



COLLEGE ENROLLMENT CHECKLIST

SUNY Brockport

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 Brockport Resources

Check out the Student Checklist for enrollment that can be found at:
<http://www.brockport.edu/brockportbound/fre-shmanchecklist.html>

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). You can also check on the status of your application at http://www.brockport.edu/admissions/apply/status.html .	Contact Info Office of Admissions at Brockport 585.395.2751 admit@brockport.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit Submit your \$150 tuition and \$100 housing deposits once you have decided to attend. Submitting early will hold your spot and deposits are fully refundable until May 1st. See http://www.brockport.edu/admissions/101/accepted.html for more information.	Contact Info Office of Admissions at Brockport 585.395.2751 admit@brockport.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.brockport.edu/brockportbound/ . Check this account daily since important information will be communicated.	Contact Info Katie Buckley 585.395.5397 kbuckley@brockport.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams Computer skills test and foreign language tests are required for all entering freshman. There are practice materials online for the exam and you can register for the test at http://www.brockport.edu/oat/ . Students will need an Angel account and a Photo ID before being allowed to take the test.	Contact Info Frances Dearing 585.395.5954 fdearing@brockport.edu	Deadline/Notes
<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) You will receive your scores within a week or two. If you do not pass, you can retake the exam which you must pass by the end of your first year. There are review sessions and tutoring available.	Contact Info Frances Dearing 585.395.5954 fdearing@brockport.edu	Deadline/Notes



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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you were accepted into the EOP program, you should call to make sure you do not need to provide additional information and to find out when the mandatory summer program begins. See http://www.brockport.edu/eop/pre_freshman.html for additional information.	Contact Info Gary Owens Phone: 585.395.2547 Fax: 585.395.5907 gowens@brockport.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan If you have loans or additional scholarships, you may need to accept your financial aid package online. See http://www.brockport.edu/finaid/index.htm 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, contact the Office of Student Financial Services as soon as possible.	Contact Info Office of Student Financial Services 585.395.2501	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 . See http://www.brockport.edu/finaid/undergrad_loans.htm for additional information.	Contact Info Office of Student Financial Services 585.395.2501	Deadline/Notes
<input type="checkbox"/> Check for Verification SUNY Brockport may contact you about verifying information on your FAFSA. 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 you will need to request a copy of your tax transcript at www.irs.gov . See http://www.brockport.edu/finaid/forms_center.htm for more information and for downloadable forms.	Contact Info Office of Student Financial Services 585.395.2501	Deadline/Notes

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma Proof of immunization must be documented by a healthcare practitioner. For more information see http://www.brockport.edu/healthctr/immunizations.html . Contact the Admissions Office to see if you need to submit your final transcript.	Contact Info 585.395.2414 healthce@brockport.edu	Deadline/Notes
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<input type="checkbox"/> Sign Up for Orientation Register for a mandatory summer orientation session at http://www.brockport.edu/orientation/ .	Contact Info Katie Buckley First Year Experience Coordinator 585.395.5435 kbuckley@brockport.edu	Deadline/Notes
<input type="checkbox"/> Register for Classes You are able to register for classes during Orientation. In advance of the orientation, access the Freshman Course Preference Request by logging in through Brockport's Self-service Web Banner. To help you understand and complete the freshman course preference request survey, you should download and read the Freshman Registration Manual. Please note, you will need to submit your Seat Deposit and Immunization Form prior to registration. See http://www.brockport.edu/~acadvise/FallSpringRegProgs.html for additional information.	Contact Info Katie Buckley First Year Experience Coordinator 585.395.5435 kbuckley@brockport.edu	Deadline/Notes
<input type="checkbox"/> Follow-Up on Individual Education Plan A student is responsible for declaring his/her disability to The College at Brockport in order to be eligible for accommodation and services. A student declares his/her disability to the College by providing OSD with current (within three to five years) written documentation of disability by a recognized authority. Contact the Office for Students with Disabilities with any questions. See https://www.brockport.edu/life/accommodation_resources .	Contact Info Sherri Micheli 585.395.5409 osdoffice@brockport.edu	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit Before you can get your dorm assignment, you may need to submit a \$100 housing deposit (often paid when the tuition deposit is due). See https://www.brockport.edu/life/residential_life/applying_fall/firstyear.html for additional information. EOP students receive a waiver for this deposit.	Contact Info Office of Residential Life 585.395.2122	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms SUNY Brockport has on campus living. For more information about housing options and the process https://www.brockport.edu/life/residential_life/	Contact Info Office of Residential Life 585.395.2122	Deadline/Notes



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FIRST DAY OF CLASS

<input type="checkbox"/>	Confirm First Day of Class The first day of classes is in late August. See the academic calendar for more information: https://www.brockport.edu/academics/calendar/2018-2019.html	<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 TO SUCCESS	NEW SETTLEMENT APARTMENTS	THE URBAN ASSEMBLY

