A Student’s Guide To Online Registration
Students are urged to take the initiative in meeting early and regularly with their advisors and to take full advantage of the advisement services that are available.

**Advising Center**

- Located in **SSC-204**
- Hours: Monday-Thursday: 9-7
  Friday: 9-4
Register online for classes by logging into myDCC from the school’s website: http://www.sunydutchess.edu

Forgot your user name or password? Call the DCC Student Help Desk: 845-431-8000 ext (1547 or 1549) or visit them in the 2nd floor lobby of SSC.
How do I register online?

- You can register through the **Semester Tabs** on myDCC
- OR through **Banner Self-Service** in the **My Courses** tab on myDCC
- Steps to Online Registration:
  - Step 1. Look up Classes
  - Step 2. Check your registration status
  - Step 3. Register online using Add/Drop
  - Step 4. Pay online
  - Step 5. Purchase your textbooks
Using The Semester Tabs To Register

Click the semester tab at the top you want to register online for.

- Ex: Fall 2010!
Step 1: Looking Up Classes

- In the Step 1 box, click on the link: **Look up classes**

Step 1. Plan your schedule. Use the tools below to decide what classes you should take:
- Degree Evaluation
- Transcript
- Look up classes

- There are a variety of search options available. The most common way to search is by subject, instructor, day of the week, or time.
Step 1: Looking Up Classes

- You may see how many more seats are open in a course by viewing the Cap (maximum students), Act (enrolled students), and Rem (seats remaining) columns of a course entry.

- Under campus, D means the main campus. S means Dutchess South campus. A means it’s an online course and will usually say meeting time is TBA.

- Days: M=Monday, T=Tuesday, W=Wednesday, R=Thursday F= Friday, S = Saturday

- To see detailed information about a course, click the CRN (Course Reference Number, 4 digits in blue).

- You may view the course catalog entry by clicking the link in the detail view of a course.

- To quickly register for a course, click the checkbox next to the courses you wish to register for and select Register.

- Or simply write down all the CRNs of the classes you want to take and you will enter them in the Add/Drop form of step 3.
“NR” means that the online registration period for that class has ended. It is still open, but it’s either too late to register for that class OR if the class hasn’t started yet, you have to register in person in SSC-204.
- "NR" means that the online registration period for that class has ended. It is still open, but it’s either too late to register for that class OR if the class hasn’t started yet, you have to register in person in SSC-204.

- "C" means the class is full/closed. (Note: the seats remaining column is also 0)
Now that you know when these classes are available, you are ready to register!

But first! Check your registration status.

Return to the semester tab on myDCC, click Registration Status under Step 2.
Step 2: Registration Status

- Hopefully the next screen will look like this!

<table>
<thead>
<tr>
<th>Registration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ You have no Registration Time Ticket. You may register at any time.</td>
</tr>
<tr>
<td>✔ You have no Holds which prevent registration.</td>
</tr>
<tr>
<td>✔ Your Academic Standing permits registration.</td>
</tr>
<tr>
<td>✔ Your Student Status permits registration.</td>
</tr>
</tbody>
</table>

- If you do not have approved registration status, please contact the Registrar’s Office.
Now it’s time to **Register online using Add/Drop**.

Return to the semester tab on **myDCC**.

Choose **Add/Drop** under Step 3. (Make sure you are in the correct semester tab! Ex: If you want to register for Fall 2010 make sure you are in the Fall 2010! tab)
Step 3: Add/Drop Classes

- You will see your current class schedule (this will be empty if this is the first time you are registering in the selected semester) and the **Add Classes Worksheet**. If you know the CRNs (Course Reference Numbers) of the courses you wish to add, enter them in the worksheet and click Submit Changes.
- If you need to look up classes, click **Class Search**. You will be able to search using the same options as before under, “Look Up Classes” in Step 1.
- When you find a class you wish to register for, click the checkbox next to its name. You may check off multiple courses.
- When you are finished, choose **Register** to add selected courses immediately to your schedule, or **Add to Worksheet** if you have more courses to search for.
Step 3: Add/Drop Classes

- IMPORTANT: If you are taking a class that has a lab component, remember that you must register for both the lecture AND lab. If you do not register for both, you will be given a “link error.”

- When you are finished adding classes, click Submit Changes.

- **To drop a class**, use the drop-down menu in the “action” column of your schedule. If “drop” is listed, you may drop that course by selecting “drop” and clicking Submit Changes. If drop is not listed, please contact the Registrar’s Office.

- Be aware of prerequisites! If you have any difficulty during this process, please contact the Registrar’s Office.

<table>
<thead>
<tr>
<th>Add Classes Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRNs</strong></td>
</tr>
<tr>
<td>1389</td>
</tr>
<tr>
<td>1459</td>
</tr>
<tr>
<td>1249</td>
</tr>
<tr>
<td>1272</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Submit Changes</td>
</tr>
<tr>
<td>Class Search</td>
</tr>
<tr>
<td>Reset</td>
</tr>
</tbody>
</table>
Step 4: Pay Online

- Students who do not have financial aid or other deferments are required to make a minimum of a $50 deposit within 48 hours of registering to hold their classes.
- You can PAY ONLINE
- Or you can pay in person at Student Accounts (SSC-202).
Return to the semester tab on myDCC and Click on QuikPAY under Step 4.

Click Make Payment on the left-side menu.

Make sure you are paying for the correct term!

You can pay with eCheck or with a credit card.

  - For eCheck you need your bank’s routing and account number.
More on QuikPAY

- Pay attention to important announcements on the Message Board (QuikPAY homepage). **This is 1 of the only places you can see your A number!!!!**
- Payment Profiles
  - Allows you to set up your credit card or eCheck account so that you don’t have to enter the same information every time you make a payment
- Authorize Payers
  - Use this if you want to allow other people to access your account and make payments
- View Accounts
  - Account Status: the most up to date activity
  - Current Statement: the last hardcopy statement that was mailed, **might not reflect most current activity** (see Account Status)
  - Statement History: view your past statements online
Payment Plans

- In **QuickPAY** you can enroll in a payment plan
  - Arrange for monthly payments
  - Payments can be made automatically from your checking/savings account or by credit card
- Select **Make Payment** from the left side menu then click on the eCashier logo
- This allows you to budget your money so you don’t have to pay all at once
Step 5: Purchase Your Books Online

- You can now view a booklist for your classes online!
- Click the link in the “Step 5” box of the semester tab.
A new link will open to the DCC bookstore website.
Each book in the list will have the class information above it, including term, course number, and instructor.
You may buy the book immediately online by selecting “Add to Cart” or you can print the book list for future reference.
You can also view:

- **Academic Programs** link - a catalog description of every academic major at DCC, including degree requirements and suggested sequence of courses
Other resources in the semester tab

- You can also view:
  - Your unofficial transcript
Other useful resources in the semester tab

- You can also view:
  - Your grades
Other useful resources in the semester tab

- You can also view:
  - Your grades
Q: Where can I find my “A” number?

- Click on the “Student Life” tab on the myDCC homepage
Click on the “Student Life” tab on the myDCC homepage

Your “A” number will appear next to your name in the upper left hand corner.

- This is only visible in the Student Life tab!

You can also find your “A” number in the QuikPay link in the semester tab.
Getting Help

- A Student Help Desk is located in the 2nd floor lobby of the Jack and Llelanie Orcutt Student Services Center (SSC).
- DCC Help Desk: 845-431-8000 ext HELP (4357)
- Student Help Desk: 845-431-8000 ext (1547 or 1549)
- Email HelpDesk@sunydutchess.edu
- Registrar’s Office: SSC-201, 845-431-8020
- Financial Aid Office: SSC-104, 845-431-8030
- Student Accounts Office: SSC-202, 845-431-8060
Frequently Asked Questions

- How do I choose the right lab for my lecture course?
  - Register for the lecture and one of the labs that is listed right below the lecture.
- How do I look for a class that meets on Thursday?
  - An "R" in the day column means the course meets on Thursday.
- How do I find my "A" number?
  - Select the QuikPAY link to view your "A" number. Or click on the Student Life tab on myDCC. It should appear next to your name in the upper left hand corner.
- What does the error: Link course required (Lab) mean?
  - It means that you didn't select a lecture or you selected the wrong one.
- How do I find out how much I owe?
  - Select the QuikPAY link and then select the Make Payment link.
- What does the error: Prerequisite and Test Score mean?
  - You will need to go to the Registrar office to correct this error.
- What does the error: Link course required (Lecture) mean?
  - It means that you didn't select a lab or you selected the wrong one.
Unsure of what classes you should take?

- View the following slides if you are not sure what courses you need to complete for your major.
Perform a **Degree Evaluation**.

- A degree evaluation lets you view your progress towards graduation. You can view classes you have taken and how they fit into your program, and see which classes you have left to take.

- Click on the **Degree Evaluation** link under Step 1 on the semester tab.
Performing a Degree Evaluation

- Your current curriculum information will be listed on the next screen, including your program.

  ![Curriculum Information Table]

- To continue, click **What-If Analysis** at the bottom of the screen.
- You will be asked to select an entry term. This should be the semester and year that you declared your major. If you are unsure what term it was, or if your entry term is not listed as an option, select the current term (Fall 2010).
Performing a Degree Evaluation

After you have selected the entry term, choose your current program from the list, or choose any program at the college you wish to evaluate.

Choose your current program again from the First Major menu. If you have a concentration, choose Add More and select your concentration. Otherwise, click Submit.

Choose your evaluation term. (The current term.) And Hit Generate Request
Performing a Degree Evaluation

Choose **general requirements** to see a table of your progress through your chosen program.

Each section will list:

- courses you have taken that fulfill that requirement,
Choose **general requirements** to see a table of your progress through your chosen program.

Each section will list:

- courses you have taken that fulfill that requirement,
- how many credits are required in that area,
Choose **general requirements** to see a table of your progress through your chosen program.

Each section will list:

- courses you have taken that fulfill that requirement,
- how many credits are required in that area,
- and if that requirement is met or not met.

**Area:** Core Requirements (16,000 credits) - Met

- ENG 101, ENG 102, BHS 103, WFE 101, CPS 100 or CLP 101
- and select one course from the following: HIS 104, HIS 108, HIS 121 or GOV 121
- 3.000 A 200609 - BHS 103 SOCIAL PROBLEMS IN TODAY’S WRLD
- 1.000 A 200609 - CPS 100 COMPUTER SCIENCE INTRO SEMINAR
- 3.000 B- 200609 - ENG 101 COMPOSITION I
- 3.000 T 200609 - HIS 121 AMERICAN NATIONAL EXPERIENCE
- 3.000 A 200701 - ENG 102 COMPOSITION II
- 3.000 B 200701 - WFE 101 LIFETIME WELLNESS AND FITNESS

**Area:** Social Sciences (9,000 credits) - Not Met

Select courses from a minimum of two different subject areas:

- 3.000 T 200901 - PSY 111 PSYCHOLOGICAL PRINCIPLES I
- 3.000 T 200901 - PSY 221 CHILD & ADOLESCNT DEVLPMT
Previous Evaluations allows you to see every evaluation you have previously performed.

View Holds allows you to see if there are any holds on your record to prevent you from registering.

Generate New Evaluation is a faster version of What-if Analysis. It performs a degree evaluation on your registered program without you having to enter in as much information. *If you have changed your major this may not be reflected accurately in the system so use the What-If Analysis instead.
In myDCC go to the **My Courses** tab

Under **Banner Self Service** click on the **Financial Aid** folder

Here you can:

- Check your **Status**
- Check your **Eligibility** (holds, requirements, etc.)
- See your **Award**
- **Email** the DCC financial aid office
- Under **General Financial Aid**:
  - Download forms/applications
  - Access links to important external financial aid websites
Financial Aid Status for Award Year 2008-2009

The following information is based on your status as a Full Time Resident student receiving financial aid for the Fall-Spring Semesters.

Your estimated cost of attendance is $10,617.00.
You have been awarded financial aid which totals $7,606.00.
Based on your academic transcript, the status of your academic progress is Good Standing / Eligible as of Spring 2009.
You have financial aid credits which appear within your account summary.
View your financial aid history.

- If you have any questions during this process, contact the Financial Aid office
Instead of the semester tabs, you may also register online using **Banner Self-Service**.

To access **Banner**:  
- Click on the **My Courses** tab  
- Open the **Banner Self-Service** folder  
- Open the **Student** folder  
- Open the **Registration** folder  
- You will see options to **Add or Drop Classes**, **Look Up Classes**, check your **Registration Status**