



COLLEGE ENROLLMENT CHECKLIST

SUNY Dutchess Community College

This checklist will provide you with all the steps you'll need to take to successfully enroll in college. As you complete each task in the sections below, mark it completed using the checkbox, to keep yourself on track. In addition to using this guide, make sure that you regularly check your mail, college email address, and college school portal account over the summer.

SUNY Dutchess Community College Resources

Check out this Admissions Checklist:
https://www.sunydutchess.edu/admissions/become_a_student/admissions_checklist.html

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You can check your application status on the SUNY Portal https://www.suny.edu/applysuny or by calling the SUNY Application Services Center at 800.342.3811.	Contact Info 845.431.8010 admissions@sunydutchess.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit A deposit may required at the time of registration to complete the process. See https://www.sunydutchess.edu/admissions/financial_aid/ for more information.	Contact Info 845.431.8060 admissions@sunydutchess.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your college email account at myDCC. Check this account daily since important information will be communicated. For more information, see http://www.sunydutchess.edu/assets/intromydcc.pdf .	Contact Info 845.431.8000 ext.4357 helpdesk@sunydutchess.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams If you are a new college student, you will be sent information about taking our placement test. Students who have successfully completed college-level English and/or math or received certain scores on the SAT or ACT may have portions of this test waived. You are strongly encouraged to review the testing schedule, waiver information, and sample questions prior to taking the exam. See https://www.sunydutchess.edu/academics/academicsupport/ast/placement_testing/index.html for more information. TESTING ACCOMMODATIONs: Students in need of testing accommodations who only need extended time, may take the computerized test for English, reading and mathematics course placement without prior authorization from the Office of Accommodative Services (OAS). For all other tests and accommodations, contact OAS at 845-431-8055 for information regarding documentation requirements.	Contact Info 845.431.8090	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/>	Submit Forms and Attend Orientation/ Summer Programs If you were accepted to the Education Opportunity Program, you need to call them to make sure that you do not need to provide any additional information and to find out when the summer program begins. For additional information, see https://www.sunydutchess.edu/academics/academicsupport/opportunityprograms/educationalopportunityprogram/eopservices.html	Contact Info Doris Diaz-Kelly 845.431.8039 diazkell@sunydutchess.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/>	Accept Financial Aid/ Set Up Payment Plan If you have loans or additional scholarships, you may need to accept your financial aid package online. See https://www.sunydutchess.edu/admissions/financial_aid/ for additional information. If you are not sure if you need to accept financial aid, or if you believe that there is a mistake with your financial aid, go to the Financial Aid Office as soon as possible.	Contact Info 845.431.8030 Financial-aid@sunydutchess.edu	Deadline/Notes
<input type="checkbox"/>	Complete Entrance Counseling/ Sign MPN If you are taking out any federal loans for college, you will need to complete entrance counseling and sign your Master Promissory Note (MPN) before their loans are disbursed. Entrance counseling and signing the MPN can be completed at www.studentloans.gov .	Contact Info 845.431.8030 Financial-aid@sunydutchess.edu	Deadline/Notes
<input type="checkbox"/>	Check for Verification SUNY Dutchess may email you a verification form to verify the information from your FAFSA. The college will not be able to distribute your financial aid until you submit the required documents. Complete the verification form and also log into your FAFSA to use the IRS link to transfer your family's updated tax forms. If it doesn't work online you will need to request a copy of your tax transcript at www.irs.gov . See https://www.sunydutchess.edu/admissions/financial_aid/ for more information and for downloadable forms.	Contact Info 845.431.8030 Financial-aid@sunydutchess.edu	Deadline/Notes
<input type="checkbox"/>	Complete Residency Form All NYS residents are required to prove their residency to be charged in-state tuition. Certificates cannot be dated more than 60 days before the start of the semester and 30 days after the start of the semester. For additional information, see https://www.sunydutchess.edu/admissions/tuition/residencyrequirements.html	Contact Info 845.431.8060 admissions@sunydutchess.edu	Deadline/Notes



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ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma Immunizations must be provided before the beginning of classes. For more information, see https://www.sunydutchess.edu/assets/ImmunizationRecordRev.pdf Submit your diploma to the Admissions Office as soon as possible.	Contact Info 845.431.8075	Deadline/Notes
<input type="checkbox"/> Register for Classes Students are able to register online (through their myDCC account), in person, by mail, or by fax. See http://www.sunydutchess.edu/admissions/registration/howtoregister.html for more information.	Contact Info 845.790.3610	Deadline/Notes
<input type="checkbox"/> Follow-Up on Individual Education Plan If you had an individualized education plan (IEP) in high school, you should schedule an appointment with the Office of Accommodative Services to determine what supports are available at SUNY Dutchess. For more information, see https://www.sunydutchess.edu/academics/accommodative/guidelines.html	Contact Info 845.431-8055 accommodativeservices@sunydutchess.edu	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit Before you can get your dorm assignment, you may need to complete a housing deposit (often paid when the tuition deposit is due) and a housing questionnaire filled out. See https://www.sunydutchess.edu/studentlife/campushousing/index.html for more information.	Contact Info 845.790.3676 studenthousing@sunydutchess.edu	Deadline/Notes
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FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class The first day of class is in late August. Take a look at the academic Calendar: https://www.sunydutchess.edu/academics/academiccalendar.html	Contact Info	Deadline/Notes
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SPONSORS:

BOTTOM LINE	COLLEGE BOUND INITIATIVE	COLLEGE NOW
GODDARD RIVERSIDE COMMUNITY CENTER	GRADUATE NYC!	IMENTOR
LINCT FOR SUCCESS	NEW SETTLEMENT APARTMENTS	THE URBAN ASSEMBLY

