

## Applying as a College Connections Student at DCC

While following this process, please be sure to read all instructions on each part of the application. If you need help, please contact your High School Guidance Counselor.

1. To apply as a College Connections student at DCC, first go to the DCC webpage at [www.sunydutchess.edu](http://www.sunydutchess.edu) and click on the Apply link at the top of the page.
2. Once you enter the application system, you will be asked to create a first-time account. Click on the link at the bottom of the page to continue.

[HELP](#) [EXIT](#)

### Admissions Login

 We are pleased that you are applying to Dutchess Community College. If you are returning to complete your application or check your application status, please enter your Login ID and PIN and then select login. If you are visiting this page for the first time, please click on the First time user account creation link below the submit button to get started. Be sure to write down your Login ID and PIN when you create your account.

For more information, please feel free to contact us at (845) 431-8010

Login ID:

PIN:

[First time user account creation](#)

[Return to Homepage](#)



3. You will be asked to create a login ID and PIN to apply at DCC. Please read the criteria carefully and write down your login and PIN when it is created.

 Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

[Return to Homepage](#)



- Next, you will choose your application type. Please choose X-College Connections.

[HELP](#) [EXIT](#)

### Select an Application Type

---

 To Apply for Admissions, first select the Application Type you want to complete.  
Students who are not interested in receiving a degree or financial aid from Dutchess Community C

**Application Type:**  

---

[Return to Homepage](#)

**RELEASE: 8.7.1**

© 2015 Ellucian Company L.P. and its affiliates.

- Next, you will choose your admission term and enter your full name. For admission term, please choose the semester you wish to start taking classes at DCC.

[HELP](#) [EXIT](#)

### Apply for Admissions

---

 Select an Admission Term and enter your name.

\* - indicates a required field.

**Application Type:** X-College Connection (HS Only)

**Admission Term:\***   Choose the semester you want to start taking classes.

**First Name:\***

**Middle Name:**

**Last Name:\***

---

[Return to Application Menu](#)

- Once you have entered this information and clicked “Fill Out Application” at the bottom, you will be brought to the Application Checklist. You can fill out the checklist in any order by clicking on the section you wish to complete.

## Application Checklist

---

Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

Select Application is Complete when you have completed the application. Select Finish Later if you would like to finish your application later.

 Name	 High School
 Mailing Address and Phone	 Additional Information
 Personal Information	

[Have a Question?](#)

---

RELEASE: 8.7.1

- Each area of the application has detailed instructions – please make sure you read them carefully! **Any question marked with a red star is required to be completed.** Other questions should be completed to the best of your ability. You may come back and complete the application later if you wish by clicking the “Finish Later” button at the bottom of the checklist.
- Once all required information in each area is completed, the blue circle before each section will turn into a checkmark.

## Application Checklist

---

Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

Select Application is Complete when you have completed the application. Select Finish Later if you would like to finish your application later.

 Name	 High School
 Mailing Address and Phone	 Additional Information
 Personal Information	

[Have a Question?](#)

---

RELEASE: 8.7.1

9. When you are ready to submit your application, click “Application is Complete.” You will then need to agree to the admissions agreement. Please be sure to read the information carefully before selecting “I agree to the terms.”

## Admissions Agreement

---

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.

**I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.**

[I agree to the terms](#)

[I do not agree](#)

---

**RELEASE: 8.7.1**

10. Once you accept the agreement, you are presented with a confirmation screen. This will inform you if your application has been successfully completed, or if there are errors. Please read it carefully. The confirmation screen will also give you your student number, or A-number. It should look similar to the following:

*Dear <FIRST\_NAME>:*

*We are pleased that you applied as a College Connection student at DCC. This application is your initial step towards enrolling in this program. Your HS guidance counselor(s) will assist you throughout the rest of this process.*

*Your DCC student ID number is \_\_\_\_\_. Please write this number down or print this page as you will need it when you register for classes.*

*Please be aware that by completing the application, you are affirming that you meet the entry requirements--that you are at least 16 years old or completed your sophomore year.*

*Sincerely,  
The Registrar's Office*

11. You may log back in to check the status of your application by going to [www.sunydutchess.edu](http://www.sunydutchess.edu) and clicking apply, then logging back in with your Login ID and PIN you created earlier.

Again, if you need any assistance with your application, please contact your High School Guidance Counselor.