

# 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](mailto:financialservices@sunydutchess.edu), visit myDCC “Student Financial Services” tab, or call (845) 431-8060 if you have any questions!

### PAYMENT

There are two convenient ways to make your tuition payment:

- 1) Please go to [www.sunydutchess.edu/paynow](http://www.sunydutchess.edu/paynow). You will be directed to log into your MyDCC. Then click “View and Pay Accounts” on the left hand side; this is where you can pay your balance due in full. If you would like to sign up for our automatic withdrawal payment plan, please click “Payment Plan” on the left hand side. If you don't know or can't remember your username and password, contact the DCC Helpdesk at (845) 431-8000, extension 4357, or email [helpdesk@sunydutchess.edu](mailto:helpdesk@sunydutchess.edu).
- 2) By mail to Student Financial Services, Dutchess Community College, 53 Pendell Road, Poughkeepsie, NY 12601.

### TO ADD OR DROP COURSES

If you need to add or drop courses before the start of the semester, you can do so through your MyDCC using the six digit PIN you received during your initial advising session. If you have questions about adding or dropping, you can reach out to the Academic, Career, and Transfer Center (ACT) during regular business hours: Monday through Thursday 8:30a.m. to 3:30 p.m., and Friday 10:30 a.m. to 3:00 p.m. Students who wish to make schedule changes may use web registration [www.mysunydutchess.edu](http://www.mysunydutchess.edu) ([myDCC](http://myDCC)) to add or drop courses through **January 26, 2024**. **Students should not appeal to instructors to enroll in classes.** The last day to Withdraw from a Spring session course is **April 11, 2024**. You can email [registrar@sunydutchess.edu](mailto:registrar@sunydutchess.edu) prior to that day from your DCC email if you wish to withdraw.

### 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. The Testing Center hours can be viewed on the web at [www.sunydutchess.edu/testing](http://www.sunydutchess.edu/testing). If you are unsure if you have met the course prerequisites, please visit your Application Status Portal at [connect.sunydutchess.edu/account/login](http://connect.sunydutchess.edu/account/login). Log in using the credentials you created when you applied. Students who need accommodations for the placement test should submit documentation to the Office of Accommodative Services at [www.sunydutchess.edu/oas](http://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 <http://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](mailto:financialservices@sunydutchess.edu). For more information, see [www.sunydutchess.edu/financial](http://www.sunydutchess.edu/financial).

### 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](http://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](mailto:registrar@sunydutchess.edu)

Thank you,  
The Registrar's Office