



COLLEGE ENROLLMENT CHECKLIST

Borough of Manhattan Community 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.

Borough of Manhattan Community College

Check out "After You Are Admitted":
<http://www.bmcc.cuny.edu/admissions/page.jsp?pid=1186&n=After%20You%20Are%20Admitted>

Find out more about ASAP at BMCC:
<http://www.bmcc.cuny.edu/asap/>

ADMISSIONS AND COMMITMENT 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, visit the Admissions Office in Rm. S-310 or visit http://www.bmcc.cuny.edu/admissions/ .	Contact Info Admissions Office Room S-310 212.220.1265 admissions@bmcc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit To accept Borough of Manhattan Community College's offer of admission: Complete the Intent to Enroll form http://www.bmcc.cuny.edu/iaccept/ . After you have clicked on the "I accept" icon print the Commitment Tuition Deposit form and follow the directions.	Contact Info Admissions Office Room S-310 212.220.1265 admissions@bmcc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your college email account at http://www.bmcc.cuny.edu/cunyfirst/student.jsp . Check this account daily since important information will be communicated.	Contact Info Student Help: 212.220.8002	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 and testing resources, please see http://www2.cuny.edu/academics/testing/ . You can sign up for a test at http://www.bmcc.cuny.edu/testing/registration/ .	Contact Info Testing Office Room S-103 212.220.8085 Testing@bmcc.cuny.edu	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. If you do not pass any sections of the Assessment Tests, contact Student Advisement to ask about summer programs.	Contact Info Student Advisement Room S-108 212.220.8315 eadsvement@bmcc.cuny.edu	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs Once you have been accepted, you may receive emails or letters about orientations for ASAP or College Discovery, two programs that provide critical financial and academic support. Keep an eye out for any invitations and contact the CD or ASAP office if you have any questions. Both programs will require you to attend orientations and/or summer programs. See www.bmcc.cuny.edu/asap and http://www.bmcc.cuny.edu/cd/ for more information.	Contact Info College Discovery Room S-335 212.220.8152 cdp@bmcc.cuny.edu ASAP Room S-642 212.346.8660 asap@bmcc.cuny.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan The CUNYfirst Student Center provides an easy way to access, view, and manage your financial aid information. In order to accept your financial aid package, claim your CUNY First account and view your financial aid "to do" list. For additional information, see http://www.bmcc.cuny.edu/finaid/upload/CUNYfirst_Student_Financial_Aid_Guide.pdf . 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.	Contact Info Financial Aid Office Room N-365 212.220.1430 finaid@bmcc.cuny.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 Financial Aid Office Room N-365 212.220.1430 finaid@bmcc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification BMCC may indicate in the "Financial Aid To Do List" section of the CUNYfirst Student Center that you are missing financial aid documents. You will not receive any financial aid until you submit these documents. See http://www.bmcc.cuny.edu/finaid/upload/CUNYfirst_Student_Financial_Aid_Guide.pdf for additional information. Contact the Financial Aid office right away if you have any questions.	Contact Info Financial Aid Office Room N-365 212.220.1430 finaid@bmcc.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.bmcc.cuny.edu/admissions/afteradmitted-residency.jsp	Contact Info 212.220.8000	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.bmcc.cuny.edu/admissions/afteradmitted-immunization.jsp for more information. Contact Admissions to see if you need to submit a final transcript.	Contact Info Health Services Room N-380 212.220.8255 healthservices@bmcc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation You should attend a special pre-registration orientation session in August. For more information see http://www.bmcc.cuny.edu/NewStudentPrograms/ .	Contact Info	Deadline/Notes
<input type="checkbox"/> Register for Classes All new students will need to accept BMCC's offer of admission, complete CUNY Assessment Tests, complete immunization requirements, attend freshman orientation, file proof of residency, and submit financial aid and/ or scholarship information prior to class registration.	Contact Info Academic Advisement and Transfer Center 212.220.8315 eadvisement@bmcc.cuny.edu	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 Accessibility Services to determine what supports are available at BMCC. See http://www.bmcc.cuny.edu/accessibility/index.jsp for more information.	Contact Info Marcos Gonzalez, Director magonzalez@bmcc.cuny.edu 212.220.8182	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: http://www.bmcc.cuny.edu/calendar/academic_calendar.jsp	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