

### Apply to DCC online in 5 easy steps!

- 1) Go to [connect.sunydutchess.edu/apply](https://connect.sunydutchess.edu/apply) - Click on "Create an Account to Start a New Application."  
You will need access to an email account to apply online. There is no application fee.
- 2) Check your email account to get your temporary PIN. Then create your password.

Write Temporary PIN here: \_\_\_\_\_

Write Password here: \_\_\_\_\_

- 3) Click on Start New Application link and select term for which you are applying – Fall (August) or Spring (January).
- 4) Complete and submit application. You can check your application status at [connect.sunydutchess.edu/status](https://connect.sunydutchess.edu/status).
- 5) Request that your high school transcript and college transcripts (if applicable) be sent to DCC.

**Keep this form to log in for updates regarding your application and admissions status.**

Contact the Admissions Office at (845) 431-8010 if you have any questions.

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**Please see the information below and the checklist on the reverse side.**

#### Academic Placement

To ensure academic success in college, new students may be required to take a placement test. Students may be exempt from portions of the placement test based on high school and/or college transcripts, and SAT or ACT scores. **Do not take the test until we review all transcripts.** For information about DCC placement testing, sample test questions and the current testing schedule, visit [www.sunydutchess.edu/testing](https://www.sunydutchess.edu/testing) or call (845) 431-8090.

#### Testing Accommodations

If you are a student in need of testing accommodations, please contact the Office of Accommodative Services at (845) 431-8055 for information regarding documentation requirements and process. All accommodations **MUST** be approved by Accommodative Services prior to scheduling your placement test with the Office of Academic Services & Testing.

**If English is not your first language**, please contact Academic Services at (845) 431-8090 regarding the ESL placement test.

#### Academic and Career Coaching

Upon acceptance, students will be contacted by the Academic, Transfer & Career (ACT) Center. The advisement and registration process includes a meeting with an academic coach to review your program and schedule courses, visiting Financial Services and obtaining a student ID card from Security.

The ACT Center provides all students with support for academic success, including advisement and transfer planning. Academic coaches teach students the skills necessary to choose a major and design an achievable degree plan. In addition, career coaches help students explore career options and prepare for employment. Students can get assistance with choosing a major, writing cover letters and resumes, and honing job hunting and interviewing skills. If you are unsure about your academic major or career plans, call (845) 431-8600 to make an appointment to meet with a career coach in the ACT Center.

#### Financial Aid

Financial aid is defined as any grant, scholarship, loan or employment opportunity given with the express purpose of assisting students with education-related expenses. Financial aid is available for qualified students and is awarded on the basis of financial need and the availability of funds.

In order to be considered for financial aid, students should complete the FAFSA ([www.fafsa.gov](https://www.fafsa.gov)) and TAP applications for the 2020-2021 academic year. These forms will be completed using 2018 income tax information. Students should complete the applications as early as possible.

**FAFSA:** To apply for financial aid at Dutchess Community College, please complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](https://www.fafsa.gov). The federal school code for Dutchess Community College is **002864**.

**TAP:** A New York state resident can apply for the New York State Tuition Assistance Program (TAP) by completing the application at [www.tapweb.org](https://www.tapweb.org) and using **2053** as the code for Dutchess Community College.

OFFICE OF STUDENT FINANCIAL SERVICES  
(845) 431-8060 • [financialservices@sunydutchess.edu](mailto:financialservices@sunydutchess.edu)

#### Undocumented Students

There is no federal law preventing undocumented students from attending college. DCC does not – and will not – consider national origin or immigration status as a factor in admission. We encourage all students, including undocumented and Deferred Action for Childhood Arrivals (DACA) students graduating from U.S. high schools, to apply. Visit [www.hesc.ny.gov/dream](https://www.hesc.ny.gov/dream) for information about the NYS Dream Act.

After applying to DCC, use this checklist as a guide to help you register and prepare for classes the semester.

	<p><b>Submit Official Transcripts:</b> Request that your high school transcript, GED or HSE scores, AP or IB scores, and/or college transcripts be sent to the Dutchess Community College Admissions Office. Official high school transcripts may be sent electronically, mailed, or faxed to (845) 431-8605 if accompanied by an official cover sheet from the high school guidance office. If you have obtained a high school degree from a foreign institution, you will need to have an evaluation of your transcript by a NACES (National Association of Credential Evaluator Services) accredited organization. We recommend SpanTran (<a href="http://www.spantran.com">www.spantran.com</a>).</p>
	<p><b>Apply for Financial Aid (if applicable):</b> Students wishing to be considered for financial aid must complete the <a href="http://www.fafsa.gov">Free Application for Federal Student Aid (FAFSA) online (www.fafsa.gov)</a>. Upon completion of the FAFSA, New York state residents will be prompted to complete the <a href="#">Tuition Assistance Program (TAP) application</a> for consideration for New York state grants and scholarships. NYS residents should also consider applying for the <a href="#">Excelsior Scholarship</a>.</p>
	<p><b>Academic Placement:</b> If you are a new college student, you may be sent information about taking our placement test. <b>Students may have portions of this test waived based on high school or college grades.</b> For more information regarding testing dates or sample questions, visit <a href="http://www.sunydutchess.edu/testing">www.sunydutchess.edu/testing</a>. <b>Students who need testing accommodations must contact the Office of Accommodative Services at (845) 431-8055 prior to taking the placement test.</b></p>
	<p><b>Immunization Records:</b> Students taking six or more credits who were born after January 1, 1957 must submit proof of immunity to measles, mumps and rubella in order to attend classes. Failure to provide this information will result in you being withdrawn from classes prior to the start of the semester. Your records may be emailed to <a href="mailto:healthoffice@sunydutchess.edu">healthoffice@sunydutchess.edu</a> or faxed to (845) 431-8504.</p>
	<p><b>Apply for Housing (if applicable):</b> Students interested in living in our suite-style residence hall can learn more about this opportunity and access the housing application by visiting the Residence Life Link on their myDCC account. Please note that students who live outside Dutchess or Putnam County must have a final high school average of at least 75 (or a TASC score of at least 2800) in order to be eligible to live in the residence hall. The housing application will require you to submit payment (via credit card or e-check) of \$350 (\$50 nonrefundable application fee, \$300 security deposit) via myDCC.</p>
	<p><b>Meet with an Academic Coach:</b> Upon acceptance, students will be contacted by the Academic, Transfer &amp; Career Center. The advisement and registration process includes a meeting with an academic coach to review your program and schedule courses, visiting Financial Services and obtaining a student ID card from Security.</p>
	<p><b>Get your DCC ID card and parking permit:</b> Students may obtain these by bringing their schedule and photo ID to the Security Office (Room 114 – Student Services Center).</p>
	<p><b>Make arrangements for payment:</b> This will include either payment in full, enrollment in the DCC Payment Plan, or completion of the financial aid process (processed and authorized) by the published deadlines.</p>
	<p><b>Request final high school transcript with proof of graduation:</b> Final high school transcripts may be sent electronically, mailed, or faxed to (845) 431-8605 if accompanied by an official cover sheet from the high school guidance office.</p>
	<p><b>Attend a New Student Orientation:</b> You will receive an invitation to attend upcoming events on campus, visit the Bookstore website to research what books you will need for the upcoming semester.</p>
	<p><b>Provide Proof of NYS/County residency:</b> All NYS residents are required to prove their residency to be charged in-state tuition. <i>Certificates cannot be dated more than 60 days before the start of the semester and 30 days after the start of the semester.</i> Read the <a href="#">residency requirement</a> information to learn the necessary steps.</p>

**Be sure to use your myDCC email account for all communication with the college and check it often!**