



COLLEGE ENROLLMENT CHECKLIST

Baruch College

This checklist will provide you with all the steps you'll need to take in order 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 for important information about your enrollment.

Baruch College Resources

Check out Baruch's Guide for Admitted Students:

<http://www.baruch.cuny.edu/undergrad/admittedstudents.html>

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 have any questions, contact the Admissions Welcome Center or visit http://www.baruch.cuny.edu/admission .	Contact Info Admissions Welcome Center 137a East 25th Street 646.312.2010 admissions@baruch.cuny.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit Submit the response form included in the acceptance packet along with \$100 Commitment Tuition Deposit. The Commitment Deposit is waived for Veterans, SEEK students, and for students who file the Free Application for Federal Student Aid (FAFSA) and have an Expected Family Contribution (EFC) of \$3,000 or less. Deposit waivers based on financial hardship will be considered based on demonstrated financial need. For additional information, see http://www.baruch.cuny.edu/undergrad/admittedstudents.html	Contact Info	Deadline/Notes
<input type="checkbox"/> Set Up Email For the most comprehensive information, please visit your personalized <i>myBaruch admitted student web portal</i> , where you will find all kinds of useful information, including the online Declaration of Intent, orientation information, financial aid assistance, and more: https://cunybaruch.askadmissions.net/vip/Default.aspx	Contact Info	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams Shortly after you receive an admissions letter, you should receive a letter for testing. It is important that you take the CUNY Assessment Tests as soon as possible. For more information on these tests, please see http://www.baruch.cuny.edu/ote/index.html or http://www2.cuny.edu/academics/testing/	Contact Info Testing Office Testing.evaluation@baruch.cuny.edu 646.312.4305	Deadline/Notes
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<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) You will receive your scores within two weeks of testing. If you haven't received your scores, contact the Testing Office at testing.evaluation@baruch.cuny.edu or 646.312.4305.	Contact Info Testing Office Testing.evaluation@baruch.cuny.edu 646.312.4305	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you were accepted through the SEEK program, you may receive emails or letters requiring you to provide additional documents. If you were accepted into SEEK and have not heard from them yet, you should call them to make sure that you do not need to provide any additional information. For additional information, see http://www.baruch.cuny.edu/seek/	Contact Info SEEK Program 646.312.4620 seek@baruch.cuny.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan If you received loans or grants, you may need to accept your financial aid online. 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, contact the Financial Aid Office as soon as possible. For more information, see http://www.baruch.cuny.edu/financialaid/undergrad_information.htm	Contact Info Financial Aid Office 646.312.1360	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 Financial Aid Office 646.312.1360 Financial.aid@baruch.cuny.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification Baruch College may email you a verification form to verify the information from your FAFSA. This means that you will not receive your financial aid until you have provided 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 .	Contact Info Financial Aid Office 646.312.1360 Financial.aid@baruch.cuny.edu	Deadline/Notes



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<input type="checkbox"/> Complete Residency Form In order to qualify for in-state tuition, you may need to complete a residency form. For more information, see http://www.baruch.cuny.edu/undergrad/residency.htm	Contact Info residencyunit@baruch.cuny.edu	Deadline/Notes
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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: http://www.baruch.cuny.edu/undergrad/immunization.htm . Bring Immunization Forms and final high school transcript to the Office of Undergraduate Admissions.	Contact Info Office of Undergraduate Admissions 151 East 25th Street, Room 270	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation Orientation is mandatory and several orientation dates are offered throughout the year. To register for an orientation, see https://www.baruch.cuny.edu/undergrad/admittedstudents.html	Contact Info 646.312.4273 orientation@baruch.cuny.edu	Deadline/Notes
<input type="checkbox"/> Register for Classes You will receive an invitation to attend a freshman advisement and registration session. Please note, you will need to submit your Seat Deposit and Immunization Form prior to registration.	Contact Info	Deadline/Notes
<input type="checkbox"/> Follow-Up on Individual Education Plan If you had an individualized education plan (IEP) in high school, you should schedule an appointment with the Office of Services for Students with Disabilities to determine what supports are available at Baruch College. For more information, see http://www.baruch.cuny.edu/studentaffairs/ossd/disabilityServices.htm	Contact Info Office of Services for Students with Disabilities 646.312.4590	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class Take a look at the academic calendar to determine when your first day of class is: https://www.baruch.cuny.edu/registrar/dues_dates.htm#Fa16ac	Contact Info	Deadline/Notes
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HOUSING FORMS

<input type="checkbox"/>	Submit Housing Forms Baruch College provides housing at the Residence Hall at 97th Street. Please visit http://www.baruch.cuny.edu/undergrad/housing.html for more information.	<i>Contact Info</i>	Deadline/Notes
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SPONSORS:

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