

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

	<p>Submit Official Transcripts: 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 (www.spantran.com).</p>
	<p>Apply for Financial Aid (if applicable): Students wishing to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA) online (www.fafsa.gov). Upon completion of the FAFSA, New York state residents will be prompted to complete the Tuition Assistance Program (TAP) application for consideration for New York state grants and scholarships. NYS residents should also consider applying for the Excelsior Scholarship.</p>
	<p>Academic Placement: If you are a new college student, you may be sent information about taking our placement test. Students may have portions of this test waived based on high school or college grades. For more information regarding testing dates or sample questions, visit www.sunydutchess.edu/testing. Students who need testing accommodations must contact the Office of Accommodative Services at (845) 431-8055 prior to taking the placement test.</p>
	<p>Immunization Records: 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 Failure to provide this information will result in you being withdrawn from classes prior to the start of the semester.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 healthoffice@sunydutchess.edu or faxed to (845) 431-8504.</p>
	<p>Apply for Housing (if applicable): 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>Meet with an Academic Coach: Upon acceptance, students will be contacted by the Academic, Transfer & 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>Get your DCC ID card and parking permit: Students may obtain these by bringing their schedule and photo ID to the Security Office (Room 114 – Student Services Center).</p>
	<p>Make arrangements for payment: 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>Request final high school transcript with proof of graduation: 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>Attend a New Student Orientation: 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>Provide Proof of NYS/County residency: 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 residency requirement 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!