



# COLLEGE ENROLLMENT CHECKLIST

## Bronx Community College

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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.

### Bronx Community College

Check out BCC's Enrollment Guide:  
<http://www.bcc.cuny.edu/Admissions/?p=ad-Accepted>

Learn more about ASAP at BCC:  
<http://asap.bcc.cuny.edu/>

## ADMISSIONS AND COMMITMENT FEE

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<input type="checkbox"/> <b>Confirm Admissions</b> 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. Call (718) 289-5895 or email <a href="mailto:admission@bcc.cuny.edu">admission@bcc.cuny.edu</a> with any questions.	<b>Contact Info</b> Office of Admissions (718) 289-5895 <a href="mailto:admission@bcc.cuny.edu">admission@bcc.cuny.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> The \$100 commitment deposit can be submitted in person at the Bursar's Office, Colston Hall, Main Level. Call (718) 289-5618 with any questions.	<b>Contact Info</b> Bursar's Office Colston Hall, Main Level (718) 289-5618	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Once you have been accepted, make sure you set up your college email account at <a href="http://www.bcc.cuny.edu/email/">http://www.bcc.cuny.edu/email/</a> . Check this account daily since important information will be communicated.	<b>Contact Info</b> Technology Service Center 718.289.5970 <a href="mailto:tsc@bcc.cuny.edu">tsc@bcc.cuny.edu</a>	Deadline/Notes

## TESTING

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<input type="checkbox"/> <b>Take Placement Exams</b> 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 <a href="http://www.bcc.cuny.edu/Admissions/?p=Testing-Placement-Exams">http://www.bcc.cuny.edu/Admissions/?p=Testing-Placement-Exams</a> and <a href="http://www2.cuny.edu/academics/testing/">http://www2.cuny.edu/academics/testing/</a>	<b>Contact Info</b> Testing Office (718) 289-5760 <a href="mailto:bcctesting@bcc.cuny.edu">bcctesting@bcc.cuny.edu</a>	Deadline/Notes
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<input type="checkbox"/> <b>Review Test Scores and Enroll in Summer Workshops (if necessary)</b> 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.	<i>Contact Info</i>	Deadline/Notes
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## SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Forms and Attend Orientation/ Summer Programs</b> Once you have been accepted, you may receive emails or letters about orientations for College Discovery (CD) or Accelerated Study in Associate Programs (ASAP), two programs that can provide critical financial academic support. Keep an eye out for any invitations and contact the CD or ASAP office if you have any questions. See <a href="http://www.bcc.cuny.edu/College-Discovery/">http://www.bcc.cuny.edu/College-Discovery/</a> for more information about College Discovery. See <a href="http://asap.bcc.cuny.edu/">http://asap.bcc.cuny.edu/</a> or call 718.289.5166 for more information about ASAP.	<i>Contact Info</i> College Discovery (718) 289-5882  ASAP (718) 289.5166	Deadline/Notes
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## FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> Over the summer, make an appointment with the Financial Aid office to verify your forms and ask about work study. BCC may email you a verification form to verify the information from your FAFSA. Complete the verification form and also log into your FAFSA to use the IRS link to transfer your families updated tax forms. If it doesn't work online you you will need to request a copy of your tax transcript at <a href="http://www.irs.gov">www.irs.gov</a> . For more information, see <a href="http://www.bcc.cuny.edu/Financial-Aid/?p=fa-After-you-Apply">http://www.bcc.cuny.edu/Financial-Aid/?p=fa-After-you-Apply</a>	<i>Contact Info</i> Financial Aid Office (718) 289-5700	Deadline/Notes
<input type="checkbox"/> <b>Complete Entrance Counseling/ Sign MPN</b> 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 <a href="http://www.studentloans.gov">www.studentloans.gov</a> .	<i>Contact Info</i> Financial Aid Office (718) 289-5700	Deadline/Notes
<input type="checkbox"/> <b>Check for Verification</b> Bronx Community College may email you a verification form to verify the information from your FAFSA. Complete the verification form and also log into your FAFSA to use the IRS link to transfer your families updated tax forms. If it doesn't work online you you will need to request a copy of your tax transcript at <a href="http://www.irs.gov">www.irs.gov</a> . Contact the Financial Aid office right away if you have any questions or see <a href="http://www.bcc.cuny.edu/Financial-Aid/?p=Verification-Process">http://www.bcc.cuny.edu/Financial-Aid/?p=Verification-Process</a>	<i>Contact Info</i> Financial Aid Office (718) 289-5700	Deadline/Notes



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<input type="checkbox"/> <b>Complete Residency Form</b> In order to qualify for in-state tuition, you need to complete a residency form. See <a href="http://www.bcc.cuny.edu/Student-Financial-Services/?p=Certificate-of-Residency">http://www.bcc.cuny.edu/Student-Financial-Services/?p=Certificate-of-Residency</a> . To see if you qualify for instate Tuition, see <a href="https://www.bcc.cuny.edu/registrar/documents/Residency/Instructions_CUNY_Residency_Form.pdf">https://www.bcc.cuny.edu/registrar/documents/Residency/Instructions_CUNY_Residency_Form.pdf</a> for more information.	<i>Contact Info</i>	Deadline/Notes
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## ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. Please visit <a href="http://www.bcc.cuny.edu/Health-Services/?p=College-Health-Requirements#MMR">http://www.bcc.cuny.edu/Health-Services/?p=College-Health-Requirements#MMR</a> for more information.	<i>Contact Info</i> Health Services Loew Hall, Room 101 718.289.5858	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Orientation</b> Contact the Office of Student Life at (718) 289-5194 and visit <a href="http://www.bcc.cuny.edu/Student-Life/?p=New-Student-Orientation">http://www.bcc.cuny.edu/Student-Life/?p=New-Student-Orientation</a> to find out about New Student Orientation.	<i>Contact Info</i> Office of Student Life (718) 289-5194	Deadline/Notes
<input type="checkbox"/> <b>Register for Classes</b> You will receive an invitation to attend a new student advisement and registration session. Please note, you may be expected to submit specific forms (e.g. Immunization Forms) prior to registration.	<i>Contact Info</i>	Deadline/Notes
<input type="checkbox"/> <b>Follow-Up on Individual Education Plan</b> If you had an individualized education plan (IEP) in high school, you should schedule an appointment with the Office of Disability Services to determine what supports are available at Bronx Community College. See <a href="http://www.bcc.cuny.edu/Disability-Services/">http://www.bcc.cuny.edu/Disability-Services/</a> for more information.	<i>Contact Info</i> Office of Disability Services (718) 289-5874	Deadline/Notes

## FIRST DAY OF CLASS

<input type="checkbox"/> <b>Confirm First Day of Class</b> Take a look at the academic calendar to determine when your first day of class is: <a href="http://www.bcc.cuny.edu/registrar/?p=reg-academic-calendars#degitop">http://www.bcc.cuny.edu/registrar/?p=reg-academic-calendars#degitop</a>	<i>Contact Info</i>	Deadline/Notes
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### SPONSORS:

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