



COLLEGE ENROLLMENT CHECKLIST

SUNY Albany

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.

SUNY Albany College Resources

Check out the Welcome Site for enrollment information:

<https://www.albany.edu/admissions/accepted.php>

ADMISSIONS AND COMMITTEE FEE

<input type="checkbox"/> Confirm Admissions You will receive notification of admissions four to six weeks after you submit your application (after February 1st). If you would like to check the status of your application to the University at Albany, you can contact the Office of Undergraduate Admissions. Please check here for more details: http://www.albany.edu/admissions/	Contact Info Admissions 518.442.5435 ugadmissions@albany.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit You can pay your deposit online at: https://www.albany.edu/admissions/deposit.php .	Contact Info Admissions 518.442.5435 ugadmissions@albany.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your Albany email at: http://www.albany.edu/myualbany/ . Check this account daily since important information will be communicated.	Contact Info	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams If needed, you will take a placement test during orientation.	Contact Info	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you have been accepted to EOP, keep an eye out for any emails or letters. Each summer, there is a mandatory 5-week summer program that begins in July. Contact the office or see http://www.albany.edu/eop/ if you have any questions.	Contact Info EOP 518.442.5180 Maritza Martinez 518.442.5179 mmartinez@albany.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan You should accept your financial aid and set up a payment plan if necessary. You can navigate to the appropriate page from the Student Financial Center site: http://www.albany.edu/student-services/ .	Contact Info Student Financial Center 518.442.3202 sfc@albany.edu	Deadline/Notes
<input type="checkbox"/> Complete Entrance Counseling/ Sign MPN 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 Student Financial Center 518.442.3202 sfc@albany.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification Albany may send you a verification form which means that you will not be able to receive any financial aid until you provide additional documents. Complete the verification form and also log into your FAFSA to use the IRS link to transfer your family's updated tax forms. If it doesn't work online you will need to request a copy of your tax transcript at www.irs.gov . For more information, contact the financial aid office or see http://www.albany.edu/student-services/ .	Contact Info Student Financial Center 518.442.3202 sfc@albany.edu	Deadline/Notes
<input type="checkbox"/> Complete Residency Form If you are charged for out-of-state tuition and you believe you are eligible for in-state tuition you should fill this out the form linked here: http://www.albany.edu/studentaccounts/res_apply.php .	Contact Info Student Accounts, G26 518.442.3202	Deadline/Notes

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. Find requirements here: http://www.albany.edu/health_center/immunizationreqs.shtml . Contact the Admissions Office to see if you need to submit your high school diploma.	Contact Info	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation All freshmen must attend a 2-day orientation. There are several dates available that span from the end of June through July. For a full list of the dates available for Freshman Orientation, please visit the registration site by following the steps on the Welcome Website: www.albany.edu/welcome .	Contact Info New Student Orientation Office 518.442.5509 orientation@albany.edu	Deadline/Notes
<input type="checkbox"/> Register for Classes You will complete course registration with an advisor during orientation.	Contact Info	Deadline/Notes

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



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<input type="checkbox"/> Follow-Up on Individual Education Plan If you had an IEP in high school or if you require additional services, make sure that you contact the Disability Resource Center. For more information on how to register, see: https://www.albany.edu/disability/prospective-new.shtml	Contact Info Disability Resource Center 518.442.5490 / 518. 442.5400	Deadline/Notes
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HOUSING FORMS

<input type="checkbox"/> Housing Deposit The Housing Deposit is \$125. For additional information, see https://www.albany.edu/housing/newapply.shtml	Contact Info Residential Life 518.442.5875	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms The housing application will be available once you receive your welcome postcard in the mail. Housing applications are filled out via MyUAlbany : http://www.albany.edu/housing/docs/newstuapp.pdf . If you have any questions you can contact the Office of Residential Life or go to https://www.albany.edu/housing/newapply.shtml	Contact Info Residential Life 518.442.5875	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class The first day of class is late August. Check out the academic calendar for more information: https://www.albany.edu/registrar/fall-2018-academic-calendar.php	Contact Info	Deadline/Notes
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SPONSORS:

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