

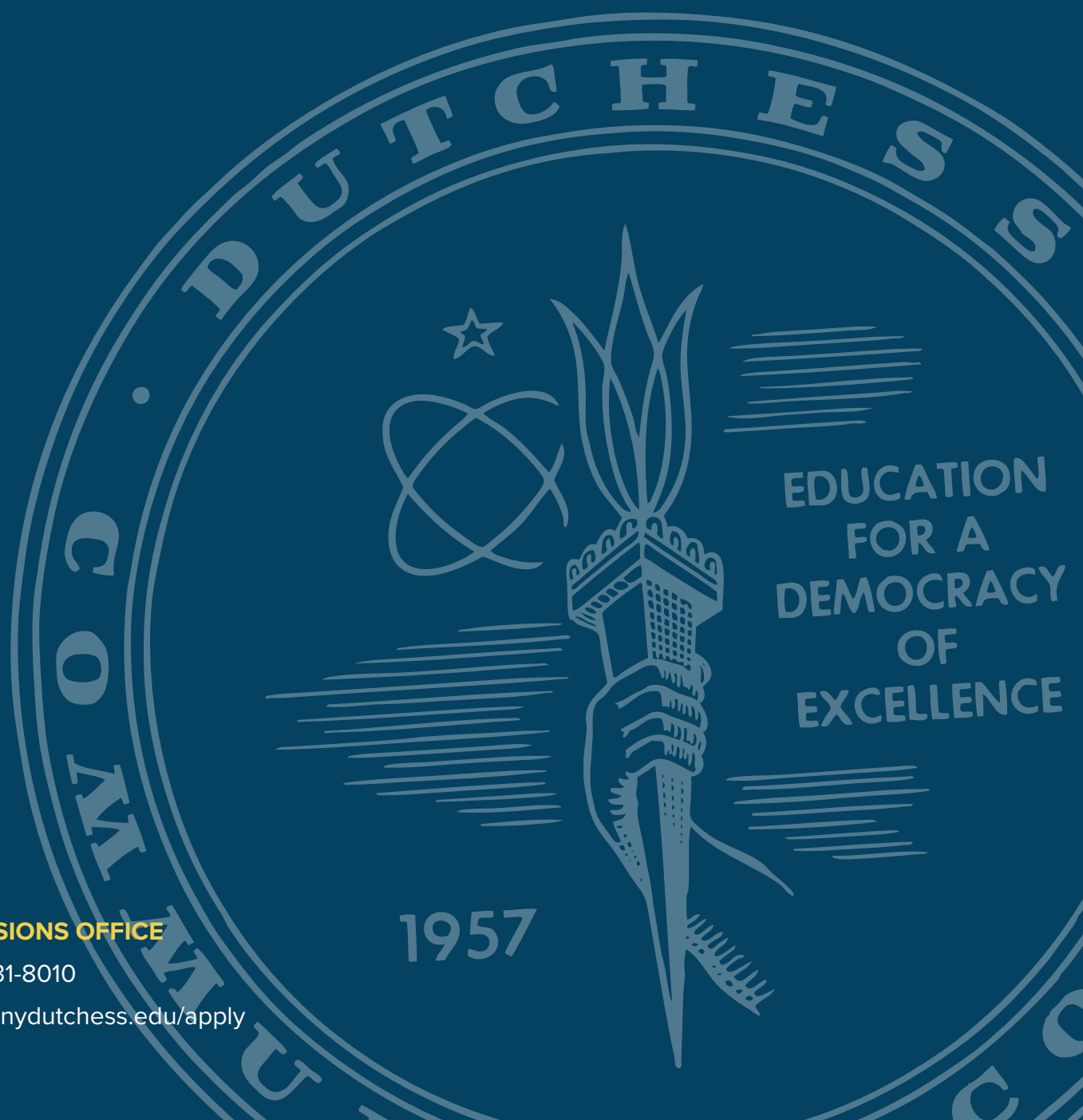
2020

Admission Application

ADMISSIONS OFFICE

(845) 431-8010

www.sunydutchess.edu/apply



Message from the Director of Admissions

We're pleased that you're considering attending Dutchess Community College. Whether you're interested in coming to DCC for an affordable, supportive start on the first two years of a bachelor's degree, or to pursue a career after earning an associate degree or certificate, our faculty and staff are committed to helping you achieve your goals.

This is a great time to attend DCC! We offer over 40 programs and a lively, engaging, collaborative campus community rich with opportunities for personal and academic growth. We just introduced a new Public Health degree and Minor in Honors Studies last year and have more academic programs coming next fall. We also are opening a new state-of-the-art site in Fishkill in 2020.

In addition, tuition at DCC is the lowest in the state, making us an affordable option in higher education. Using DCC as the foundation for a bachelor's degree, our graduates have saved tens of thousands of dollars and continued on to prestigious colleges and universities nationwide. Classes that prepare you for your future; clubs, activities and intercollegiate sports teams that provide an enjoyable college experience; all at an affordable cost. That's the DCC difference!

To learn more, visit sunydutchess.edu/admissions — and be sure to visit campus for an information session and tour. You may also call (845) 431-8010 or email us at admissions@sunydutchess.edu.


Michael C. Roe

Full-Tuition Scholarship

Dutchess Community College is pleased to offer the Charles E. and Mabel E. Conklin Scholarship for Academic Excellence to Dutchess County students who graduate in the top 10% of their class. The scholarship offers two years of full tuition to qualifying students. You may qualify for this scholarship if:

- You are a Dutchess County resident graduating in June from a New York state approved high school in Dutchess County, New York or a high school designated by New York for Dutchess County residents;
- Your rank, as calculated by your high school, is in the top 10% of your graduating class. Your high school must calculate your grade point average on the basis of your high school career through the 12th grade, mid-year point.
- You place into college-level English and math.

The deadline to apply is July 15. Call the Admissions Office at (845) 431-8010 to obtain an application for the Conklin Scholarship or go to www.sunydutchess.edu/admissions.

Live on Campus

On-campus housing is available for full-time students. Conklin Hall's fully furnished suites include two bathrooms, a living room and kitchenette. Students from counties other than Dutchess and Putnam must have a high school average of at least 75 in order to be eligible to live in the residence hall. Those who do not meet the academic requirements may attend DCC but not live on campus until completing at least one full-time semester and demonstrating satisfactory progress. Transfer students must have a 2.0 GPA to be considered for housing.

For more information visit www.sunydutchess.edu/reslife, email studenthousing@sunydutchess.edu, or call (845) 790-3676.

Admissions Checklist

Follow the steps below:

☐ **Submit Your Admissions Application:** You may apply using our paper application or online at www.sunydutchess.edu/apply. Once we receive your application, you will receive a letter with a checklist of any missing items that need to be provided in order for your application to be complete. This letter also will include your myDCC user name and password.

Are you unsure about your academic major or career plans?

If yes, call (845) 431-8600 to make an appointment to meet with a career coach in the ACT Center.

☐ **Submit Transcripts:** Request that your high school transcript, GED or HSE scores, AP scores and/or college transcripts be sent to the Dutchess Community College Admissions Office. Official high school transcripts may be mailed or faxed to (845) 431-8605 if accompanied by an official cover sheet from the high school guidance office.

☐ **Apply for Financial Aid:** Students wishing to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. A student can apply for the New York State Tuition Assistance Program (TAP) by completing the application at www.tapweb.org. NYS residents also should complete the Excelsior Scholarship application.

☐ **Take Placement Test:** If you are a new college student, you will be sent information about taking our placement test. Students may have portions of this test waived based on high school or college grades.

☐ **Apply for Housing:** Students interested in living in our suite-style residence hall should visit www.sunydutchess.edu/reslife to learn more about this opportunity and when to apply online, using your myDCC account.

☐ **Meet with an Academic Coach:** Upon acceptance, students will be contacted by the ACT Center. The advisement and registration process includes meeting with an Academic Coach to review your program and schedule courses, visiting Financial Services and obtaining a student ID card from Security.

☐ **Request Immunization Records:** Students taking six or more credits who were born on or after January 1, 1957 **must submit proof of immunity to measles, mumps and rubella in order to register for classes.** Your records may be faxed to (845) 431-8504.

OFFICE OF ADMISSIONS

Orcutt Student Services Center

Phone: (845) 431-8010 | Fax: (845) 431-8605

admissions@sunydutchess.edu

www.sunydutchess.edu/admissions

If you have any questions concerning any part of this application or DCC's Admissions procedures, contact the Admissions office: **Telephone: (845) 431-8010 • TTY#: (845) 431-1906 • admissions@sunydutchess.edu**

PERSONAL INFORMATION

1. Legal Name LAST FIRST MIDDLE

If you have academic records under another name, please indicate: FORMER NAME

2. Social Security Number* - - 3. Date of Birth / /

**Students without a social security number may skip this question.*

4. Permanent Address: HOUSE # STREET NAME APT #

CITY STATE ZIP COUNTY COUNTRY (IF NOT U.S.)

Mailing Address: HOUSE # STREET NAME APT # PO BOX

If different from above. CITY STATE ZIP COUNTY COUNTRY (IF NOT U.S.)

5. Telephone: Cell - - Home - -

☐ Please text me with important DCC updates and reminders.

6. Email

7. If you are under 21 years of age: Parent/Guardian's Name:

Parent/Guardian's Email:

8. Gender: ☐ Male ☐ Female

9. Are you a U.S. citizen? ☐ Yes ☐ No If no, country of citizenship:

If no, are you a permanent resident? ☐ Yes ☐ No If no, are you intending to attend DCC on a student visa? ☐ Yes ☐ No

10. What is your native language?

11. Are you Hispanic/Latino? ☐ Yes ☐ No
If yes, what is your background (select one): ☐ Central American ☐ Cuban ☐ Dominican ☐ Mexican
☐ Puerto Rican ☐ South American ☐ Other Hispanic/Latino

12. What is your race? *Select one or more*
☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

13. Do one or more of the following apply to you?
You are or were in foster care at any time after the age of 13; you are an orphan who was not adopted before the age of 13. ☐ Yes ☐ No

14. Military status: ☐ Active Military Duty ☐ Dependent of Active Duty ☐ Dependent of Veteran ☐ National Guard or Active Reserve
☐ Veteran ☐ Other:

DCC INFORMATION

15. Are you applying for full-time or part-time study? ☐ Full-time (12+ credits) ☐ Part-time (1-11 credits)

16. Semester for which you are applying: ☐ Spring 2020 ☐ Fall 2020

17. Will you be entering DCC as a first-time or transfer student?
You are a *first-time student* if you have not taken college-level work after high school graduation. ☐ First-time ☐ Transfer

18. Academic Major (required):

If unsure, please see academic program listing in packet. If undecided, please contact the ACT Center at (845) 431-8600 for career advisement.

Childhood Education (EED) majors must indicate a concentration: ☐ English ☐ History ☐ Mathematics ☐ Biology ☐ Spanish

Performing Arts (PFA) majors may select an advisement track: ☐ Music ☐ Theatre

19. DCC offers a **Minor in Honors Studies** for high school graduates with a 90 or higher overall high school average or graduation in the top 10% of the class. Would you like to be considered for this program? ☐ Yes ☐ No

20. The **Educational Opportunity Program (EOP)** supports qualified students from New York state who, due to limited financial and academic preparation, have not had the same opportunity as others to achieve their academic potential. See eligibility criteria. Would you like to be considered for EOP? ☐ Yes ☐ No

21. Do you plan to apply for on-campus housing? ☐ Yes ☐ No

If you are a student with a documented disability who is in need of accommodations, please contact the Office of Accommodative Services at (845) 431-8055 to start the process.

HIGH SCHOOL

22. Indicate your Secondary Education Status. Mark only one.

☐ I graduated/will graduate from High School

Date of Graduation

M M / Y Y

NYC GRADUATES ONLY

NYC OSIS #

HIGH SCHOOL NAME

CITY

STATE

ZIP

☐ Check here if your diploma is a CDOS credential

☐ I completed High School Equivalency Diploma (TASC/GED)

Date of Completion

M M / Y Y

☐ I withdrew from High School

☐ I am/was Home Schooled

Date of Completion

M M / Y Y

Individual Home Instruction Plan (IHIP) letter of completion required from school district

23. If you are applying as a first-time student, have you received (or do you expect to receive) college credits before you graduate from high school? ☐ Yes ☐ No

If yes, check all that apply: ☐ Advanced Placement (AP) ☐ DCC course taught in high school ☐ International Baccalaureate (IB)

☐ Course taken at a college prior to graduation ☐ Other:

PRIOR COLLEGE

24. List all colleges attended (or from which you earned college-level credits)

COLLEGE NAME	CITY/STATE	DATES ATTENDED	CREDITS EARNED
COLLEGE NAME	CITY/STATE	DATES ATTENDED	CREDITS EARNED

25. Have you been dismissed, expelled and/or suspended from a college for disciplinary reasons? ☐ Yes ☐ No

My signature below verifies that the information I have reported on this application is complete and factually correct. I understand that knowingly providing false information may be cause for denying or withdrawing an offer of admission. I also authorize the release of my transcript, standardized scores, and health records to DCC for admission purposes.

APPLICANT SIGNATURE: _____

DATE: _____

Dutchess Community College is committed to the principle of equal opportunity in education and employment and does not engage in unlawful discrimination based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence or dating violence victim status, or criminal conviction in the execution of its educational programs, activities, employment, daily operations or admission policies, in accordance with all applicable federal, state and local laws.

PLEASE SEND COMPLETED APPLICATION TO
Admissions Office, Dutchess Community College
53 Pendell Road | Poughkeepsie, NY 12601

DUTCHESS
COMMUNITY COLLEGE

Academic Placement

To ensure academic success in college, new students may be required to take a placement test. Students may be exempt from portions of the placement test based on high school and/or college transcripts, and SAT or ACT scores. Do not take the test until we review all transcripts.

For information about DCC placement testing, sample test questions and the current testing schedule, visit www.sunydutchess.edu/testing or call (845) 431-8090.

Testing Accommodations

If you are a student in need of testing accommodations, please contact the Office of Accommodative Services at (845) 431-8055 for information regarding documentation requirements and process. All accommodations **MUST** be approved by Accommodative Services prior to scheduling your placement test with the Office of Academic Services & Testing.

If English is not your first language, please contact Academic Services at (845) 431-8090 regarding the ESL placement test.

Academic and Career Coaching

The Academic, Career and Transfer Center (ACT Center) provides all students with support for academic success, including advisement and transfer planning. Academic coaches teach students the skills necessary to choose a major and design an achievable degree plan. In addition, career coaches help students explore career options and prepare for employment. Students can get assistance with choosing a major, writing cover letters and resumes, and honing job-hunting and interviewing skills. The Center also maintains a directory of part-time job openings. If you are unsure about your academic major or career plans, call (845) 431-8600 to make an appointment to meet with a career coach in the ACT Center.

Accommodative Services

Any student who qualifies under the Americans With Disabilities Act, Title 1, and/or Section 504 of the Rehabilitation Act of 1973, Sub Part A, is guaranteed certain protections and rights to accommodations at Dutchess Community College, once the appropriate documentation has been provided.

Identification of your disability will not influence or affect your admission to the College.

To apply for academic accommodations or disability related services, you must contact the Office of Accommodative Services. All documentation must be mailed/brought to:

OFFICE OF ACCOMMODATIVE SERVICES
Orcutt Student Services Center, Room 103
Dutchess Community College
53 Pendell Road, Poughkeepsie, NY 12601
Phone: (845) 431-8055 | Fax: (888) 965-6996
accommodativeservices@sunydutchess.edu

Financial Aid

Financial aid is defined as any grant, scholarship, loan or employment opportunity given with the express purpose of assisting students with education-related expenses. Financial aid is available for qualified students and is awarded on the basis of financial need and the availability of funds.

In order to be considered for financial aid, students should complete the FAFSA (www.fafsa.gov) and TAP applications for the 2020-2021 academic year. These forms will be completed using 2018 income tax information. Students should complete the applications as early as possible.

FAFSA: To apply for financial aid at Dutchess Community College, please complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov. The federal school code for Dutchess Community College is **002864**.

TAP: A New York state resident can apply for the New York State Tuition Assistance Program (TAP) by completing the application at www.tapweb.org and using **2053** as the code for Dutchess Community College.

OFFICE OF STUDENT FINANCIAL SERVICES
(845) 431-8060 • financialservices@sunydutchess.edu

Educational Opportunity Program (EOP)

DCC is committed to providing educational support and resources for qualifying students. The Educational Opportunity Program (EOP) supports motivated students from New York state who, due to limited financial resources and inadequate academic preparation, have not had the same opportunity as others to achieve their academic potential. Our students demonstrate the ability to successfully complete a program of higher education if provided with additional support services designed to ensure their academic success. EOP students are enrolled in the same degree-granting programs as traditionally admitted students.

Full-time NYS residents who meet the income guidelines below should call (845) 431-8037 to set up an appointment with the program coordinator.

EOP INCOME GUIDELINES 2019-20*

Household Size	Max. Annual Income*	Household Size	Max. Annual Income*
1	\$23,107	5	\$55,815
2	\$31,284	6	\$63,992
3	\$39,461	7	\$72,169
4	\$47,638	8	\$80,346**

*New York state residents only. Subject to change. Maximum Annual income based on previous calendar year. **Add \$8,177 for each additional family member in excess of 8. Income exceptions are made for a student in foster care as established by the court or a student who is a ward of the state or county.

Undocumented Students

There is no federal law preventing undocumented students from attending college. DCC does not – and will not – consider national origin or immigration status as a factor in admission. We encourage all students, including undocumented and Deferred Action for Childhood Arrivals (DACA) students graduating from U.S. high schools, to apply. Visit www.hesc.ny.gov/dream for information about the NYS Dream Act.

Academic Programs

Architectural & Construction Technologies

Architectural Technology (ARC)	A.A.S.
Construction Technology Management (CNS)	A.A.S.

Art

Visual Arts (VAT)	A.S.
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Aviation Science

Aviation Management (AVM)	A.S.
Aviation Science: Pilot (AVI)	A.S.

Business

Accounting (ACC)	A.A.S.
Business Management (BUS)	A.A.S.
Business Administration (Transfer) (BAT)	A.S.
Paralegal (PAL)	A.A.S.
Bookkeeping (BOK)	Certificate
Paralegal Certificate (PLL)	Certificate

Communications and Media Arts (COM)

A.S.

Computer Information Systems

Computer Information Systems (CIS)	A.A.S.
Computer Networking (CNC)	Certificate
Web Administration (WAC)	Certificate

Computer Science (CPS)

A.S.

Criminal Justice

Criminal Justice - Transfer (CRT)	A.S.
Criminal Justice - Public & Private Security (CRJ)	A.A.S.

Early Childhood

Early Childhood (ECH)	A.A.S.
Early Childhood Caregiver (ECC)	Certificate

Engineering Science & Technologies

Electrical Technology (ELT)	A.A.S.
Engineering Science (Transfer) (ENR)	A.S.
Air Conditioning & Refrigeration Technology (ACR)	Certificate

Exercise Science & Wellness (ESW)

A.S.

Fire Science

Fire and Occupational Safety (FIR)	A.S.
Fire Protection Technology (FPT)	A.A.S.

General Studies (GSP)

A.S.

Human Services

Human Services (HMS)	A.S.
Psychology Advisement Track	A.S.
Sociology Advisement Track	A.S.
Social Work Advisement Track	A.S.
Child Care (CHC)	A.A.S.
Mental Health Assistant (CMH)	A.A.S.
Chemical Dependency Counseling (CDC)	Certificate
Child Care: Direct Care (DRC)	Certificate

Liberal Arts & Sciences

Humanities and Social Sciences (LAH)	A.A.
Mathematics (LAM)	A.A.
Science (LAX)	A.S.

Liberal Arts & Sciences: Education

Adolescent Education 7-12 with SUNY New Paltz:	
Biology (EDB)	A.S.
Chemistry (EDX)	A.S.
Earth Science (EDS)	A.S.
English (EDL)	A.S.
History/Social Studies (EDH)	A.S.
Mathematics (EDM)	A.S.

Early Childhood Education (birth - grade 2) and
Childhood Education (Grades 1-6) Dual Certification
with SUNY New Paltz (EED)

English Concentration	A.S.
History Concentration	A.S.
Mathematics Concentration	A.S.
Biology Concentration	A.S.
Spanish Concentration	A.S.

Medical & Allied Health Technologies

Clinical Lab Technician (MLT)	A.A.S.
Emergency Medical Technician	
Paramedic (PAR)	A.A.S.
Paramedic Certificate (PRR)	Certificate
Public Health (PBH)	A.S.
Phlebotomist (PDC)	Certificate

Nursing (NUR)

A.A.S.

For residents of Putnam and Dutchess counties only

Performing Arts

Performing Arts (PFA)	A.S.
Theatre Advisement Track	A.S.
Music Advisement Track	A.S.
Music Performance (MPC)	Certificate

A.A.

Associate in Arts

Prepares you to transfer to a four-year school to pursue further education

A.S.

Associate in Science

Prepares you to transfer to a four-year school to pursue further education

A.A.S.

Associate in Applied Science

A career-based degree designed to develop critical skills to directly enter the workforce

Certificate

Certificate Program

Prepares students for entry level positions in a related field

Academic Programs Overview

Below is an overview of the degrees and majors offered at DCC in the 2019-20 academic year and some of the careers entered into by graduates of that program.

The Academic, Career and
Transfer (ACT) Center
(845) 431-8600

Architectural and Construction Technologies

Architectural Technology (ARC)

Careers as architectural technicians, draftspersons, engineering aides, building materials and manufacturing representatives, planning aides, detailers

Construction Technology Management (CNS)

Entry level employment as construction managers

Art

Visual Arts (VAT)

Transfer degree for drawing, painting, ceramics, photography, graphic design, mixed media

Aviation Science

Aviation Management (AVM)

Transfer degree for aviation security, safety, operations, airport management

Aviation Science: Pilot (AVI)

Transfer degree to be a pilot; Meets requirements to acquire private and commercial pilot certificates

Business

Accounting (ACC)

Bookkeeper, junior clerk, assistant auditor, cost accounting clerk, assistant office manager

Business Management (BUS)

Career degree with emphasis in management and/or marketing

Business Administration Transfer (BAT)

Transfer degree in accounting, business administration, economics, management, marketing, international business

Paralegal (PAL)

Entry level employment as a paralegal in law offices, banks, insurance companies, government agencies, corporations

Bookkeeping Certificate (BOK)

Entry level position as bookkeeper

Paralegal Certificate (PLL)

Entry level position as paralegal

Communications & Media Arts

Communications and Media Arts (COM)

Transfer degree for mass media, broadcast journalism, video and audio production, visual effects, screenwriting, documentary and narrative film production

Computer Information Systems

Computer Information Systems (CIS)

Careers as programmers and technicians in computer systems and data processing

Computer Networking Certificate (CNC)

Designed to provide skills to design and manage a local area network

Web Administration Certificate (WAC)

Careers in website administration

Computer Science

Computer Science (CPS)

Transfer degree in computer science

Criminal Justice

Criminal Justice Transfer (CRT)

Transfer degree for criminal justice and pre-law studies; Leads to careers in law enforcement, corrections, probation, parole, rehabilitation, industrial security

Criminal Justice: Public and Private Security (CRJ)

Entry level employment in law enforcement, corrections, industrial security

Early Childhood

Early Childhood (ECH)

Teacher or assistant in daycare, preschool, nursery school

Early Childhood Caregiver Certificate (ECC)

Beginning credential for daycare providers

Engineering Science and Technologies

Electrical Technology (ELT)

Careers as technicians in power systems, semiconductor manufacturing, telecommunications

Engineering Science (ENR)

Transfer degree in engineering

Air Conditioning & Refrigeration Technology Certificate (ACR)

Entry level positions in installation, repair and maintenance, design, sales, distribution

Exercise Science

Exercise Science & Wellness (ESW)

Physical education for teaching, athletic training, exercise physiology, kinesiology, health & wellness, nutritional science

Fire Science

Fire and Occupational Safety (FIR)

Transfer degree for municipal fire protection, investigation and inspection, governmental agencies, industry insurance, transportation

Fire Protection Technology (FPT)

Program can be used as basis for successful completion of municipal exams, volunteer fire company applications, entry into a variety of industrial settings

General Studies

General Studies (GSP)

Transfer degree exploring academic and career options while completing all 10 SUNY General Education requirements

Human Services

Human Services (HMS)

Transfer degree for human services, social work, psychology, sociology

Child Care (CHC)

Careers working with children, adolescents, or adults with mental, emotional or physical handicaps in residential and day schools, group homes, crisis intervention centers, youth correctional facilities

Mental Health Assistant (CMH)

Careers as caseworker aide, outreach worker, client advocate, therapy aide, community organizer

Chemical Dependency Counseling Certificate (CDC)

Career as paraprofessional in rehabilitation, therapeutic communities, correctional or mental health facilities

Child Care: Direct Care Certificate (DRC)

Careers in human services

Liberal Arts & Sciences

Humanities (LAH)

Transfer degree with a focus on the humanities & social sciences

Mathematics (LAM)

Transfer degree in mathematics

Science (LAX)

Transfer degree in biology, chemistry, earth science, environmental sciences, health-related fields including but not limited to pre-med, pharmacy, physical therapy

Liberal Arts & Sciences: Education

Adolescent Education Grades 7-12

Jointly registered with SUNY New Paltz

Also transferable to other college education programs: biology, chemistry, history/social studies, earth science, mathematics, English

Early Childhood Education Birth-Grade 6 (EED)

A concentration must be chosen on the application in one of the following areas: biology, mathematics, English, Spanish, History

Medical & Allied Health Technologies

Clinical Lab Technician (MLT)

Prepares students for professional practice in a clinical laboratory to assist physicians in the diagnosis and treatment of disease

Emergency Medical Technician: Paramedic (PAR & PRR)

Patient care and assessment in a pre-hospital setting

Public Health (PBH)

Transfer degree for those interested in non-clinical healthcare positions in government agencies, hospitals and other settings

Phlebotomist Certificate (PDC)

Work in outpatient blood-drawing centers, clinical laboratories, physician offices, blood donor collection offices

Nursing

Nursing (NUR)

Designed to prepare students for professional practice as a Registered Nurse (RN); Open to Dutchess and Putnam county residents only

Nursing Pathway Options:

Students residing in Dutchess or Putnam counties should apply for the General Studies Program (GSP) in order to take pre-requisites.

Students who do not reside in Dutchess or Putnam county should take pre-requisites under Liberal Arts & Sciences Program (LAH) for successful transfer.

Visit www.sunydutchess.edu/nursing to see criteria for applying to the Nursing program.

Performing Arts

Performing Arts (PFA)

Coursework involving music, dance and theatre; Transfer for advanced study in these areas. Advisement tracks in Music and Theatre are available.

Music Performance Certificate (MPC)

Designed to assist further music study

A photograph of three students walking along a paved path in a lush garden setting. A woman in a grey sweater and black pants is on the left, holding a book. A man in a grey hoodie and dark pants is in the middle. A woman in a pink hoodie and blue jeans is on the right. They are all smiling and looking towards the camera. The background features a large building with many windows and trees with autumn foliage.

Schedule a tour today!

Call (845) 431-8010 or visit www.sunydutchess.edu/admissions

ADMISSIONS OFFICE

Dutchess Community College
53 Pendell Road, Poughkeepsie, NY 12601
Orcutt Student Services Center, Room 101
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admissions@sunydutchess.edu

 /DutchessCommunityCollege

 @DutchessCommunityCollege

 @SUNY_Dutchess

 /DutchessCommunityCollegeOfficial

DUTCHESS

COMMUNITY COLLEGE