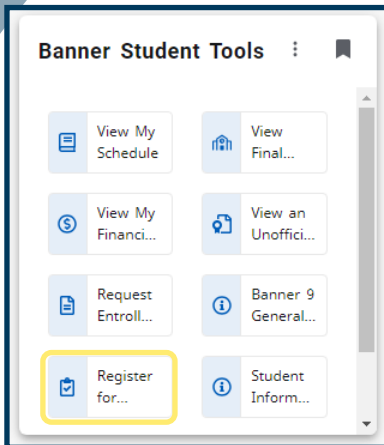


How to Register for College Connection Classes

Step 1: Log into your myDCC, which can be accessed at: my.sunydutchess.edu **Note: While you can access your myDCC and register for classes on a mobile device and a computer, it is easier to view and navigate on a computer

Step 2: Select the **Register for Classes**, under the Banner Student Tools card



Step 3: Select **Add or Drop Classes**

Registration

Select Term
Add or Drop Classes
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Fee Assessment
Registration Status
Update Student Term Data
Active Registration
Registration History
Concise Student Schedule
Concise Student Schedule by Centric Period
Registration Compliance Results

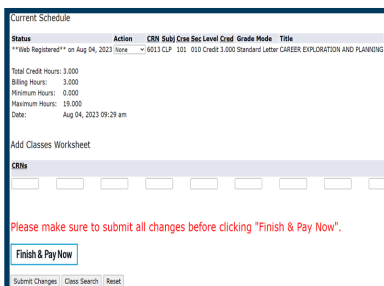
Step 4: You will be brought to a page asking you to select the "Registration Term" - this will be a fall or a spring term.

Registration Term

Select a Term: Fall 2023
Submit
RELEASE: 8.7.2.12

Step 5: The next page you will see is the Add/Drop page, where you can **add the CRN(s)** (a 4-digit code/course identification number). Submit when finished. **Note: Each course will have its own CRN & be in its own box.

Step 6: You should now see ****Web Registered**** under status—this indicates you have registered correctly without errors.



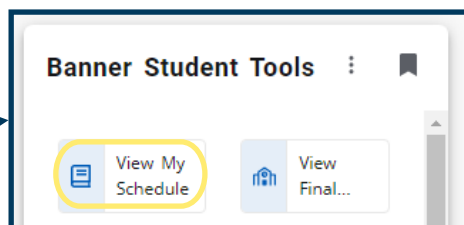
Add or Drop Classes

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 list.
Review the [Registration Acknowledgement of Responsibilities and Online Registration Checklist](#) before completing your registration process.
To pay your bill after registration: <https://www.sunydutchess.edu/paynow>

Add Classes Worksheet

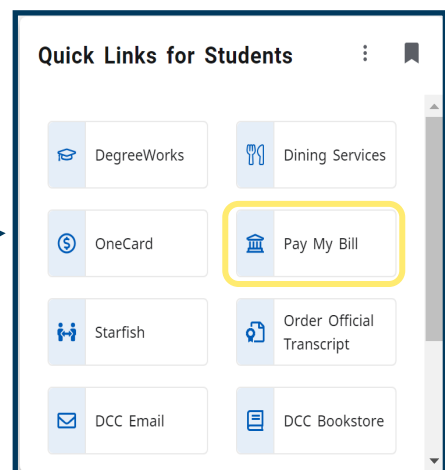
CRNs
[] [] [] [] [] [] [] [] [] []
Submit Changes Class Search Reset
[View Holds | Change Class Options | Registration Fee Assessment | Registration Compliance Results]

Step 7: Review your schedule and submit payment! **Note: You will need to go to your myDCC to complete this step.



This will show you your schedule—double check you are in the right class and with the right teacher!

This will allow you to see your bill, set up a payment-plan and/or make a payment.

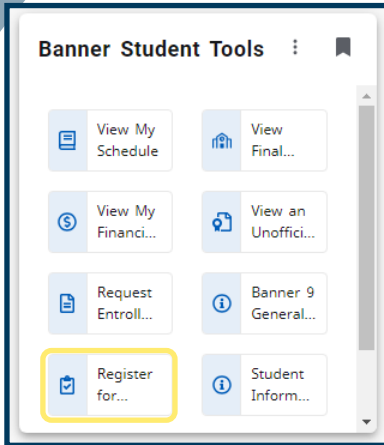


Important Note: The last day to register for a College Connection class in Fall 2024 is October 4, 2024 and February 28, 2025 for Spring 2025.

Como Registrarse Para Las Classes de College Connection

Paso 1: Ve a la página **myDCC**, a la que se puede acceder en: my.sunydutchess.edu **Nota: Puedes acceder a MyDCC en un celular móvil y en computadora, pero es más fácil verlo y navegar en una computadora.

Paso 2: Seleccione **Register for Classes**, debajo de la tarjeta "Banner Student Tools".



Paso 3: Selecciona **Add or Drop Class**

Registration

Select Term
Add or Drop Classes
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Fee Assessment
Registration Status
Update Student Term Data
Active Registration
Registration History
Concise Student Schedule
Concise Student Schedule by Centric Period
Registration Compliance Results

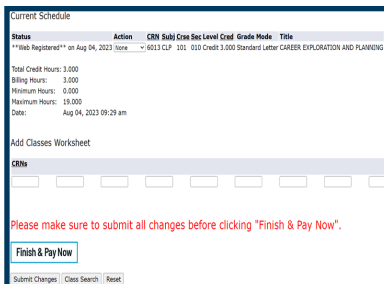
Paso 4: Se le dirigirá a una página que le solicitará que seleccione el "**Registration Term**"- semestre de otoño o primavera.

Registration Term

Select a Term: Fall 2023
Submit
RELEASE: 8.7.2.12

Paso 5: La siguiente página es donde puede agregar los CRNs (código de 4 dígitos de identificación del curso). Enviar cuando termine. **Nota: ¡Cada curso tendrá su CRN y se colocará en su propia casilla!

Paso 6: Deberías ver ****Web Registered**** en el estado; esto indica que te has registrado correctamente y sin errores.



Add or Drop Classes

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 list.
Review the [Registration Acknowledgement of Responsibilities and Online Registration Checklist](#) before completing your registration process.
To pay your bill after registration: <https://www.sunydutchess.edu/paynow>

Add Classes Worksheet

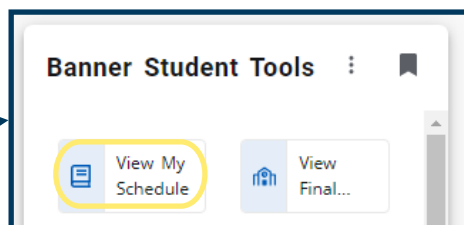
CRNs

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Submit Changes Class Search Reset

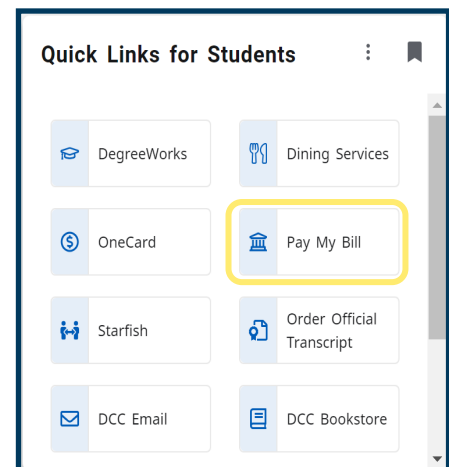
[View Holds | Change Class Options | Registration Fee Assessment | Registration Compliance Results]

Paso 7: ¡Revise su schedule y envíe el pago! **Nota: deberá ir a la página de myDCC para completar este paso.



Esto te mostrará tu horario. ¡Comprueba que estás en la clase correcta y con el maestro correcto!

Esto le permitirá ver su matrícula, configurar un plan de pago y realizar un pago.



Important Note: El último día para registrarse para una clase de College Connection de otoño en 2024 es el 4 de octubre de 2024 y el **28 de febrero de 2025** para primavera de 2025.