



COLLEGE ENROLLMENT CHECKLIST

Brooklyn 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.

Brooklyn College Resources

Check out this page for Admitted Students:
<http://www.brooklyn.cuny.edu/web/admissions/freshmen.php>

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). See http://www.brooklyn.cuny.edu/web/admissions.php with any questions.	Contact Info Office of Admissions 718.951.5001 adminqry@brooklyn.cuny.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit Students should use the ID and Password provided in the acceptance letter and visit their Enrollment Application Status Check Page: https://myenrollment.brooklyn.cuny.edu/status/login.jsp . Contact the Bursar's Office for a waiver request if you cannot afford the commitment deposit.	Contact Info Bursar's Office 718.951.5200 bcbursar@brooklyn.cuny.edu	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://www2.cuny.edu/academics/testing/ or http://www.brooklyn.cuny.edu/web/about/administration/enrollment/testing/cat.php .	Contact Info Testing Office 718.951.5916 testing@brooklyn.cuny.edu	Deadline/Notes
<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 718.951.5916.	Contact Info Testing Office 718.951.5916 testing@brooklyn.cuny.edu	Deadline/Notes



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Brooklyn College

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 more information, see http://www.brooklyn.cuny.edu/web/about/administration/enrollment/seek.php	Contact Info SEEK Program Office 718.951.5738 seek@brooklyn.cuny.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan For information on how to use CUNYFirst to accept your financial aid, see: http://www.brooklyn.cuny.edu/web/off_financialaid/04012014_Your_FA_Status_in_CUNYfirst_Self_Service.pdf . For additional information on financial aid, see: www.brooklyn.cuny.edu/financialaid/	Contact Info Office of Financial Aid 718.951.5051 finaid@brooklyn.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 Office of Financial Aid 718.951.5051 finaid@brooklyn.cuny.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification Brooklyn College may email you a verification form to verify the information from your FAFSA or may indicate in your Financial Aid To Do List in CUNYFirst that you are missing financial aid forms. This means that you won't receive your financial aid until you provide 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 . See http://www.brooklyn.cuny.edu/web/about/offices/financial/resources/forms.php for additional information.	Contact Info Office of Financial Aid 718.951.5051 finaid@brooklyn.cuny.edu	Deadline/Notes
<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.brooklyn.cuny.edu/web/about/offices/bursar/residency.php	Contact Info	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.brooklyn.cuny.edu/web/about/offices/studentaffairs/offices/healthprograms.php . Contact Admissions to see if you need to submit your final transcript.	Contact Info Health Programs/Immunization Requirements Office 718.951.4505	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation You are strongly encouraged to attend a special pre-registration orientation session in August. See http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/offices/sail/orientation.php for more information.	Contact Info Student Affairs (Orientation) 718.951.5352	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 Center for Student Disabilities Services to determine what supports are available at Brooklyn College. For more information, see http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/offices/disability.php	Contact Info Center for Student Disability Services 718.951.5538	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.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/bulletins.php	Contact Info	Deadline/Notes
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HOUSING FORMS

<input type="checkbox"/>	Housing Deposit and Application	<i>Contact Info</i>	Deadline/Notes
	Brooklyn College partners with a Residence Life Program. For information about housing options and the application process, please go to http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/offices/sail/housing.php		

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