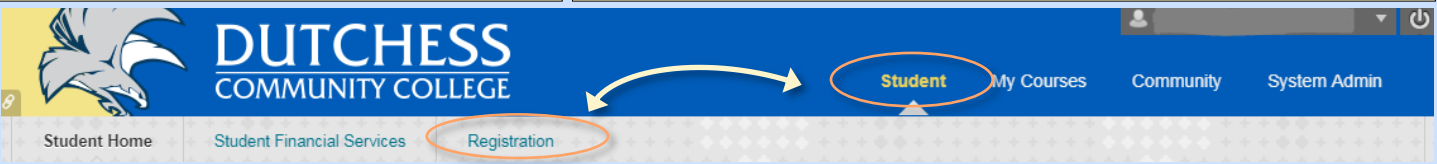


HOW TO WEB REGISTER (Step-by-Step)

1. Log onto your MyDCC at my.sunydutchess.edu.

2. From the "Student" tab click on the "Registration" sub-tab on the left.



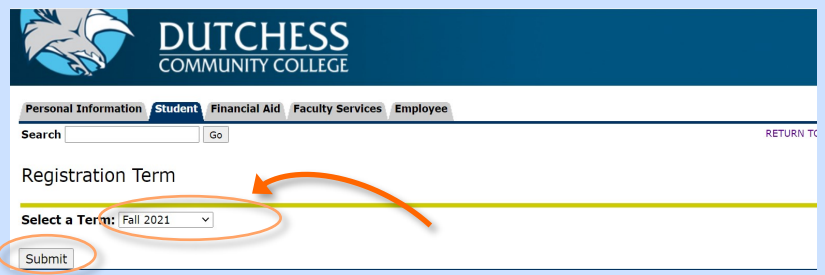
3. Under "Registration Step-by-Step" click on "Register for courses or Add/Drop".

Registration Step-by-Step

Are you ready to register for the next semester? Follow these steps to make your experience as quick and painless as possible!

- Plan your schedule. Use the tools below to decide what classes you should take.
 - [Degree Works 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.
 - [Transcript](#) - Your Academic transcript will give you a list of courses you've taken, along with the grades you received. Click the Transcript link, then click submit to view your transcript.
 - [Look Up Classes](#) - Looking up classes beforehand will help you decide if a certain class will fit in your schedule. It will also let you know how many seats are still available in the class. For more information, [click here](#).
- Check your registration status.
 - [Registration Status](#) - Be sure to check your registration status before attempting to register. If you have any holds on your records you must take care of them before you will be allowed to register.
- Register for classes online.
 - [Register for courses or Add/Drop](#) - Please [click here](#) for more information about adding and dropping courses online.

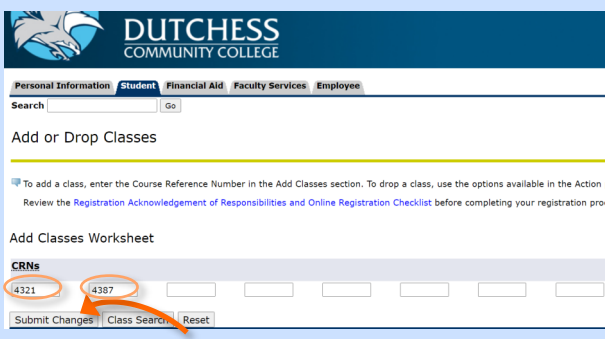
4. Select **Fall 2021** from the drop-down menu. Then click submit.
Do NOT use the Search box at the top of the page



QUICK NOTES

- Disregard the link for payment to DCC.
- If you get an error message when registering, contact your teacher.
- Note that your full-year DCC courses will not appear on your Spring schedule. They are listed as Fall classes on DCC transcript.
- You can register between **August 16th and September 18th**

5. Enter the 4-digit Course Reference Number/s (CRN/s) provided by your teacher/s. Then click "Submit Changes". Enter one CRN per box.



6. If you have successfully registered, the screen should look like this.

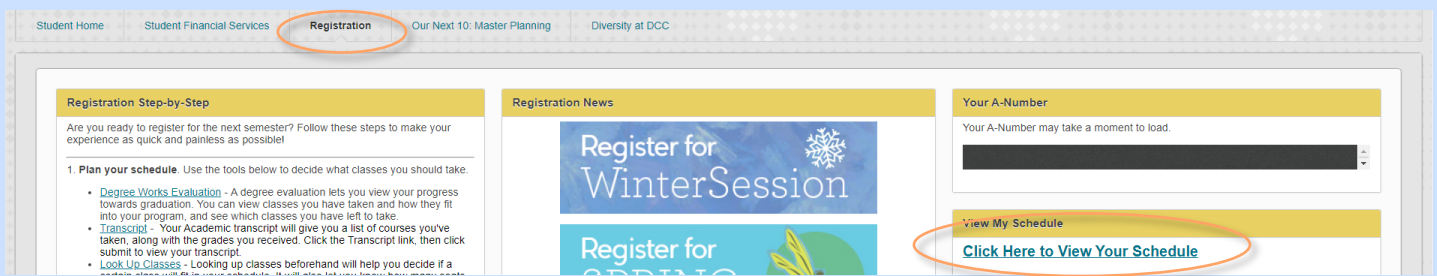
To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down menu. Review the [Registration Acknowledgement of Responsibilities and Online Registration Checklist](#) before completing your registration process.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered**	on Jun 16, 2021	None	4321	ENG	101	9L1	Credit 3.000	Standard	Letter	COMPOSITION I
Web Registered**	on Jun 16, 2021	None	4387	SPA	201	9L1	Credit 3.000	Standard	Letter	INTERMEDIATE SPANISH I

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Jun 16, 2021 01:16 pm

7. Return to the registration tab and click "view your schedule" to verify your course selections.



8. Make sure the courses, location and instructors are correct. If you registered for the wrong class, go back to screen #6 and "Delete/Drop" class in the "Action" dropdown menu and submit changes.

CRN	Course	Course Title	Campus	Credits	Level	Course Mode	Start Date	End Date	Days	Time	Location	Instructor
4321	ENG 101	9L1 COMPOSITION I	High School	3.000	CR	TR	Sep 08, 2021	Jan 21, 2022		TBA	Our Lady of Lourdes High Sch	Soitis
4387	SPA 201	9L1 INTERMEDIATE SPANISH I	High School	3.000	CR	TR	Sep 08, 2021	Jan 21, 2022		TBA	Our Lady of Lourdes High Sch	Daly
Total Credits:				6.000								