final grades will be documented on an official transcript that records your academic history at DCC.

Drop Policy

If you register for a course and choose to no longer continue with the class you have the option of dropping the course. This is an official process with DCC that removes you from the course so you do not

receive a grade – this will not show on your transcript. You can complete the form with your guidance counselor or instructor who will forward the approved form to the College Connection staff at DCC.

Dates	1/8/24-2/16/24	2/17/24-6/13/24
Refund Percentage	100%	0%

Withdrawal Policy

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 can complete the form with your guidance counselor or instructor who will forward the approved form to the College Connection staff at DCC.

Dates	6/14/24
Refund Percentage	0%

****Please keep in mind, you MUST complete the form in order to drop or withdraw from a College Connection course. Not attending a class does not formally remove you from the course, and you are at risk of receiving a failing grade at the end of the course if you do not formally drop or withdraw.**

Technical Difficulties

If you are unable to successfully log into your myDCC and are unable to create a password/reset your password, please contact the Help Desk at (845) 431-8005 or (845) 431-8000 ext.4357 for a temporary password. They can also be reached at helpdesk@sunydutchess.edu

Declaring Residency (For Private Schools ONLY)

If you are attending a private school and not living within Dutchess County, you will need to submit a certificate of residence to DCC through your myDCC account by the appropriate deadline to avoid being charged double tuition. To apply, you must first submit a certificate of residence application with appropriate supporting proof of address documents to your home county’s Chief Fiscal Officer, typically the County Finance Dept., Treasurer’s Office, or Comptroller. For the certificate of residence application and/or directions on what kinds of proofs may be submitted and how, please review the out-of-county residents section of our Residency Requirements webpage (<https://www.sunydutchess.edu/residency>) and visit the appropriate link for your county’s website; alternatively, you could web search your county’s name and “certificate of residence” if no link is available. If you need assistance with the certificate process, please reach out to collegeconnection@sunydutchess.edu

Grades and Grading System

At the end of your class, you will have earned a final grade that is accessible to view through your MyDCC account. Once logged in, you can view your grades on the “Student” home tab and by clicking the link, “Check My Final Grades” on the righthand side under the “Student Tools” heading.

The scale of grades for DCC's College Connection program is 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. <i>If received in a prerequisite course, student may not qualify for the next course in the sequence.</i>	1.00	60-69
F	Failing	0.00	0-59
I	Incomplete. <i>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" would automatically become an "F".</i>		
W	Withdrawn		
W/A	Administrative Withdrawal		

College Policies

All students in the College Connection program still need to abide by their high school's regulations, rules, and policies. However, when on any DCC site or campus, students must abide by the student code of conduct and the academic honesty policies. You can read further about these here: [Student Code of Conduct](#)

DCC Student ID Card

Students enrolled in College Connection may obtain a DCC student ID card. Students must display their DCC student ID card whenever they are on campus. The DCC student ID card is both a student ID and a library access card (good in any SUNY library across the state). To get a DCC student ID card the student must present a photo ID and verification of current DCC course enrollment. The DCC student ID card is prepared on the Poughkeepsie campus in the Security Office, Orcutt Student Services Center, Room 114, 845-431-8070. The DCC student ID can also be prepared at DCC@FISHKILL. Contact DCC@FISHKILL at 845-790-3614 to make an appointment to get a DCC student ID there.

Credit Transfer to Other Colleges/Universities

- ❖ State University of New York (SUNY) system colleges, City of New York (CUNY) system colleges and most private institutions accept DCC credits and accept them as elective or requirement courses for their academic programs.
- ❖ While most colleges and universities will accept DCC credits, some conditions for transfer may exist (e.g., a grade of C or better). Students are encouraged to contact prospective colleges/universities to discuss course transferability options before registering for a DCC course. It is solely the decision of the receiving college whether to accept transfer credit.
- ❖ When transferring credits, students may be required to present the course syllabus to college officials. DCC highly recommends maintaining a complete portfolio of all course materials to verify the quality of work covered in the course. The portfolio should consist of the course syllabus, all the work produced during the course, as well as all instructor handouts and notes pertaining to the course.

Ordering DCC Transcripts

To order an official transcript, please use this link:

<https://www.sunydutchess.edu/academics/resources/registrar/transcript-request>

- ❖ At the end of this packet there is an instructional guide on how to order a transcript.
- ❖ The cost of each transcript is **\$8.00**, payable by credit card.
- ❖ 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.

Academic Support Services

As a DCC student, you have access to all of the academic support services the college offers. For free, you can access the various tutoring opportunities offered at the college as well as the library. Below is information about the resources you can access at the college:

- ❖ 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](#).
- ❖ 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.

College Connection Dates

DCC In Your High School

Fall 2023

9/5/23—1/26/24 or
9/12/23—2/2/24*

Registration Starts | September 5
Registration Ends | October 6
Free-or-Reduced Priced Lunch
Verification Form due | October 9
Drop with **FULL** refund | September 5—
October 13
Drop with **NO** refund | October 14 -
January 25 or February 1*
Payment Deadline | November 7
Withdraw* with **NO** refund | January 26
or February 2*
Last day of Fall 2023 Classes/Exams |
January 26 or February 2*
Final Grades due | February 2

Spring 2024

1/29/24—6/14/24

Registration Starts | January 8
Registration Ends | February 16
Free-or-Reduced Priced Lunch
Verification Form due | February 16
Drop with **FULL** refund | January 8-
February 16
Drop with **NO** refund | February 17-
June 13
Payment Deadline | March 18
Withdraw* with **NO** refund | June 14
Last day of Spring 2024 Classes/
Exams | June 14
Final Grades due | June 21

Full Year

9/5/23—6/14/24

Registration Starts | September 5
Registration Ends | October 6
Free-or-Reduced Priced Lunch
Verification Form due | October 9
Drop with **FULL** refund | September 5—
October 13
Drop with **NO** refund | October 14—
June 13
Payment Deadline | November 7
Withdraw* with **NO** refund | June 14
Last day of Full Year Classes/Exams |
June 14
Final Grades due | June 21

*Note: Depending on your High School, your classes may start and end on different dates. Dates with * after are associated with classes that started on 9/12/23.

*Note: A withdrawal will leave a W on your transcript, indicating you attempted the course but will not affect your GPA.

How to Submit College Connection Application (for NEW students only)

Step 1: Use this link to complete the application: [New College Connection Application](#)

Step 2: Click on “First time user account creation”

Admissions Login

We are pleased that you are applying to Dutchess Community College. If you are returning to complete your application or check your application status, please enter your Login ID and PIN and then select login. If you are visiting this page for the first time, please click on the First time user account creation link below the submit button to get started. Be sure to write down your Login ID and PIN when you create your account.

Login ID:

PIN:

[First time user account creation](#)

[Return to Homepage](#)

Step 3: Create a Login ID and PIN ****Note:** This will only be used for the application process

Admissions Login - New User

Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

[Return to Homepage](#)

Step 4: Select “College Connection (HS Only)” for Application Type

Select an Application Type

To Apply for Admissions, first select the Application Type you want to complete.
Application Type (Please select the following options based on your situation):

Part-Time Non-Degree Study - You are not interested in receiving a degree or financial aid from Dutchess Community College and wish to attend as a part-time student (11 or fewer credits). This is typically selected by students attending another college who wish to take summer or winter courses at DCC.
College Connection (HS Only) - You have been approved to take a DCC course at your high school and were told you needed to complete the online application.
Non-Credit ESL/PSE Students - **ESL:** Improve your English abilities; grammar, reading, writing, listening and speaking are practiced throughout the course. Students are placed in an appropriate level to maximize their learning. **PSE:** Earn a High School Equivalency diploma must take the Test Assessing Secondary Completion (TASC) Exam. Our program provides interactive and engaging preparation classes that cover the five subject areas of the TASC examination.

If you wish to apply to DCC as a degree-seeking student, please apply online at connect.sunydutchess.edu/apply.

Application Type:

[Return to Homepage](#)

Step 5: Complete the application & select “Fill Out Application” when finished. ****Note:** The Admission Term for this registration is Spring 2024.

Apply for Admissions

Select an Admission Term and enter your name.

* - Indicates a required field.

Application Type:

Admission Term:

First Name:

Middle Name:

Last Name:

[Return to Application Menu](#)

Step 6: Complete the “Application Checklist”, once finished click “Application is Complete”. ****Note:** Please **do not use your high school email** for contact, please provide your personal email!

Application Checklist

Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

Select Application is Complete when you have completed the application. Select Finish Later if you would like to finish your application later.

[Have a Question?](#)

RELEASE: 8.7.2.11

Step 7: You will be asked to agree to the “Admissions Agreement”

Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above. I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.

RELEASE: 8.7.2.11

Step 8: Review your Welcome Letter! In this letter you will find your **A#** and your **myDCC username (an email)**. ****Note:** The photo below is only a sample, your A# and MyDCC username will be specific to you.

Your **A#** is an ID number, helpful to know when speaking with departments on DCC’s campus like Student Financial Services.

Your **myDCC username** is what you will need to log into your myDCC to register for classes each semester.

Dear Ram:

We are pleased that you applied as a College Connection student at DCC. This application is your initial step towards enrolling in this program. There should be a button located at the bottom of this letter labeled, Web Access for Student. You may click that to go into the Registration area under the Student Tab. If you accidentally close that page, you can get back to it using this link, [https://banner.sunydutchess.edu/pls/prod_login_using_the_DCC_Student_ID\(Begins_with_an_'A'\)_and_the_Pin_you_used_to_start_the_application](https://banner.sunydutchess.edu/pls/prod_login_using_the_DCC_Student_ID(Begins_with_an_'A')_and_the_Pin_you_used_to_start_the_application). There are directions available at <https://www.sunydutchess.edu/admissions/chooseyourpath/highschool/collegeconnections.html>.

Your DCC student ID is A00353182. Please write this number down or print this page as it is important information.

You will need to wait at least an hour from the time you completed this application for your MyDCC account creation to finish. Once account creation has completed, your MyDCC login username will be ram.test@sunydutchess.edu with no spaces.

Please be aware that by completing the application, you are affirming that you meet the entry requirements--that you are at least 16 years old or completed your sophomore year.

If the DCC student ID field is blank, please contact us at (845) 790-3610 or collegeconnection@sunydutchess.edu as additional information may be needed to complete the DCC application process.

Sincerely,
College Connection Program
collegeconnection@sunydutchess.edu

TextRam/2

[Return to Application Menu](#)

Completando Tu Solicitud de College Connection (Para Estudiantes Nuevo)

Paso 1: Utilice este enlace para completar la solicitud: "[New College Connection Application](#)"

Paso 2: haga clic en "[First time user account creation](#)"

Admissions Login

We are pleased that you are applying to Dutchess Community College. If you are returning to complete your application or check your application status, please enter your Login ID and PIN and then select login. If you are visiting this page for the first time, please click on the First time user account creation link below the submit button to get started. Be sure to write down your Login ID and PIN when you create your account.

Login ID:
PIN:

[Login](#)
[First time user account creation](#)
[Return to Homepage](#)

Paso 4: Seleccione "[College Connection \(HS Only\)](#)" para la solicitud

Select an Application Type

To Apply for Admissions, first select the Application Type you want to complete. Application Type (Please select the following options based on your situation):

Part-Time Non-Degree Study - You are not interested in receiving a degree or financial aid from Dutchess Community College and wish to attend as a part-time student (11 or fewer credits). This is typically selected by students attending another college who wish to take summer or winter courses at DCC.
College Connection (HS Only) - You have been approved to take a DCC course at your high school and were told you needed to complete the online application.
Non-Credit ESL/PSE Students - **ESL:** Improve your English abilities; grammar, reading, writing, listening and speaking are practiced throughout the course. Students are placed in an appropriate level to maximize their learning. **PSE:** Earn a High School Equivalency diploma must take the Test Assessing Secondary Completion (TASC) Exam. Our program provides interactive and engaging preparation classes that cover the five subject areas of the TASC examination.

If you wish to apply to DCC as a degree-seeking student, please apply online at connect.sunydutchess.edu/apply.

Application Type: [College Connection \(HS Only\)](#)

[Continue](#)
[Return to Homepage](#)

Paso 6: Complete el "[Application Checklist](#)", una vez terminada, haga clic en "[Application is Complete](#)". ****Nota: No utilice el correo electrónico de su escuela, jusa tu correo personal!**

Application Checklist

Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

Select Application is Complete when you have completed the application. Select Finish Later if you would like to finish your application later.

[Name](#) [Personal Information](#)
[Mailing Address and Phone](#) [High School](#)

[Application is Complete](#) [Finish Later](#)

[Have a Question?](#)
RELEASE: 8.7.2.11

Paso 3: cree una identificación de inicio de sesión y un PIN

****Nota:** esto solo se usará para el proceso de solicitud

Admissions Login - New User

Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:
Create a PIN:
Verify PIN:

[Login](#)
[Return to Homepage](#)

Paso 5: Complete la solicitud y seleccione "[Fill Out Application](#)" cuando haya terminado. ****Nota:** El semestre de admisión para esta inscripción es "[Spring 2024](#)".

Apply for Admissions

Select an Admission Term and enter your name.

* - Indicates a required field.

Application Type: [College Connection \(HS Only\)](#)

Admission Term: [Select...](#)

First Name:
Middle Name:
Last Name:

[Fill Out Application](#)
[Return to Application Menu](#)

Paso 7: Se le pedirá que acepte el "[Admissions Agreement](#)"

Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above. I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.

I agree to the terms
 I do not agree

RELEASE: 8.7.2.11

Paso 8: ¡Revise su "[Welcome Letter](#)"! En esta carta encontrará su **A#** y su **nombre de usuario para myDCC** (un correo electrónico)

****Nota:** La foto a continuación es solo una muestra, su **A#** y su **nombre de usuario myDCC** serán específicos para usted.

Su **A#** es un número de identificación que necesitas cuando se habla con departamentos de DCC, como "Student Financial

Su **nombre de usuario de myDCC** es lo que necesitará para iniciar sesión en myDCC y registrarse para las clases cada

Dear Ram:

We are pleased that you applied as a College Connection student at DCC. This application is your initial step towards enrolling in this program. There should be a button located at the bottom of this letter labeled, Web Access for Student. You may click that to go into the Registration area under the Student Tab. If you accidentally close that page, you can get back to it using this link, [https://banner.sunydutchess.edu/pls/prod_logging_in_using_the_DCC_Student_ID\(Begins_with_an_'A'\)_and_the_Pin_you_used_to_start_the_application](https://banner.sunydutchess.edu/pls/prod_logging_in_using_the_DCC_Student_ID(Begins_with_an_'A')_and_the_Pin_you_used_to_start_the_application). There are directions available at <https://www.sunydutchess.edu/admissions/chooseyourpath/highschool/collegeconnections.html>.

Your DCC student ID is **A00353182**. Please write this number down or print this page as it is important information.

You will need to wait at least an hour from the time you completed this application for your MyDCC account creation to finish. Once account creation has completed, your MyDCC login username will be ram.test@sunydutchess.edu with no spaces.

Please be aware that by completing the application, you are affirming that you meet the entry requirements--that you are at least 16 years old or completed your sophomore year.

If the DCC student ID field is blank, please contact us at (845) 790-3610 or collegeconnection@sunydutchess.edu as additional information may be needed to complete the DCC application process.

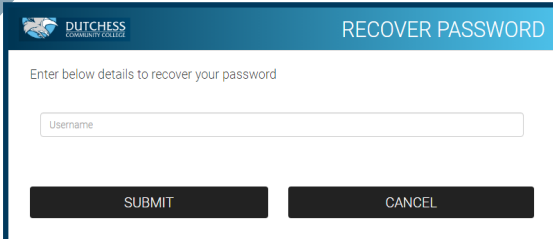
Sincerely,
College Connection Program
collegeconnection@sunydutchess.edu

TextRam/2

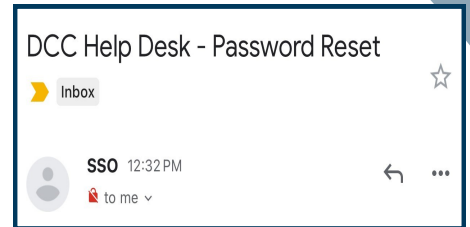
[Access Web for Student](#)
[Return to Application Menu](#)

How to Log Into Your myDCC (for NEW students only)

Step 1: [Click here](#) to go to the "Recover Password" page to create a password and enter your **myDCC username** (in your Welcome Letter from submitting an application), then select "Submit".

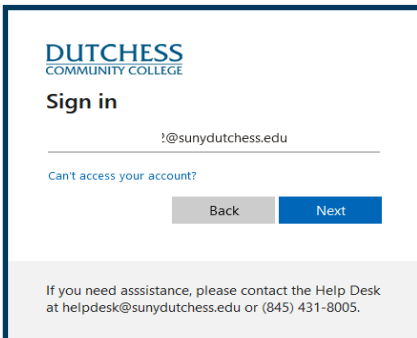


Step 2: An email will be sent to your **personal email** (the one you provided when completing your Admissions Checklist). Follow the prompts in the email.



Step 3: Go to the myDCC Page, which can be accessed at: my.sunydutchess.edu **Note: While you can access your myDCC on a mobile device and a computer, it is easier to view and navigate on a computer

Step 4: Use your **myDCC username** and your new password to log into your myDCC.

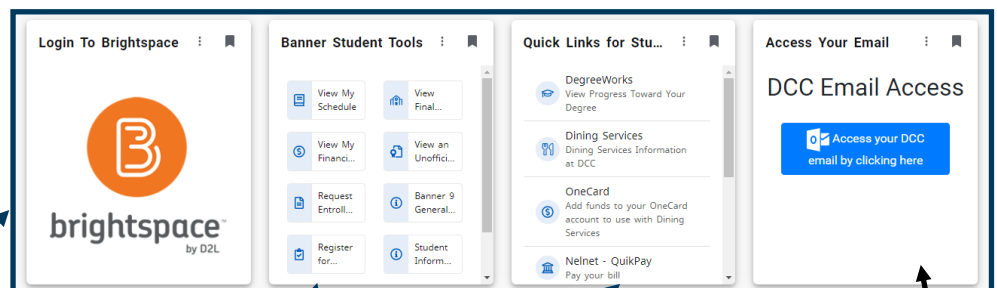


Step 5: You may be asked to provide "more information" - this is DCC's Multi-factor Authentication (MFA). Select "Next".



Step 5a: You have a choice between two options, downloading an app or using your phone number, but **using your phone number** is easier. When prompted, select "I want to set up a different method" and pick phone. Follow the rest of the prompts.

Step 6: Explore your myDCC. View your [DCC Email](#), [Banner Student Tools](#), [Quick Links for Students](#), and [Brightspace](#).



Your myDCC may not look like this, but you can rearrange the different "cards". This first one gives you access to Brightspace, an online learning platform similar to Google Classroom.

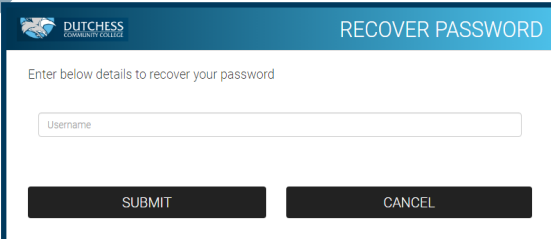
Banner Student Tools allows you to see your schedule, to register for classes, etc.

Quick Links for Students allows you to see information about your bill, or order a transcript, etc.

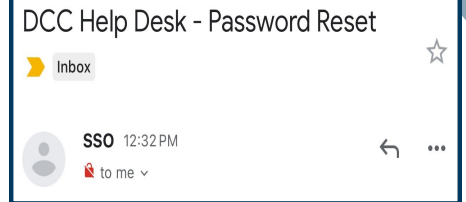
As a DCC student, you have access to an outlook email

Como Acceder a tu myDCC (para Estudiantes Nuevo)

Paso 1: Haga clic [aquí](#) ir la pagina de "Recover Password" para crear una contraseña; ingrese su **nombre de usuario myDCC** (en su "Welcome Letter" al enviar la solicitud) y seleccione "**Submit**".

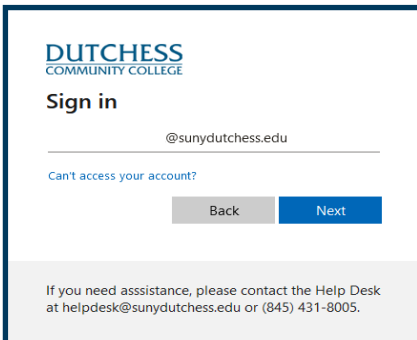


Paso 2: Se enviará un mensaje a **su correo electrónico personal** (el que usastes para completar su aplicacion). Siga las instrucciones del mensaje.

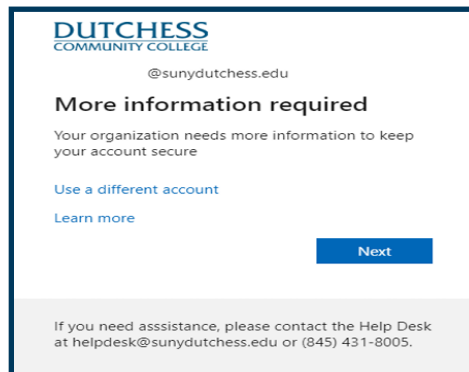


Paso 3: Ve a la página **myDCC**, a la que se puede acceder en: my.sunydutchess.edu **Nota: Puedes acceder a MyDCC en un celular móvil y en computadora, pero es más fácil verlo y navegar en una computadora.

Paso 4: Utilice su **nombre de usuario** myDCC y su contraseña para iniciar una sesión.

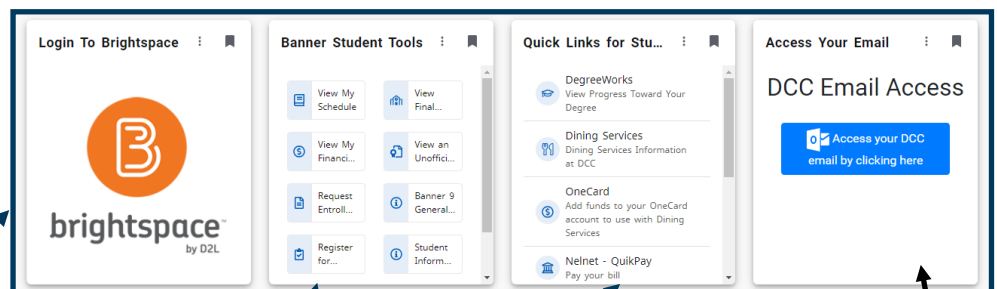


Paso 5: Es posible que indica "**More information required**": esta es la autenticación multifactor (MFA) de DCC.



Paso 5a: Puedes elegir entre dos opciones: **descargar una aplicación** o **usar tu número de teléfono**, pero usar tu número de teléfono es más fácil. Cuando se le solicite, seleccione "**I want to use a Different Method**" y elija teléfono. Siga las instrucciones.

Paso 6: Explore su myDCC. Vea su **correo electrónico de DCC**, "**Banner Student Tools**", "**Quick Links for Students**", y "**Brightspace**".



Es posible que su myDCC no se vea así, pero puede reorganizar las diferentes "cards". El primero te da acceso a **Brightspace**, una plataforma de aprendizaje similar a Google Classroom.

Banner Student Tools te permite ver tu horario, registrarte en clases, etc.

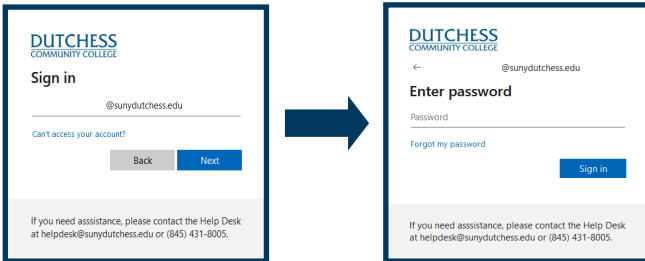
Quick Links for Students le permite ver información sobre su factura, solicitar un expediente académico, etc.

Tienes acceso a un **correo electrónico** de Outlook

How to Log Into Your myDCC (for RETURNING students only)

Step 1: Go to the myDCC Page, which can be accessed at: my.sunydutchess.edu **Note: While you can access your MyDCC on a mobile device and a computer, it is easier to view and navigate on a computer

Step 2: Use your myDCC username and your password to log into your myDCC (if you do not remember your password, [click here](#) to reset it.)

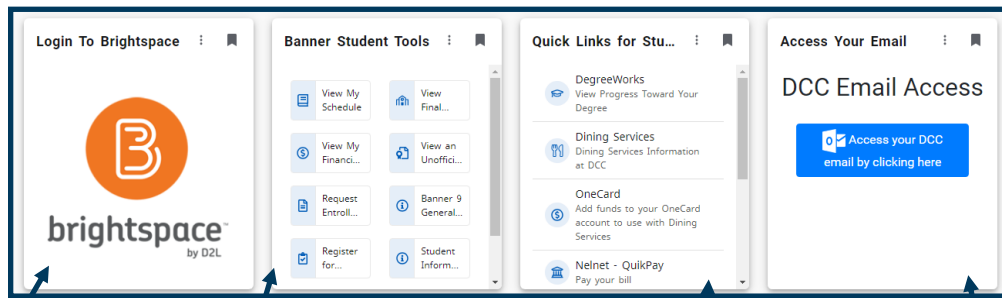


Step 3: You may be asked to provide “more information” - this is DCC’s Multi-Factor Authentication (MFA). Select “Next”.



Step 3a: You have a choice between two options, downloading an app or using your phone number, but using your phone number is easier. When prompted, select “I want to set up a different method” and pick phone. Follow the rest of the prompts.

Step 4: Explore your myDCC. View your DCC Email, Banner Student Tools, Quick Links for Students, and Brightspace.



Your myDCC may not look like this, but you can rearrange the different “cards”. This first one gives you access to Brightspace, an online learning platform similar to Google Classroom.

Banner Student Tools allows you to see your schedule, to register for classes, etc.

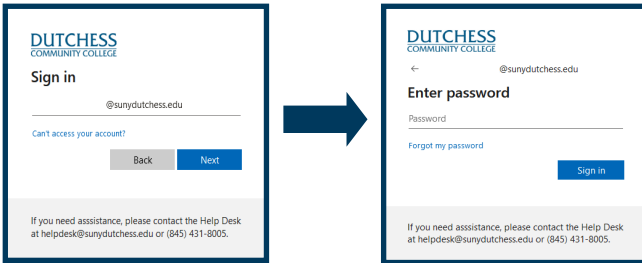
Quick Links for Students allows you to see information about your bill, or order a transcript, etc.

As a DCC student, you have access to an outlook email

Como Acceder a tu myDCC (para Estudiantes Continuando)

Paso 1: Ve a la página **myDCC**, a la que se puede acceder en: **my.sunydutchess.edu** **Nota: Puedes acceder a MyDCC en un celular móvil y en computadora, pero es más fácil verlo y navegar en una computadora.

Paso 2: Utilice su **nombre de usuario** myDCC y su contraseña para iniciar una sesión. (Si no recuerda su contraseña, haga clic en **"Forgot your password?"** para restablecerlo.)

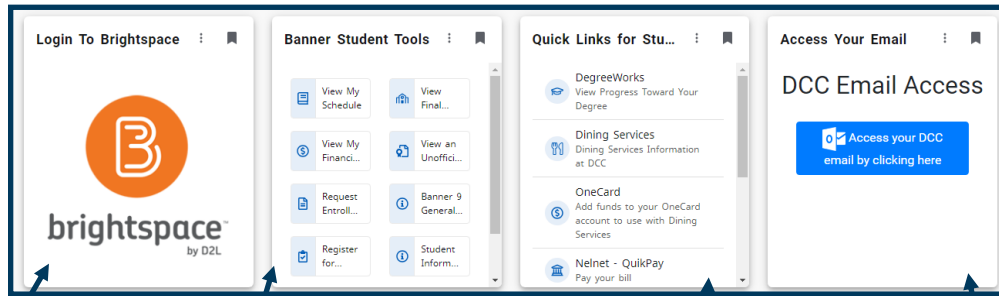


Paso 3: Es posible que indica **"More information required"**: esta es la autenticación multifactor (MFA) de DCC. Seleccione **"Next"**.



Step 3a: Puedes elegir entre dos opciones: **descargar una aplicación** o **usar tu número de teléfono**, pero usar tu número de teléfono es más fácil. Cuando se le solicite, seleccione **"I want to use a Different Method"** y elija teléfono. Siga las instrucciones.

Paso 6: Explore su myDCC. Vea su **correo electrónico de DCC**, **"Banner Student Tools"**, **"Quick Links for Students"**, y **"Brightspace"**.



Your myDCC may not look like this, but you can rearrange the different "cards". This first one gives you access to Brightspace, an online learning platform similar to Google Classroom.

Banner Student Tools allows you to see your schedule, to register for classes, etc.

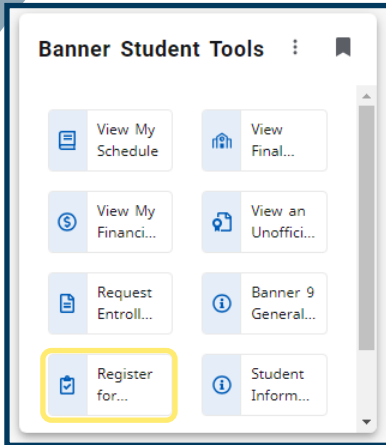
Quick Links for Students allows you to see information about your bill, or order a transcript, etc.

Tienes acceso a un **correo electrónico** de Outlook

How to Register for College Connection Classes

Step 1: Log into your myDCC, which can be accessed at: my.sunydutchess.edu **Note: While you can access your myDCC and register for classes on a mobile device and a computer, it is easier to view and navigate on a computer

Step 2: Select the **Register for Classes**, under the Banner Student Tools card



Step 3: Select **Add or Drop Classes**

Registration

Select Term
Add or Drop Classes
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Fee Assessment
Registration Status
Update Student Term Data
Active Registration
Registration History
Concise Student Schedule
Concise Student Schedule by Centric Period
Registration Compliance Results

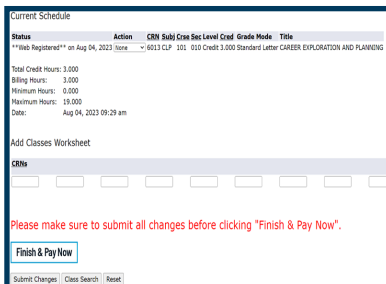
Step 4: You will be brought to a page asking you to select the "Registration Term" - for this registration, select **Spring 2024**.

Registration Term

Select a Term: (Fall 2023)
Submit
RELEASE: 8.7.2.12

Step 5: The next page you will see is the Add/Drop page, where you can **add the CRN(s)** (a 4-digit code/course identification number). **Submit when finished.** **Note: Each course will have its own CRN & be in its own box.

Step 6: You should now see ****Web Registered**** under status—this indicates you have registered correctly without errors.



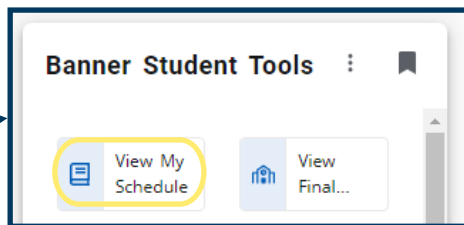
Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. Review the [Registration Acknowledgement of Responsibilities and Online Registration Checklist](#) before completing your registration process. To pay your bill after registration: <https://www.sunydutchess.edu/paynow>

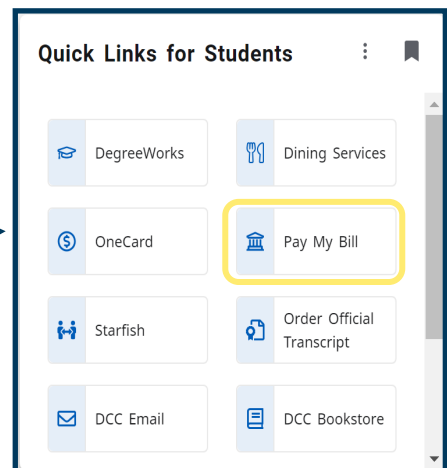
Add Classes Worksheet

CRNs
[Input fields for CRNs]
Submit Changes Class Search Reset
[View Holds | Change Class Options | Registration Fee Assessment | Registration Compliance Results]

Step 7: Review **your schedule** and **submit payment!** **Note: You will need to go to your myDCC to complete this step.



This will show you your schedule—double check you are in the right class and with the right teacher!



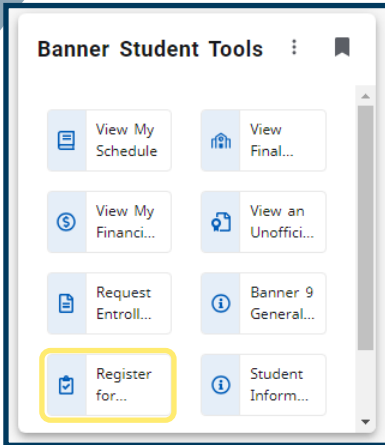
This will allow you to see your bill, set up a payment-plan and/or make a payment.

Important Note: The last day to register for a Spring 2024 College Connection class is February 16, 2024

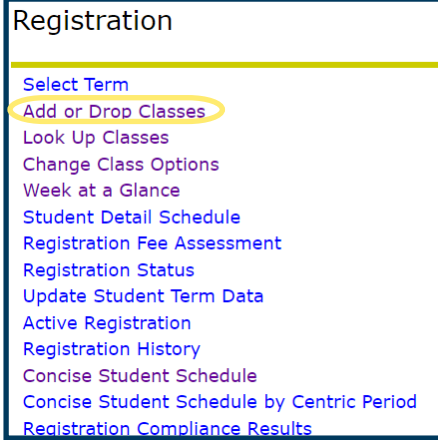
Como Registrarse Para Las Clases de College Connection

Paso 1: Ve a la página **myDCC**, a la que se puede acceder en: **my.sunydutchess.edu** **Nota: Puedes acceder a MyDCC en un celular móvil y en computadora, pero es más fácil verlo y navegar en una computadora.

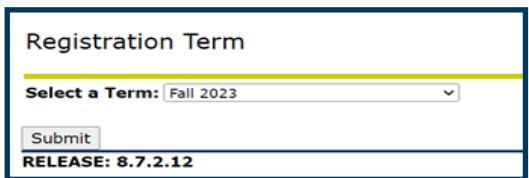
Step 2: Select **Register for Classes**, under the “Banner Student Tools” card



Paso 3: Selecciona **Add or Drop Class**

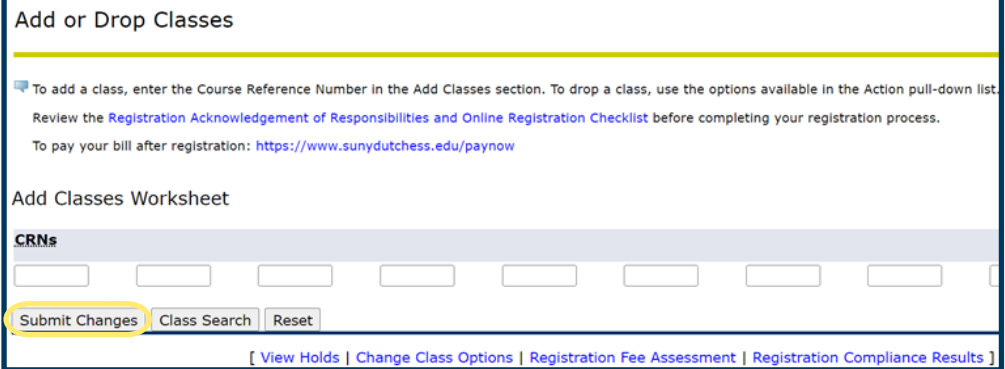
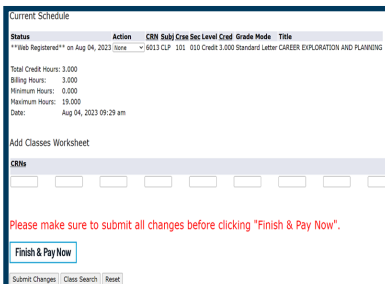


Paso 4: Se le dirigirá a una página que le solicitará que seleccione el “**Registration Term**”. Seleccione **Spring 2024**.

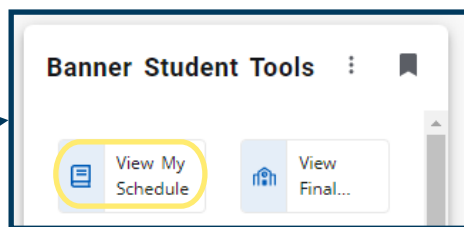


Paso 5: La siguiente página es donde puede agregar los CRNs (código de 4 dígitos de identificación del curso). **Enviar cuando termine**. **Nota: ¡Cada curso tendrá su CRN y se colocará en su propia casilla!

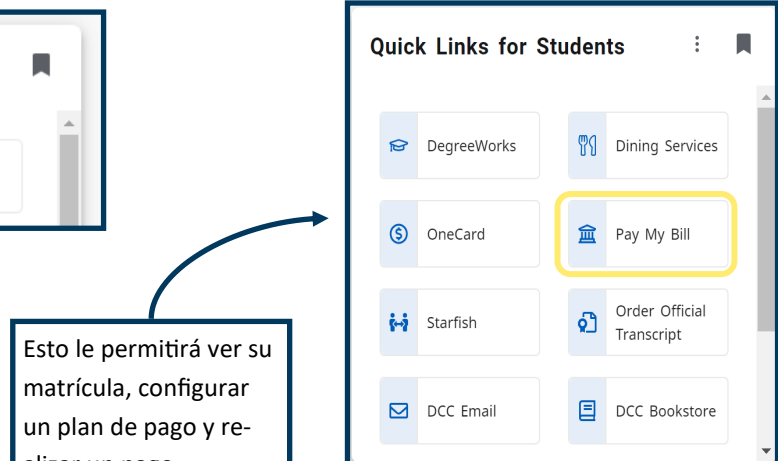
Paso 6: Deberías ver ****Web Registered**** en el estado; esto indica que te has registrado correctamente y sin errores.



Paso 7: ¡Revise su schedule y envíe el pago! **Nota: deberá ir a la página de myDCC para completar este paso.



Esto te mostrará tu horario. ¡Comprueba que estás en la clase correcta y con el maestro correcto!



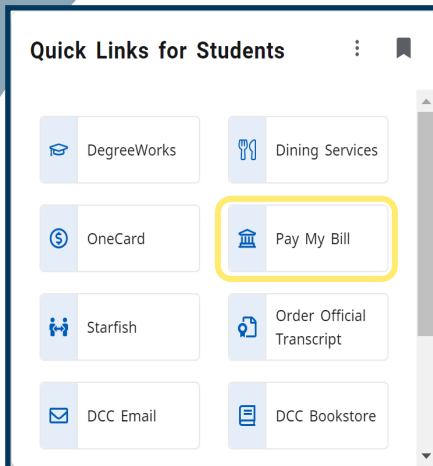
Esto le permitirá ver su matrícula, configurar un plan de pago y realizar un pago.

Important Note: El último día para registrarse para una clase de College Connection de primavera de 2024 es el **16 de febrero de 2024**

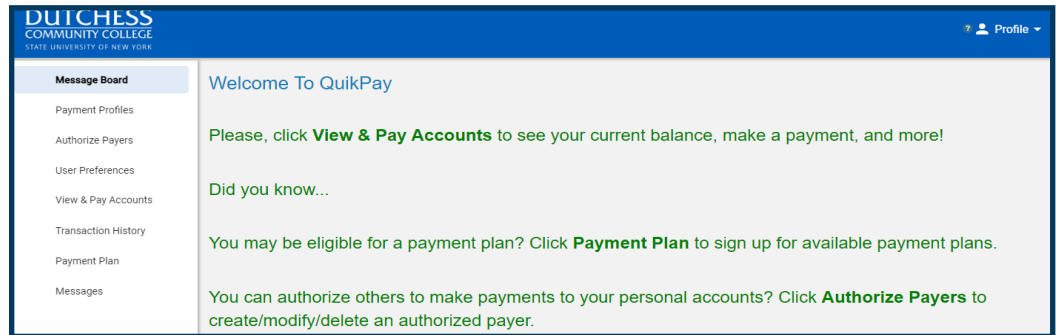
How to Pay for College Connection Classes

Step 1: Log into your myDCC, which can be accessed at: my.sunydutchess.edu **Note: While you can access your MyDCC and register for classes on a mobile device and a computer, it is easier to view and navigate on a computer

Step 2: Select **Pay My Bill** under the Quick Links for Students card on myDCC

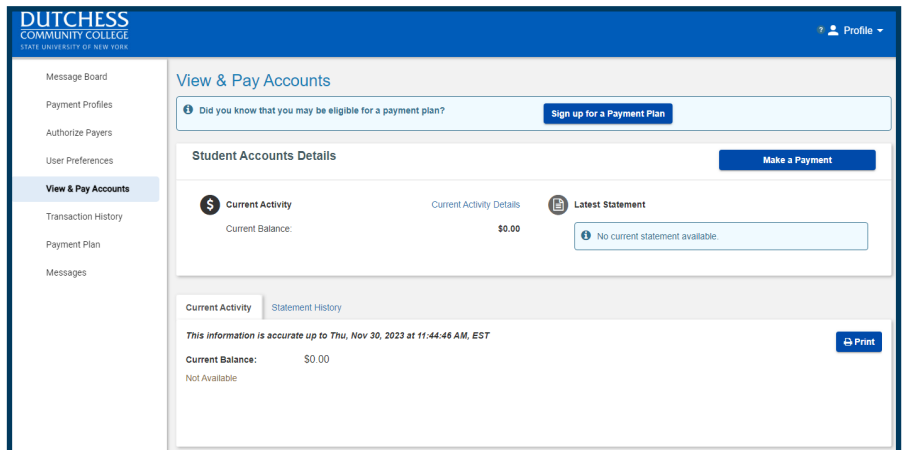
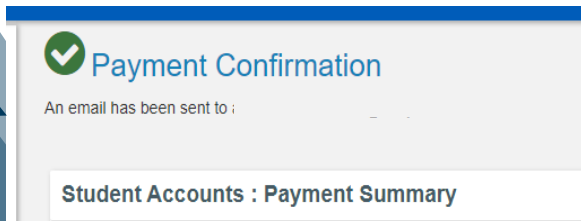
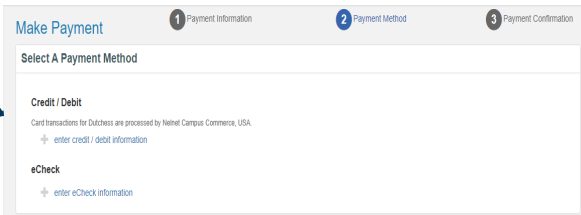
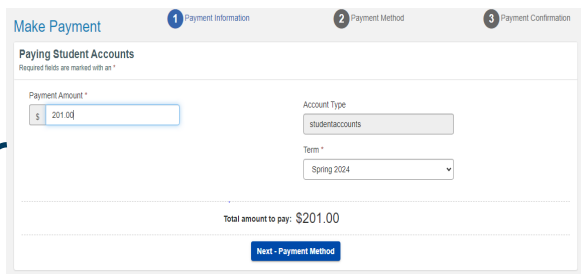


Step 3: You will be brought to a welcome page with multiple options. To see and pay your bill, select **“View & Pay Accounts”**.

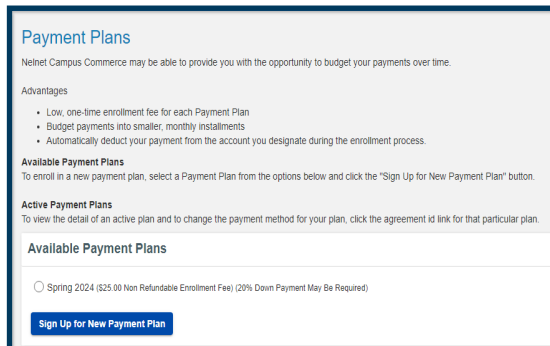


Step 4: You will then see **your bill**, and the option to **make a payment (4a)** or set up a **payment plan (4b)**.

Step 4a: Pay for College Connection Courses online



Step 4b: Sign up for a payment plan



Plan Options for Spring 2024:

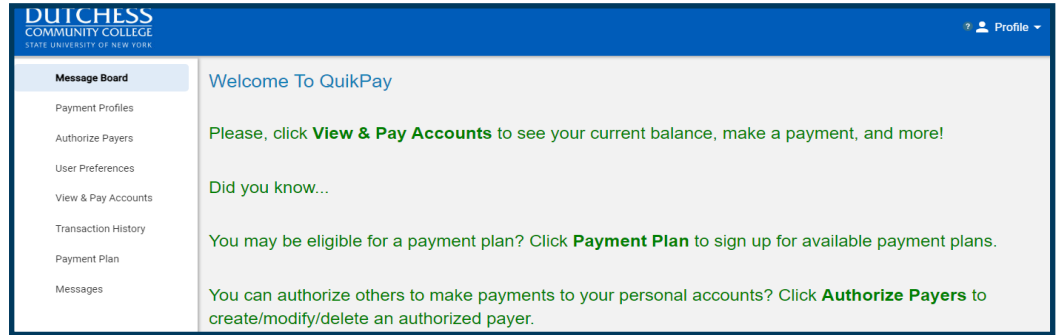
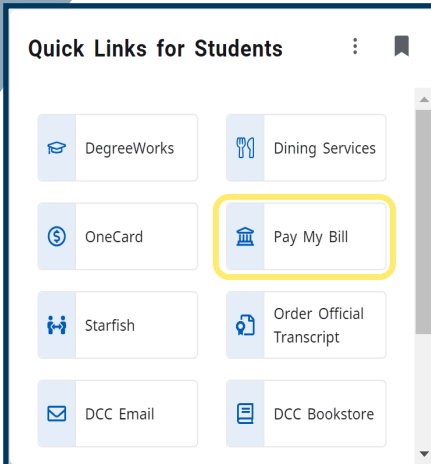
- 0% down, 3 payments (Feb., Mar. & Apr.) - Available 1/1/24-1/29/24
- 25% down, 3 payments (Feb., Mar. & Apr.) - Available 1/1/24-1/29/24
- 25% down, 3 payments (Mar., Apr. & May) - Available 1/30/24-2/26/24
- 33% down, 2 payments

Cómo pagar las clases de College Connection

Paso 1: Ve a la página **myDCC**, a la que se puede acceder en: **my.sunydutchess.edu** **Nota: Puedes acceder a MyDCC en un celular móvil y en computadora, pero es más fácil verlo y navegar en una computadora.

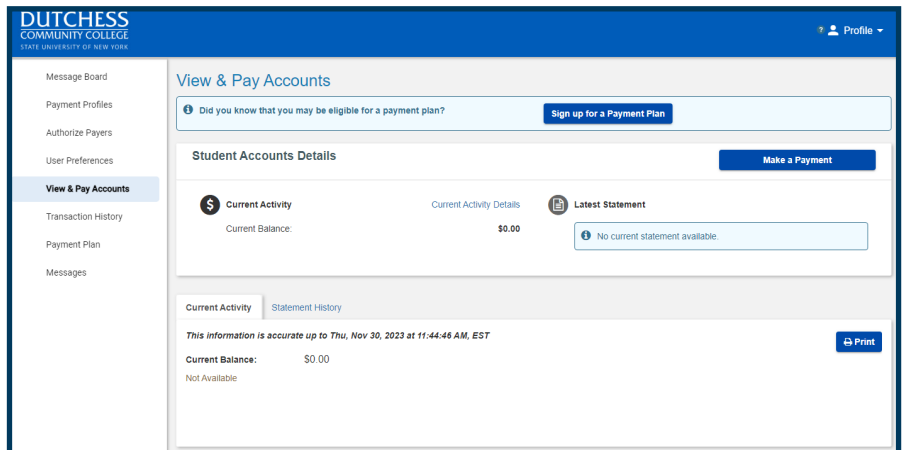
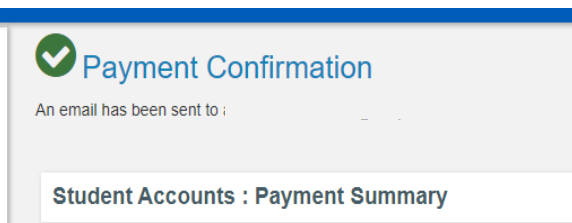
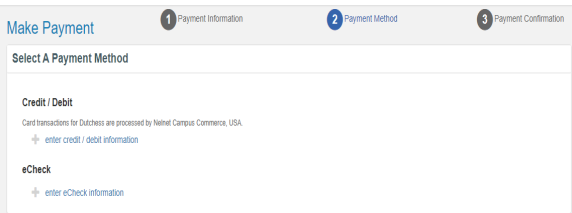
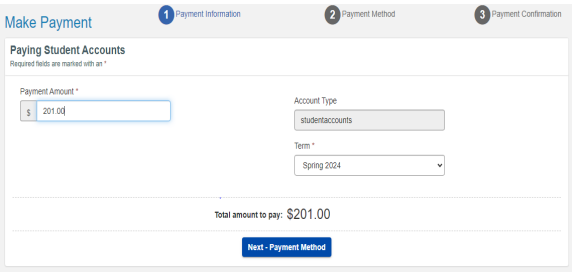
Paso 2: Selecciona **Pay My Bill** bajo el card de **Quick Links for Students** en myDCC

Paso 3: Verá una página de bienvenida con diferentes opciones. Para ver y pagar su factura, seleccione **"View & Pay Accounts"**.

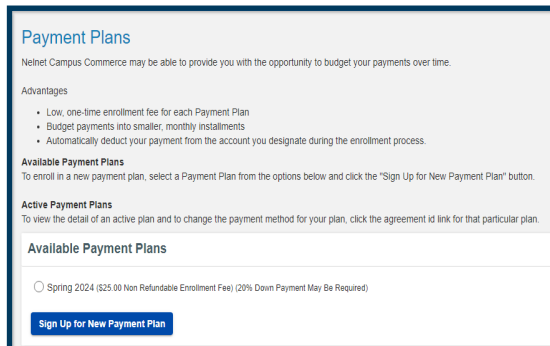


Paso 4: Luego verá su factura y la opción de **make a payment (4a)** or onfigurar un **payment plan (4b)**.

Paso 4a: Paga cursos de CollegeConnection en línea



Paso 4b: Regístrese al plan de pago



Opciones de planes Spring 2024:

- 0% down, 3 pagos (Feb., Mar. & Apr.) - Available 1/1/24-1/29/24
- 25% down, 3 pagos (Feb., Mar. & Apr.) - Available 1/1/24-1/29/24
- 25% down, 3 pagos (Mar., Apr. & May) - Available 1/30/24-2/26/24
- 33% down, 2 pagos (Apr. & May) - Available 2/27/24-3/25/24

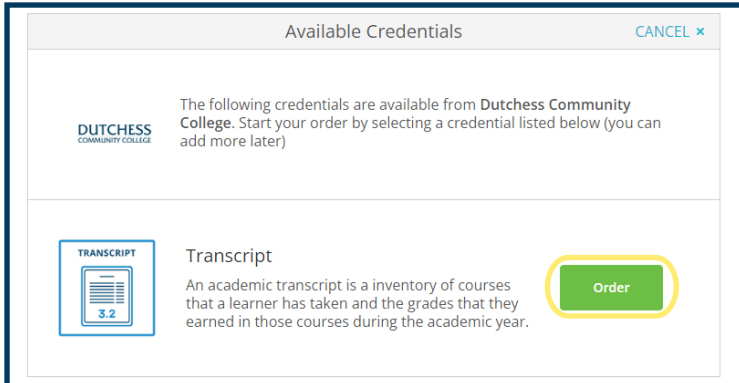
How to Order a DCC Transcript

Important Items to Note: College courses taken in high school do not post to your DCC transcript until the following time frames:

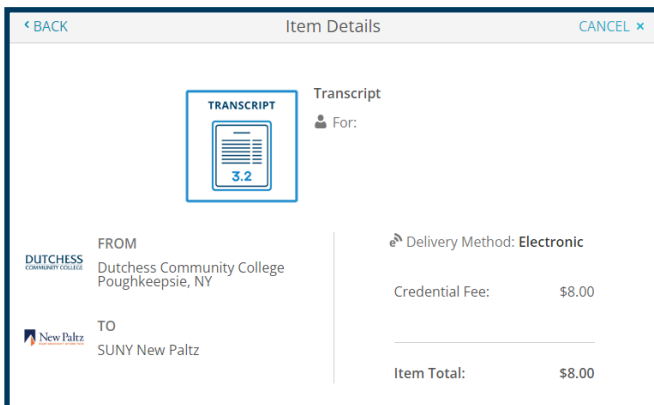
- Classes taken during the fall semester: **early February**
- Classes taken during the spring semester/full-year: **early July**

You can place a transcript order at anytime, just be sure to follow

Step 4: You should be prompted to click the **“order”** button.



Step 6: You will be asked to review the details. ****Note:** Most schools prefer transcripts be sent electronically, as it is the fastest modality (typically delivered to recipient within an hour of submitting the order). Paper copies can take upward of 2 weeks.



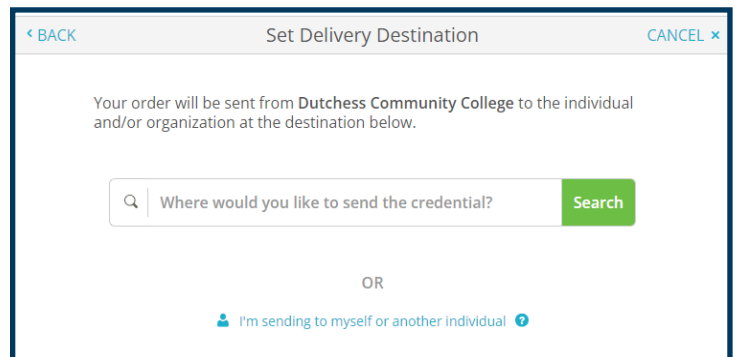
Step 9: Continue through the process to verify and submit payment. The cost is \$8 per order which you will pay with a credit or debit card. ****Note:** Once you have submitted your order, you should receive emails throughout the process up until it has been received by your selected recipient/institution.

Step 1: Go to DCC's [Transcript Request](https://www.sunydutchess.edu/transcript) Page at <https://www.sunydutchess.edu/transcript>

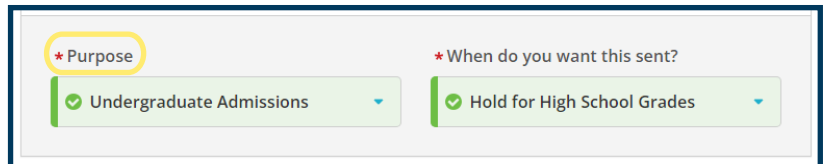
Step 2: Click on **“ordered online”**, which will bring you to our third-party vendor, Parchment.

Step 3: Create an account with parchment and sign in. ****Note:** It will ask you for your Student ID Number (A#). You can leave it blank if you do not know your A#.

Step 5: You will be asked to chose where you want your transcript sent ****Note:** In order for the transcript to be official, it needs to be received from Parchment/DCC directly, so do not select yourself as the recipient unless you would like a copy.

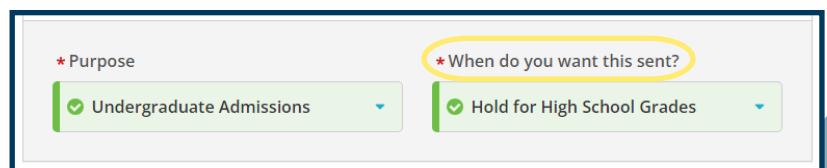


Step 7: You will be asked to provide the purpose for your request ****Note:** Most often, it will be for **Undergraduate Admissions** (whether at a 2-year college or a 4-year college).



Step 8: You will be asked to decide when you want the transcript sent:

- If requesting past the date grades have been posted (see above), select **Send Now**
- If requesting before date grades have been posted (see above), select **Hold for High School Grades**



For **order questions or concerns**, contact Parchment's Customer Service directly at (847) 716-3005.

For **general questions about transcripts**, contact the Registrar at registrar@sunydutchess.edu.

Cómo Ordenar su Transcripción de Creditos

Importante: Los cursos universitarios tomados en la escuela secundaria no se publican en su expediente académico de DCC hasta los siguientes plazos:

- Clases tomadas durante otoño: principios de Febrero
- Clases tomadas durante primavera: principios de Julio

Puede realizar un pedido transcrito en cualquier momento, solo

Paso 4: Se le pedirá que haga clic en el botón "**order**".

Available Credentials CANCEL x

The following credentials are available from Dutchess Community College. Start your order by selecting a credential listed below (you can add more later)

TRANSCRIPT 3.2

Transcript

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order

Paso 6: Te pedirá que revise los detalles. ****Nota:** La mayoría de las escuelas prefieren que los documentos académicos se envíen *electrónicamente*, ya que es la modalidad más rápida. Las copias en papel pueden tardar más de 2 semanas.

< BACK Item Details CANCEL x

TRANSCRIPT 3.2

Transcript

For:

FROM Dutchess Community College Poughkeepsie, NY

TO SUNY New Paltz

Delivery Method: Electronic

Credential Fee: \$8.00

Item Total: \$8.00

Paso 9: Continúe con el proceso para verificar y enviar el pago. El costo es de \$8 por pedido el cual pagarás con tarjeta de crédito o débito. ****Nota:** Una vez que haya enviado su pedido, debería recibir correos electrónicos durante todo el proceso hasta que lo reciba el destinatario/institución seleccionado.

Paso 1: Vaya a a página de [Transcript Request](https://www.sunydutchess.edu/transcript) en <https://www.sunydutchess.edu/transcript>

Paso 2: Haga clic en "**ordered online**", que lo llevará a nuestro proveedor externo, Parchment.

Paso 3: Cree una cuenta con pergamino e inicie sesión.

****Nota:** Le pedirá su número de identificación de estudiante

Paso 5: Te pedirá que elija dónde desea que se envíe su transcripción ****Nota:** Para que la transcripción sea oficial, debe recibirse directamente de Parchment/DCC. No te selecciones como destinatario a menos que desee una copia

< BACK Set Delivery Destination CANCEL x

Your order will be sent from Dutchess Community College to the individual and/or organization at the destination below.

Where would you like to send the credential? Search

OR

I'm sending to myself or another individual

Paso 7: Se le pedirá que proporcione el propósito de su solicitud.

****Nota:** la mayoría de las veces, será para **Undergraduate Admissions** (ya sea en una universidad de 2 años o de 4 años)

* Purpose

Undergraduate Admissions

* When do you want this sent?

Hold for High School Grades

Paso 8: Te pedirá que decida cuándo desea que envíe la transcripción:

- Para solicitar calificaciones pasadas la fecha en que se publicaron (ver arriba), **Send Now**
- Para solicitar antes de la fecha de publicación de las calificaciones (ver mas abajo) **Hold for High School Grades**

* Purpose

Undergraduate Admissions

* When do you want this sent?

Hold for High School Grades

Para **preguntas sobre su orden**, comuníquese con Parchment's Customer Service al (847) 716-3005.

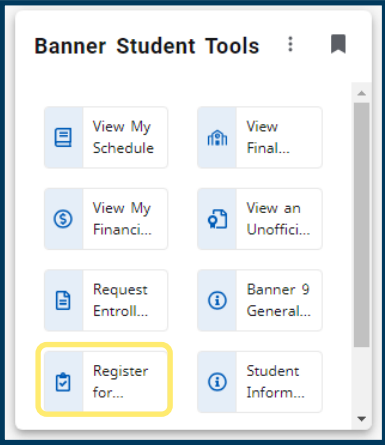
Para preguntas generales sobre sus transcripciones, comuníquese con el Registrar en registrar@sunydutchess.edu.

How to Drop a College Connection Course

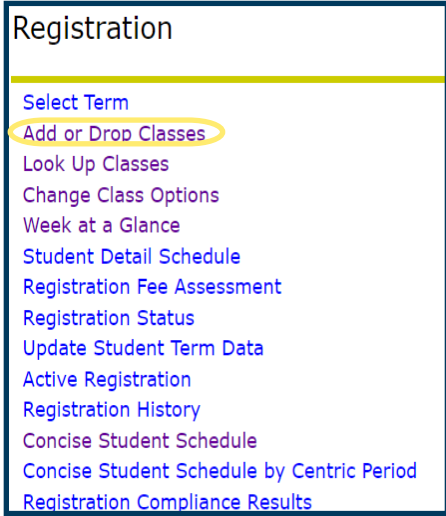
Important to Note: The ability to drop a class on your own is only available until **February 16, 2024** for Spring 2024 courses and is an option in the event you have a mistake during the registration process.

Step 1: Log into your myDCC, which can be accessed at: my.sunydutchess.edu **Note: While you can access your MyDCC and register for classes on a mobile device and a computer, it is easier to view and navigate on

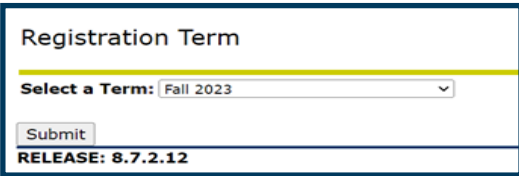
Step 2: Select the **Register for Classes**, under the Banner Student Tools card



Step 3: Select **Add or Drop Classes**

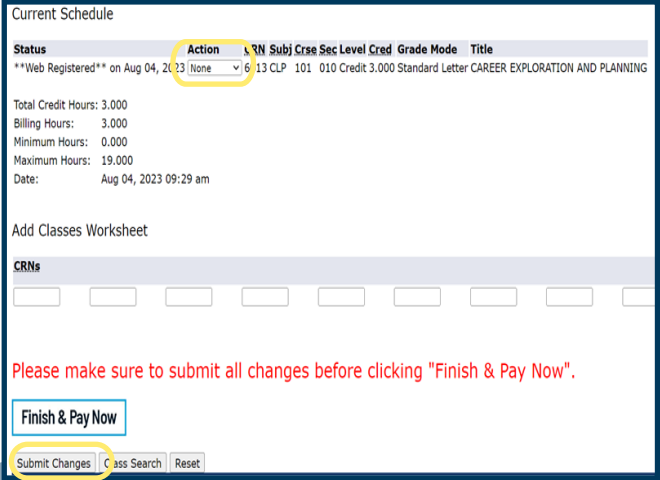
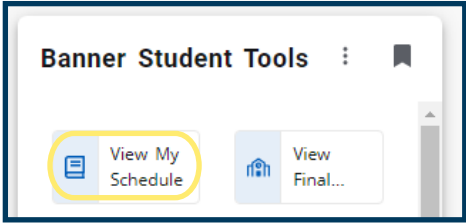


Step 4: You will be brought to a page asking you to select the "Registration Term" - for this registration, select **Spring 2024**.



Step 5: You should now see the courses you have registered for. Under the **Action** column next to the course you wish to drop, click the drop down menu and the option that says "Web-Drop". Then click **Submit Changes**

Step 6: Double check your schedule to be sure the course was dropped. **Note: You will need to go to your myDCC to complete this step.

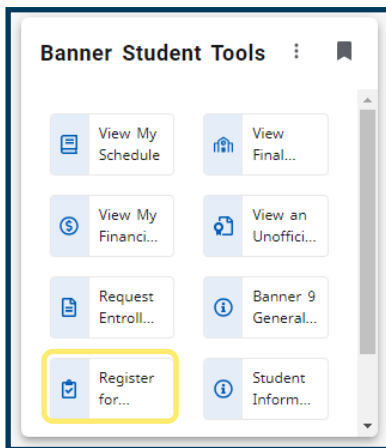


Cómo Abandonar Una Clase de College Connection

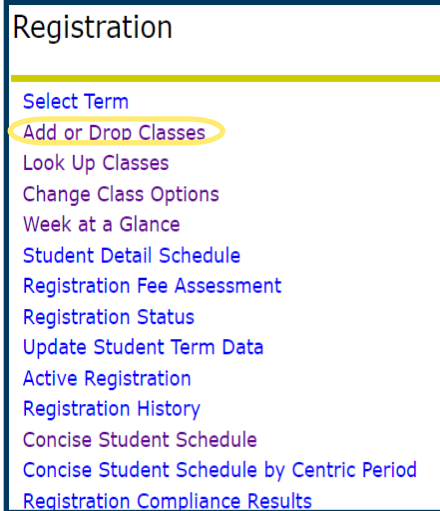
Importante: La posibilidad de abandonar una clase por su cuenta solo está disponible hasta el 16 de febrero de 2024 para los cursos de primavera de 2024 y es una opción en caso de que cometa un error durante el proceso de inscripción.

Paso 1: Ve a la página myDCC, a la que se puede acceder en: my.sunydutchess.edu **Nota: Puedes acceder a MyDCC en un celular móvil y en computadora, pero es más fácil verlo y navegar en una computadora.

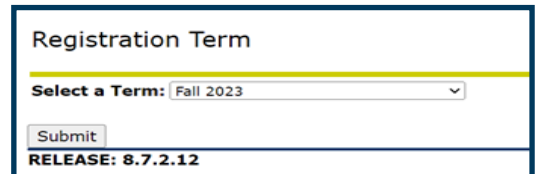
Paso 2: Seleccione Registrarse para clases, bajo el card de **Banner Student Tools**.



Paso 3: Selecciona **Add or Drop Class**



Paso 4: Se le dirigirá a una página que le solicitará que seleccione el **"Registration Term"**. Seleccione **Spring 2024**.



Paso 5: Deberías ver los cursos en los que te has registrado. En la columna **Action** junto al curso que desea abandonar, haga clic al menú desplegable y en la opción que dice **Web Drop**. Luego haga clic a **Submit Changes**

Paso 6: Verifique nuevamente su horario para asegurarse de que se haya cancelado el curso. **Nota: Deberá ir a su myDCC para completar este paso.

