STEP BY STEP INSTRUCTIONS FOR COLLEGE CONNECTION REGISTRATIONS

Fall 2020 COVID-19

**DUE TO COVID 19 PANDEMIC THERE HAVE BEEN ACCOMMODATIONS MADE TO THE COLLEGE CONNECTION REGISTRATION PROCEDURE FOR THE FALL 2020 SEMESTER. THE PROCESS IS SIGNIFICANTLY DIFFERENT FROM PREVIOUS YEARS SO IT IS IMPORTANT THAT YOU CAREFULLY READ AND ADHERE TO THE STEPS OUTLINED BELOW.**

Please have EACH of your students complete a registration form for the DCC COLLEGE CONNECTION COURSE SECTION that corresponds with the student’s high school course section. This should be done as soon as possible utilizing the electronically transmitted fillable PDF registration form provided for each of your DCC course sections. Student who have previously taken a DCC course will already have an “A” number and should include it on the Registration form. Student taking their first DCC class or program will not have an “A” number, unless they have already completed the on line application on the DCC website ([www.sunydutchess.edu](http://www.sunydutchess.edu/)) application link <https://banner.sunydutchess.edu/pls/prod/bwskalog.P_DispLoginNon>. All new students need to create one at that link. If they have not done this yet, then they must follow the procedure attached in order to create their individual “A” number to use for registration. They CANNOT be registered as a College Connection student without an A#. The online application process requires the student’s social security number. If a student DOES NOT HAVE a Social Security number (typically non-citizens) we can provide a hardcopy application that the students can complete and submit with their registration form.

Attached is a copy of the registration form that you need for each separate section that you teach. Please use a registration form (section number) that corresponds with each period that you teach. **Please distribute (email) the Fillable PDF REGISTRATION FORM to each student and have them return the completed form to you.** Neatness does count since the information on the form will need to be data entered. Required information does include, but is not limited to the following:

* SOCIAL SECURITY # (REQUIRED by the Federal Government)
* ANTICIPATED HIGH SCHOOL GRADUATION DATE at the bottom
* Student must SIGN and DATE the registration form. (electronic or typed signature is OK)

Students should be told to submit the completed fillable PDF registration form to you as soon as possible.

Once students submit their completed form to you, you should:

* ensure that each section number (preprinted on the form) corresponds to the correct high school class list (period) for the student.
* AS YOU RECEIVE THEM, please forward them to collegeconnection@sunydutchess.edu. (Do NOT wait for all to be returned to you).
* Please send a school generated class list for each.
* The deadline date for submission is **September 25th**.

If you are having technical issues distributing or receiving the student registration forms, you should contact your school's IT department. School district email systems can vary and your school’s IT Department may best assist you in the distribution and collection of the registration forms.

We are in uncharted territory here, so please be patient. If you have any questions or concerns, please contact me at john.ruggi@sunydutchess.edu or email [collegeconnection@sunydutchess.edu](mailto:collegeconnection@sunydutchess.edu).