



COLLEGE ENROLLMENT CHECKLIST

SUNY Binghamton

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 Binghamton Resources

Access a New Student Checklist:
<http://binghamton.edu/orientation/session/checklist.html>

ADMISSIONS AND COMMITTEE FEE

<input type="checkbox"/> Confirm Admissions Verify Admissions Status. Check your application status and see if you are missing any forms at http://www2.binghamton.edu/admissions/check-application-status.html .	Contact Info Office of Admissions 607.777.2171 admit@binghamton.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit You can pay your deposit online https://secure.binghamton.edu/newadmit/loginform.jsp or mail in your deposit with the enrollment card sent in your acceptance envelope. Once received, the University will send you a letter to activate your email account. EOP students have their deposits automatically waived. For low-income students not in EOP, you can email admit@binghamton.edu to ask that your deposit be waived.	Contact Info Office of Admissions 607.777.2171 admit@binghamton.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your Binghamton University email account (BMail) at https://its.binghamton.edu/email . Before logging into BMail/Google Apps for the first time, you will have to set your BMail password. To do this, go to https://password.binghamton.edu and follow the instructions. Check this account daily since important information will be communicated.	Contact Info Help Desk 607.777.6420 helpdesk@binghamton.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams Placement tests take place during orientation and there is no need for students to sign up for them. The only placement test students might have to take is to determine whether they are placed in Precalculus or Calculus. For more information, go to http://www2.binghamton.edu/orientation/session/freshmen.html .	Contact Info Math Department 607.777.2148	Deadline/Notes
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<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) You will receive your scores immediately after testing at orientation. If you do not pass the test and really want to take Calculus, then you can retake the test right before the fall semester or during the first week of classes.	Contact Info Math Department 607.777.2148	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you were accepted to EOP, you will need to attend an orientation in June. You will be given more information about EOP and the mandatory orientation via email or by letter. Contact the EOP Office with any questions or visit https://www.binghamton.edu/eop/	Contact Info EOP Office 607.777.2791 eopadmit@binghamton.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan To accept or decline your loans, and ensure your account is properly credited, go to www.bubrain.binghamton.edu . See www.binghamton.edu/financial-aid/services/check-status-aid.html for additional information.	Contact Info Office of Financial Aid 607.777.2428 finaid@binghamton.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 Office of Financial Aid 607.777.2428 finaid@binghamton.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification If your BUBrain account indicates that you are missing forms, your financial aid will not be processed until you submit the required documents. Complete the verification form and log into your FAFSA to use the IRS Data Retrieval link to transfer the updated tax forms for your family. If it doesn't work online you will need to request a copy of your tax transcript at www.irs.gov . See http://www2.binghamton.edu/financial-aid/resources/forms.html for more information and for downloadable forms.	Contact Info Office of Financial Aid 607.777.2428 finaid@binghamton.edu	Deadline/Notes



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ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records Log onto https://myhealth.binghamton.edu . You'll need your Binghamton University computer account username and password. On your homepage, in the Education section, is a link to "Immunization and Health Form Submission Instructions." Click the link to open a document with detailed instructions on how to complete and submit the online Medical History form and the Immunization Worksheet. Both forms are required for all students. For more information, see http://www.binghamton.edu/health/new-students.html . You will not be able to register for classes until these forms are turned into the Health Services Center.	Contact Info Health Services Center 607.777.2221	Deadline/Notes
<input type="checkbox"/> Send Final Transcript(s) Students are required to mail to the Admissions Office an official, final high-school transcript, including graduation date and seal, stamp or signature.	Contact Info Office of Admissions 607.777.2171 admit@binghamton.edu	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation Students will get an email to their Binghamton email account alerting them that registration for orientation is open. Register online at https://www.binghamton.edu/orientation/session/freshmen.html	Contact Info Office of New Student Programs 607.777.2878 orientation@binghamton.edu	Deadline/Notes
<input type="checkbox"/> Register for Classes Course registration will take place when you are at orientation over the summer. Please note, you will need to submit your Seat Deposit and Immunization Form prior to registration.	Contact Info Office of the Registrar 607.777.2878	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 to determine what supports are available at Binghamton University. For more information about documentation needed to get services, go to: https://www.binghamton.edu/ssd/faq.html .	Contact Info Services for Students with Disabilities 607.777.2686 ssd@binghamton.edu	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit Before you can get your dorm assignment, you need to complete a housing deposit (that is included in the tuition deposit) and housing questionnaire. After the deposit is received you will receive an email with directions on how to fill out the housing preference form online.	Contact Info Office of Residential Life 607.777.2321 reslife@binghamton.edu	Deadline/Notes
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<input type="checkbox"/> Submit Housing Forms You will submit a housing preference form online. Freshman can start signing up for housing starting the middle of April. See https://www.binghamton.edu/residential-life/index.html for information about your options.	Contact Info Office of Residential Life 607.777.2321 reslife@binghamton.edu	Deadline/Notes
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FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class The first day of class is in late August. Check out the academic calendar for other important dates: https://www.binghamton.edu/about/university-calendar.html .	Contact Info	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