

## College Enrollment Checklist

Note: Most of the details in the checklist refer to CUNY schools, but you'll need to do most of the following at any college you choose to attend.

### 1) Accept College's Offer of Admission

Like most colleges, CUNY requires newly admitted applicants to pay a \$100.00 non-refundable deposit to accept an offer of admission. This deposit reserves space in the entering class. Students are strongly encouraged to send in their deposit as soon as possible. Students in the categories listed below may not have to pay the \$100.00 Commitment Deposit at CUNY:

- Seek/College Discovery
- ASAP
- Veterans
- Readmits
- Students with Financial Aid Estimated Family Contributions (EFC) of below \$3000
- Non-Degree Students

Visit your college's website for more information on how to pay the deposit or receive a waiver.

### 2) Take Placement Exams

After you receive your letter of admission, the Testing Office will set up a time for you to take the CUNY Placement Exam. Unless you are exempt based on the SATs or Regents, these exams will determine if you can enroll in college-credit courses. For information on how to prepare, visit: <http://www.cuny.edu/academics/testing/cuny-assessment-tests/resources.html>

### 3) Sign up for a free summer workshop to re-take the CUNY Placement exam as early as possible!

If you do not pass all sections of the placement exam, you can sign up for a free summer workshop in one subject area and retake that section. These workshops will save you time and money and allow you to enroll directly in college-credit courses if you pass the exam.

### 4) Follow up with special opportunity programs such as SEEK, College Discovery, and ASAP.

These programs require participation in a summer component and you will not be able to enroll if you miss the summer component. If you haven't heard from these programs by mid May and you expect to enroll, contact your college right away.

### 5) Complete N.Y.S. Immunization Requirements

Prior to registration, you must show this proof that you have been immunized. (Some private colleges will also require you to have a check-up. Check your college's website for more information.)

**6) Attend Freshman Orientation**

At many colleges, a first-term student is required to attend a special pre-registration orientation session. Make sure you regularly check your mail/email.

**7) Financial Aid & Scholarships**

Make an appointment to go to your financial aid office as early in the summer as possible in order to make sure there are no outstanding issues with your financial aid.

**8) Submit Transcripts**

Make sure your high school transcripts have been sent to your college. As a safety, keep a copy for your own records in case you need to bring it to your college. Also, make sure the college has your most recent Regents scores. This is especially important if you scored above 75 on the ELA or Math Regents.

**9) Make a Budget**

You need to add up your costs to analyze whether you have enough funds to pay for a full academic year:

**Add Up Your Costs**

- Tuition:
- Food:
- Books-Supplies:
- Laptop-Software:
- Transportation:
- Other:
- Total Cost :

**Enter \$\$\$ You Now Have**

- PELL Grant:
- TAP Grant:
- Scholarships:
- Work Wages:
- Loans:
- Personal Savings:
- Total Aid:

Extra Funds Needed (Total Cost minus Total Aid):

**10) School Registration:**

Your college should notify you on important registration dates and requirements for first-time students. In you haven't received anything, or need clarification on some items, check with your college admissions office. In-person visits are the best way to go, since it can be hard to reach people over the phone at times.