# COLLEGE ENROLLMENT CHECKLIST

## Adirondack Community College

This checklist will provide you with all the steps you'll need to take to successfully enroll in college. As you complete each task in the sections below, mark it completed using the checkbox, to keep yourself on track. In addition to using this guide, make sure that you regularly check your mail, college email address, and college school portal account over the summer.

**Adirondack Community College Resources**

*Check out the new student website at:* http://www.sunyacc.edu/admissions-cost/accepted

## ADMISSIONS AND COMMITMENT FEE

☐ **Confirm Admissions**
You will receive notification of admissions approximately four weeks after you submit your complete application. Accepted students will receive an acceptance packet with further enrollment instructions.

*Contact Info*
Admissions Office
888.786.9235

Deadline/Notes

☐ **Commitment Fee/Deposit**
Adirondack requires $40 matriculation and $250 housing deposits once you have decided to attend. Submitting early will hold your spot and deposits are fully refundable until May 1st.

*Contact Info*

Deadline/Notes

☐ **Set Up Email**
Free campus Email accounts (accountname@wolfmail.sunyacc.edu) are automatically assigned to all students registered in credit-bearing courses. Find your account name and password under the Personal Information tab in your Banner Account. Accounts remain active as long as a student is continuously enrolled at the college. For those graduating, transferring to other institutions, or choosing not to continue their coursework, accounts are deactivated two weeks after the last final exam for a given semester. See http://www.sunyacc.edu/suny-adirondack-technology for more information.

*Contact Info*
Help Desk
518.743.2226
help@sunyacc.edu

Deadline/Notes

## TESTING

☐ **Take Placement Exams**
Accepted students will be notified about a time and place for testing in math, reading and writing. Results from these Accuplacer tests are used to place students in first-semester math and English courses where you will have the greatest opportunity to succeed. Math placement test scores are valid for two years and math tests will need to be retaken if math courses are not taken during that period. For more information see http://www.sunyacc.edu/academic-advisement-student-success/placement-testing.

*Contact Info*
Center for Student Success
518.832.7708
advising@sunyacc.edu

Deadline/Notes

*For more information contact Kory McBride at kmcbride@newvisions.org*

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| ☐ **Review Test Scores and Enroll in Summer Workshops (if necessary)** <br> You will receive your scores within two weeks of testing. You will be able to review your placement test scores with an advisor when you meet to register for your first semester. If you haven't received your scores, contact the Center for Student Success. | *Contact Info* <br> Center for Student Success <br> 518.832.7708 <br> advising@sunyacc.edu | Deadline/Notes |
|---|---|---|

## FINANCIAL AID

| ☐ **Accept Financial Aid/ Set Up Payment Plan** <br> If you have loans or additional scholarships, you may need to accept your financial aid package online. Visit http://www.sunyacc.edu/admissions/financialaid for additional information. If you are not sure if you need to accept financial aid, or if you believe that there is a mistake with your financial aid, go to the Financial Aid Office as soon as possible. | *Contact Info* <br> Financial Aid Office <br> 518.743.2223 <br> finaidoffice@cunyacc.edu | Deadline/Notes |
|---|---|---|
| ☐ **Complete Entrance Counseling/ Sign MPN** <br> If you are taking out any federal loans for college, you will need to complete entrance counseling and sign your Master Promissory Note (MPN) before their loans are disbursed. Entrance counseling and signing the MPN can be completed at www.studentloans.gov. | *Contact Info* <br> Financial Aid Office <br> 518.743.2223 <br> finaidoffice@cunyacc.edu | Deadline/Notes |
| ☐ **Check for Verification** <br> Some students will need to provide additional documents for the college to process their financial aid, a process called verification. When a student is selected for verification, SUNY Adirondack will send a tracking letter formally requesting the documents and enclosing the verification worksheet. The necessary documents are also listed under "Requirements" in the Financial Aid section of your Self-Service Banner account. Complete the verification form and also log into your FAFSA to transfer your family's updated tax forms. If it doesn't work online, you you will need to request a copy of your tax transcript at www.irs.gov. Visit http://www.sunyacc.edu/financialaidforms for more information. | *Contact Info* <br> Financial Aid Office <br> 518.743.2223 <br> finaidoffice@cunyacc.edu | Deadline/Notes |
| ☐ **Complete Residency Form** <br> You may need to provide the school with a certificate of residency to receive in-state tuition. | *Contact Info* | Deadline/Notes |

## ORIENTATION/ CLASS REGISTRATION

| **Submit Immunization Records and High School Diploma** <br> Please present your original high school diploma to the Admissions Office as soon as possible. Obtain clearance from the college nurse by submitting immunization records. Immunization forms can be found at http://www.sunyacc.edu/sites/default/files/immunization_form_finalspring2016%202.pdf | *Contact Info* <br> Registrar's Office <br> 518.743.2279 | Deadline/Notes |
|---|---|---|

*For more information contact Kory McBride at kmcbride@newvisions.org*

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## Adirondack Community College

| | Contact Info | Deadline/Notes |
|---|---|---|
| ☐ **Sign Up for Orientation**<br>Accepted Student Days include placement testing, orientation, advisement, and registration for the upcoming semester. Sign up at https://www.sunyacc.edu/accepted. You will receive a confirmation email within 3-4 business days from your date of submission. | *Contact Info*<br>Office of Student Success<br>518.832.7708<br>advising@sunyacc.edu | Deadline/Notes |
| ☐ **Register for Classes**<br>You will be able to register for classes after you meet with an academic advisor. | *Contact Info* | Deadline/Notes |
| ☐ **Follow-Up on Individual Education Plan**<br>If you had an individualized education plan (IEP) in high school, you should schedule an appointment with the Office of Accessibility Services to determine what supports are available at Adirondack. | *Contact Info*<br>Office of Accessibility<br>518.743.2282<br>access@sunyacc.edu | Deadline/Notes |

## HOUSING FORMS

| | Contact Info | Deadline/Notes |
|---|---|---|
| ☐ **Housing Deposit**<br>The housing deposit is $250. It is refundable before May 1. See http://www.sunyacc.edu/housing for additional formation. | *Contact Info*<br>Office of Residence Life<br>518.832.7786<br>reslife@sunyacc.edu | Deadline/Notes |
| ☐ **Submit Housing Forms**<br>To receive on-campus housing you must submit a housing application. A housing application will be included in your acceptance packet. You can also find forms here: http://www.sunyacc.edu/housing. | *Contact Info*<br>Office of Residence Life<br>(518) 832.77856<br>reslife@sunyacc.edu | Deadline/Notes |

## FIRST DAY OF CLASS

| | Contact Info | Deadline/Notes |
|---|---|---|
| ☐ **Confirm First Day of Class**<br>The first day of classes is in early September. See the academic calendar for more information http://www.sunyacc.edu/academics/calendar. | *Contact Info* | Deadline/Notes |

# COLLEGE ENROLLMENT CHECKLIST

## Adirondack Community College

### SPONSORS:

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|---|---|---|
| BOTTOM LINE | COLLEGE BOUND INITIATIVE | COLLEGE NOW |
| GODDARD RIVERSIDE COMMUNITY CENTER | GRADUATE NYC! | IMENTOR |
| LINCT FOR SUCCESS | NEW SETTLEMENT APARTMENTS | THE URBAN ASSEMBLY |

**New Visions for Public Schools**