



COLLEGE ENROLLMENT CHECKLIST

SUNY Broome Community College

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.

Broome Community College Resources

Broome Community College has an Enrollment checklist:
<https://www.sunybroome.edu/web/www/enrollment-checklist>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You will receive notification of admissions within four weeks after you submit your application. You can check the status of your application by logging into https://mycollege.sunybroome.edu .	Contact Info Admissions Office 607.778.5001 admissions@sunybroome.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit Students admitted to the college will be required to submit a \$50 tuition deposit. Payment will be applied toward fall semester bill.	Contact Info Student Accounts 607.778.5230	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your college email account at https://www.sunybroome.edu/email . Check this account daily since important information will be communicated.	Contact Info Help Desk helpdesk@sunybroome.edu 607.778.5243	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams After you receive an admissions letter, you should receive a letter for testing. You need to take the ACCUPLACER as soon as possible as your scores can determine your placement in college credit courses, and in some cases, whether or not you can enroll. For more information, see http://www.sunybroome.edu/placement-assessment	Contact Info Admissions Office 607.778.5001 admissions@sunybroome.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 Admissions Office.	Contact Info Admissions Office 607.778.5001 admissions@sunybroome.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 Educational Opportunity Program (EOP), you will need to call them to make sure that you do not need to provide any additional information and to find out when the summer program begins. See https://www.sunybroome.edu/eop for additional information.	Contact Info Claudia K. Clarke 607.778.5220 clarkeck@sunybroome.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan Log onto https://mycollege.sunybroome.edu and click on the Financial Aid Link to review the paperwork you have submitted, missing paperwork, the status of your application and your financial aid awards. You will also use this system to accept, reduce or cancel your student loan offers. See https://www.sunybroome.edu/web/www/finances 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, go to the Financial Aid Office as soon as possible.	Contact Info Financial Aid Office 607.778.5028 finaid@sunybroome.edu	Deadline/Notes
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<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 607.778.5028 finaid@sunybroome.edu	Deadline/Notes
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<input type="checkbox"/> Check for Verification Broome Community College may email you a verification form to verify the information from your FAFSA or indicate on the Financial Aid Link that you are missing documents. Complete the verification form and 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.sunybroome.edu/web/www/financial-aid-forms for more information and for downloadable forms.	Contact Info Financial Aid Office 607.778.5028 finaid@sunybroome.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 residence form. See https://www.sunybroome.edu/web/www/residency for more information.	Contact Info	Deadline/Notes
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ORIENTATION/ CLASS REGISTRATION



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<input type="checkbox"/> Submit Immunization Records and High School Diploma Please present your original high school diploma to the Admissions Office as soon as possible. Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. For more information, see http://www2.sunybroome.edu/safety/health-services/immunization/	Contact Info Student Health Services 607.778.5181	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation A first-term student is required to attend a special pre-registration orientation session in late July, early August. Contact the Admissions Office with any questions.	Contact Info	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. See http://www3.sunybroome.edu/student-orientation/ for more information.	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 Accessibility Resources Office to determine what supports are available http://www2.sunybroome.edu/lad/aro/	Contact Info Accessibility Resources Office 607.778.5150 aro@sunybroome.edu	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit Before you can get your dorm assignment, you may need to complete a housing deposit (often paid when the tuition deposit is due) and a housing questionnaire filled out. See http://www2.sunybroome.edu/housing/apply/ for more information.	Contact Info Jeffrey Horowitz, Housing Director 607. 778.5307 housing@sunybroome.edu	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms Broome Community College has on campus housing for the first time. For information about housing options and the process, please go to http://w.sunybroome.edu/housing/ .	Contact Info Jeffrey Horowitz, Housing Director 607. 778.5307 housing@sunybroome.edu	Deadline/Notes



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FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class	<i>Contact Info</i>	Deadline/Notes
<p>The first day of classes is in late August. See the academic calendar for more information: http://catalog.sunybroome.edu/content.php?catoid=1&navoid=77.</p>		

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LINCT FOR SUCCESS	NEW SETTLEMENT APARTMENTS	THE URBAN ASSEMBLY