

# 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 your billing statement on myDCC/QuikPay. 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!

To set up an appointment with our office please follow this link: <https://dutchesscommunitycollege5374.setmore.com>

### **PAYMENT**

There are two convenient ways to make your tuition payment:

- 1) Log on to myDCC at [my.sunydutchess.edu](http://my.sunydutchess.edu) with the username and password provided to you by the college. Select “Student Financial Services” in the upper left hand corner and then click the link in the Quickpay channel box. Then click “Make Payment” 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, you may do so by reaching out to the Academic, Career and Transfer Center (ACT) during regular business hours, Monday, Wednesday, Thursday 8:30a.m. to 3:30 p.m.; Tuesday 8:30 a.m. to 5:30 p.m. and Friday 10:30 a.m. to 3:00 p.m. (closed on Fridays during the summer). Students who wish to make schedule changes may also use web registration [my.sunydutchess.edu](http://my.sunydutchess.edu) to add or drop courses. The Zoom link is <https://sunydutchess.zoom.us/j/6745665684>. **Students should not appeal to instructors to enroll in classes.**

### **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 contact the Admissions Office at (845) 431-8010 or email [Admissions@sunydutchess.edu](mailto:Admissions@sunydutchess.edu). 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://fafsa.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). To set up an appointment with our office please follow this link: <https://dutchesscommunitycollege5374.setmore.com>.

### **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 email the Registrar's Office at [registrar@sunydutchess.edu](mailto:registrar@sunydutchess.edu).

Thank you,  
The Registrar's Office