A Student’s Guide To Online Registration
Students are urged to meet early and regularly with their advisors to take full advantage of our available advisement services.

You **must** be a student for one full semester before you can register online.

**Advising Center**

- Located in **SSC-201**
- Hours: Monday-Thursday: 9-7
  Friday: 9-4
Where do I go to register online?

- Register online for classes by logging into **myDCC** from the school’s website: [http://www.sunydutchess.edu](http://www.sunydutchess.edu)

- Forgot your user name or password? Call the **DCC Student Help Desk**: 845-431-8000 (ext. 4357) or visit them on the 1st floor of CBI
How do I register online?

- On myDCC, you can register through **Semester Tabs** or **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 classes using Add/Drop
  - Step 4. Pay online
  - Step 5. Purchase your textbooks
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 back in the Semester Tab, click **Look up classes**.

- There are many search options available. You can search by subject, instructor, day of the week, or time.
Step 1: Looking Up Classes

- You can see how many 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 CMP (Campus), D is the main campus and S is the 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

- Click the CRN (Course Reference Number, 4 digits in blue) to see detailed information on that course.
  - You can view the course’s catalog entry by clicking on “View Catalog Entry” after clicking on the CRN.

- To quickly register, check the box next to the courses you want, and select Register.

- Or you can write down all the CRNs of the classes you want, and enter them in the Add/Drop form of Step 3.
“NR” means the online registration period for that class has ended. It is still open, but it’s too late to register for that class. You have to register in person in SSC-201.
“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)
Step 2: Check Your Registration Status

- Before you look up the classes you want, check your registration status.
- Click Registration Status under Step 2 in the Semester Tab.
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 at 845-431-8020.
Step 3: Register online using Add/Drop

- Now it’s time to Register 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 the Fall of 2010, make sure you click the Fall 2010 tab)
Step 3: Add/Drop Classes

- You will see your current class schedule (this will be empty if it’s the first time you’re registering in the selected semester) AND the **Add Classes Worksheet**. If you know the CRNs (Course Reference Numbers) of your classes, add them in the boxes and click **Submit Changes**.
- Click **Class Search** to Look Up Classes again. When you find the class you want, click the checkbox next to it. You may check off multiple courses.
- When you’re done, click **Register** to immediately add the selected courses to your schedule, or **Add to Worksheet** if you have more courses to search for.
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. Click “Drop” and “Submit Changes” to drop that course. If “Drop” isn’t 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.
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 pay in person at Student Accounts (SSC-202).
Click on **QuikPAY** under Step 4 back in the Semester tab on myDCC.

Click **Make Payment** on the left-side menu.

**Make sure you are paying for the correct term!**

You can pay with an eCheck or credit card.

- For an eCheck, you need your bank’s routing and account number.
Pay attention to important announcements on the **Message Board** (on the QuikPAY homepage). *This is one of the only places you can see your A number besides the Student Life tab on myDCC.*

**Payment Profiles** allows you to set up your credit card or eCheck account so you don’t have to enter the same information every time you make a payment.

**Authorize Payers** lets you allow other people to access your account and make payments.

**View Accounts**
- **Account Status:** The most up-to-date payment 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
In **QuickPAY** you can enroll in a payment plan to:
- Arrange for monthly payments
- Automatically make payments from your checking/savings account or 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.
Step 5: Purchase Your Books Online

- 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
Q: Where can I find my “A” number?

- 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.
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
 Primary Curriculum
 Program: Liberal Arts & Sci-Humanities
 Catalog Term: Spring 2009
 Level: Credit
 Campus: DCC
 College: Dutchess Community College
 Degree: Associate in Arts
 First Major: Liberal Arts & Sci-Humanities
 Department: History, Government & Economic
```

- 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.
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.

- **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

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.
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.
How can I check my financial aid?

- 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
### Banner Self-Service Help for Students

**Welcome to Banner Self-Service**, the online tool that connects you to your student records including schedules, financial information and grades. [Click here for a Banner Self-Service Student Help File](#) covering Banner functions available for students. To access Banner Self-Service, click on the Banner Self-Service link below.

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#### Banner Self-Service

- Banner Self-Service
- Personal Information
- Student
- Admissions
- Registration
  - Select Term
  - Add or Drop Classes
  - Look Up Classes
  - Change Class Options
  - Week at a Glance
  - Student Detail Schedule
  - Registration Fee Assessment
  - Registration Status
  - Update Student Term Data
  - Active Registration
  - Registration History
  - Concurrent Student Schedule
  - Application Fees Summary
- Transcript

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#### View your schedule

**Student Grades**

**Spring 2009**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Course Title</th>
<th>Midterm</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>1256</td>
<td>DAN</td>
<td>247</td>
<td>PERFORMANCE &amp;</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>APPLIED DANCE IV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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#### Academic Profile

No Data Found for Curriculum

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#### Advisors

- Select Another Term
- Go

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#### DCC Academic Objectives

DCC’s Academic Objectives were developed to ensure that students in all courses and programs are exposed to core skills and understandings. The Dutchess Community College Academic Objectives are to:

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[Link to more information](#)
Getting Help

- The Student Help Desk is located on the 1st floor of the Center for Business and Industry
- DCC Help Desk: 845-431-8000 ext HELP (4357)
- Email HelpDesk@suny dutchess.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