Dear Registrant:

We are pleased that you have registered at Dutchess Community College.

**Don’t Lose Your Seat!**

Beginning with Fall 2015 registration, no deposit is required – but students must pay in full by certain deadlines or they will automatically be dropped from classes – see Payment FAQ packet. 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 stop by Student Accounts (SSC 202), visit myDCC “Student Financial Services” tab, or call (845) 431-8060 if you have any questions!

**PAYMENT**

There are convenient ways to make your tuition payment:

1) at the Student Accounts Office SSC Room 202, 8:00 a.m. – 5:00p.m., Monday – Friday or at DCC South (845) 790-3610, 8:00 a.m. – 9:00p.m., Monday – Thursday and 8:00 a.m. – 5:00p.m Friday.

2) log on to myDCC at mydcc.sunydutchess.edu with the username and password provided to you by the college. Select the tab marked “Student Financial Services” and click QuikPay channel box. 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.

3) by mail to Student Accounts Office, Dutchess Community College, 53 Pendell Road, Poughkeepsie, NY 12601. If you need further information, call 431-8060, or email Student-Accounts@sunydutchess.edu.

**TO ADD OR DROP COURSES**

If you need to add or drop courses, you may do so by coming to the Academic Advisement Center during regular business hours, Monday, Wednesday, Friday 9:00 a.m. to 4:00 p.m.; Tuesday and Thursday 9 a.m. to 12:00 p.m. and 2:00 p.m. to 6:00 p.m. CLOSED 12:00 p.m. to 2:00 p.m. New students cannot make schedule changes using web registration. New Students who wish to make schedule changes must do so in person in the Academic Advisement Center. Continuing students may use web registration mydcc.sunydutchess.edu to add or drop courses. Please see the credit class student calendar for semester deadlines.

**PLACEMENT TEST FOR ENGLISH 101** -- if you plan to enroll for English 101, you will need to take a placement test unless you have already fulfilled the prerequisites. The testing schedule can be viewed on the web by clicking the Testing Schedule link in the left menu at www.sunydutchess.edu/academics/academic_services/. You will need the Placement Test Referral Form. You must complete and pass the test before your registration for this course can be finalized. Alternate testing to accommodate disabilities is available by appointment through Office of Accommodative Services, (845) 790-3631.

**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 in the Financial Aid Office, SSC Room 104, (845) 431-8030. For more information, see www.sunydutchess.edu/financial.

**DOUBLE CHECK YOUR CLASSROOMS ON THE WEB!**

As the start of the semester draws closer, check your schedule for possible room changes. Visit www.sunydutchess.edu, click the myDCC link in the top right corner and log in with the username and password provided to you by the college. Click the “My Courses” 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 call the Registrar's Office at 431-8020, or e-mail registrar@sunydutchess.edu.

Thank you,
The Registrar's Office