

**Student
Registration Form**
for Credit Classes

DUTCHESS
COMMUNITY COLLEGE

53 PENDELL ROAD, POUGHKEEPSIE NY 12601

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|------------|---|---|
| R | S | E |
| OFFICE USE | | |

PLEASE PRINT. USE PEN.

Semester Fall (Aug.-Dec.) Winter (Dec.-Jan.) Spring (Jan.-May) Summer (May-Aug.) | 2|0|_|_|

DCC is a post-secondary institution. To enroll in a degree program, you must have earned a high school diploma or equivalency diploma. Please note that a CDOS credential is not considered a diploma.

Student ID | A |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Legal Name: Last _____ First _____ M.I. _____

Former Name (if applicable): _____

Mailing Address: Street _____

City _____ State _____ Zip _____ County _____

Permanent Address (if different from above): Street _____

(As it appears on driver's license or other government-issued ID) City _____ State _____ Zip _____ County _____

Home Phone: (____) _____ Email Address: _____

Cell Phone: (____) _____

Personal email; please print clearly. Please be aware that your myDCC email will be used at the primary means of communication.

Gender: Female Male

Birth Date |_|_|_|_| - |_|_|_|_| - |_|_|_|_|
MONTH DAY YEAR

Are you Hispanic/Latino? Yes No

If Hispanic/Latino is your background (select one): Central American Cuban Dominican
 Mexican Puerto Rican South American Other Hispanic/Latino

Is your race (select one or more): American Indian/Alaskan Native Asian
 Black or African American Native Hawaiian or other Pacific Islander White

What is your primary educational goal at DCC? (choose the best one)

- 1. Transfer to another SUNY college after earning a degree.
- 2. Transfer to a non-SUNY college after earning a degree.
- 3. Transfer to a SUNY college without earning a degree.
- 4. Transfer to a non-SUNY college without earning a degree.
- 5. Earn a degree/certificate and seek employment rather than pursue further post secondary education.
- 6. Learn new skills or upgrade existing skills without earning a degree.
- 7. Seek enrichment rather than to pursue a degree/certificate.
- 8. Obtain a High School Equivalency Diploma (HSE) through the accumulation of college credits.
- 9. Uncertain

Education Status: *Please check one of the following and sign.*

- I have earned a high school diploma. Year graduated: _____
- I have earned an high school equivalency diploma.
- I am still enrolled in high school and approved by my high school and DCC for early admission. Anticipated year of graduation: _____
High school name: _____

List below the courses you wish to take at Dutchess Community College this semester. *(please list them in priority order)*

| CRN | SUBJECT | COURSE | SECTION | CREDIT | SPECIAL REGISTRATION DOCUMENTATION |
|-----------------------|---------|--------|---------|--------|------------------------------------|
| 1416 | ENG | 101 | 810 | 3.00 | |
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| | | | | | |
| TOTAL SEMESTER HOURS: | | | | | |

Student is approved for maximum of credits. _____
Advisor Approval Date

Please read and sign to complete registration:

By my registration, I acknowledge responsibility for understanding the College’s official policies concerning schedule changes and withdrawals and how these changes can affect my financial obligation to Dutchess Community College (aka DCC), as well as my eligibility for financial aid. I understand that if financial payment and/or arrangement have not been made by the due date, the College reserves the right to remove me as a student for non-payment, deny me access to my registered classes, or place a “hold” on my student record restricting me from registering, graduating, and/or obtaining a transcript until the account is paid in full.

I also understand that withdrawing from classes, or failing to meet satisfactory academic progress (SAP) may affect my eligibility for financial aid, and if my financial aid is reduced or canceled, I am responsible for all charges on my account.

Failure to attend classes does not absolve me from financial liability. In all cases it is my responsibility to withdraw from classes by the published add/drop date or I will be held liable for these classes.

I understand that DCC and any third parties working on the College’s behalf may use an automated calling system and a pre-recorded message to contact me by phone, with which I am associated, regarding any outstanding account I have. Further, I understand that important information may be sent to me by text message, and that to opt out of that convenience, I must send an email from my myDCC email account to registrar@sunydutchess.edu.

By registering for the courses above at DCC, I understand, acknowledge, and agree to all terms and conditions set forth by the College including liability for all DCC tuition and fees, Dutchess Community College Association room and board, and other related charges, and will pay all reasonable costs and expenses for collection. Failure to pay my student financial obligation in full by the due date for the term allows DCC to exercise its right to pursue other action for collection. This includes, but is not limited to, turning over my past due account to a collection agency and/or other third party such as an attorney. DCC may also disclose to credit bureau organizations that I have defaulted on my student financial obligation to DCC.

By registering for classes, I also acknowledge that I am aware that I must adhere to the Student Code of Conduct in the Rights and Responsibilities Handbook that is available on myDCC.

The information I have provided on this form is accurate. I meet the prerequisites as stated in the DCC catalog for all courses in my schedule. If I have self-advised I accept responsibility for meeting my graduation requirements.

 Student Signature _____
 Date