



# COLLEGE ENROLLMENT CHECKLIST

## SUNY Canton

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 Canton Resources

Check out the official Enrollment Package:  
[http://www.canton.edu/admissions/pdf/Next\\_Steps\\_ChecklistF18.pdf](http://www.canton.edu/admissions/pdf/Next_Steps_ChecklistF18.pdf)

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> <b>Confirm Admissions</b> You must log into UCanWeb <a href="http://www.canton.edu/enroll/">http://www.canton.edu/enroll/</a> . Your enrollment package details out your login and password information. On the "main menu" select "student checklist" for the list of items to complete, including accepting offer of admission.	<b>Contact Info</b> 34 Cornell Drive Canton, NY 13617 (315) 386-7123 or 1-800-388-7123 admissions@canton.edu	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> The tuition deposit is \$100. To pay, go to <a href="http://www.canton.edu/enroll/">http://www.canton.edu/enroll/</a> and select "pay my deposit" or can mail in deposit card. Low income students who are not in EOP should reach out to admissions to see if their deposit can be waived.	<b>Contact Info</b> Admissions 800.388.7123	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Log in information located under Personal Information and then Personal Identification Number on UCanWeb.	<b>Contact Info</b> Help Desk 315.386.7448	Deadline/Notes

## TESTING

<input type="checkbox"/> <b>Take Placement Exams</b> You will be notified via your Canton email address if you are required to take the placement exam which needs to be completed before orientation. For sample questions, see <a href="http://www.canton.edu/testing/accuplacer.pdf">http://www.canton.edu/testing/accuplacer.pdf</a> If you were instructed via your Canton email to take the placement exam called the Accuplacer, please contact the Placement Testing Office to schedule an exam date. You can ask about taking the exam off site with a proctor.	<b>Contact Info</b> Placement Testing 315.379.3954	Deadline/Notes
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### SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Forms and Attend Orientation/ Summer Programs</b> All new freshmen EOP students will be required to attend and participate in the four-week EOP Pre-freshman Summer Program, which will begin July 9, 2018 and end August 3, 2018. Student participants should arrive on campus Sunday evening of July 8, 2017  It is a requirement of the program that student participants contact EOP to confirm attendance once accepted into EOP. EOP confirmation form: <a href="http://www.canton.edu/eop/confirm.html">http://www.canton.edu/eop/confirm.html</a>	<b>Contact Info</b> EOP 315.386.7226	Deadline/Notes
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### FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> Complete this step through UCanWeb under the New Student Checklist tab. Be sure to accept each financial aid item in your award!	<b>Contact Info</b> Student Service Center 800.388.7123	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> . Students should complete this before July.	<b>Contact Info</b> Student Service Center 1.800.388.7123 315.386.7616	Deadline/Notes
<input type="checkbox"/> <b>Check for Verification</b> Canton may send you a verification form which means that you will not be able to receive any financial aid until you provide additional documents. Log into UCanWeb, select "Student Checklist" from the main menu. In the "Financial Aid" section, you will be able to check for any unsatisfied requirements and see if verification paperwork is listed. Use the IRS data retrieval tool on FAFSA, or get a tax transcript form from the IRS.	<b>Contact Info</b> Student Service Center 1.800.388.7123 315.386.7616	Deadline/Notes



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### ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> Students must fill out a health form, which can be found under the New Student Checklist tab on UCanWeb: <a href="http://www.canton.edu/health_center/forms/health_history.pdf">http://www.canton.edu/health_center/forms/health_history.pdf</a> . The form must be submitted to the Davis Health Center no later than 4 weeks before the start of the semester.	<b>Contact Info</b> Davis Health Center Miller Campus Center 004 34 Cornell Drive Canton, NY 13617 TEL: 315.386.7333 FAX: 315.386.7932	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Orientation</b> All new students are required to participate in Orientation. Students can register for orientation at <a href="http://www.canton.edu/orientation/">http://www.canton.edu/orientation/</a> .	<b>Contact Info</b> Office of Advising 315.379.3954 advising@canton.edu	Deadline/Notes
<input type="checkbox"/> <b>Register for Classes</b> After June 1st, once students have logged into UCanWeb, checked their email, paid their housing/commitment deposit, filled out their housing/meal plan forms and completed financial aid steps, they can contact the Office of Advising to set up an appointment to register for classes. Most of these appointments can happen over the phone.	<b>Contact Info</b> Office of Advising 315.379.3954 advising@canton.edu	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 Student Accessibility Services to discuss academic support services.	<b>Contact Info</b> Student Accessibility Services 315.386.7392	Deadline/Notes

### HOUSING FORMS

<input type="checkbox"/> <b>Housing Survey and Deposit</b> Beginning March 2018, students living on and off campus must complete, through UCanWeb, the on-campus housing survey or off-campus housing waiver, respectively. <b>On-campus housing is not guaranteed, so students need to fill out this housing form ASAP.</b>  Before you can get your dorm assignment, you need to submit a housing deposit (that is included in the tuition deposit) and complete a housing survey. Go to <a href="http://www.canton.edu/admissions/enroll/">http://www.canton.edu/admissions/enroll/</a> and select "pay my deposit." EOP students pay \$25. Low income students who are not in EOP should reach out to residential life directly.	<b>Contact Info</b> Residential Life 315.386.7513	Deadline/Notes
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### FIRST DAY OF CLASS

<input type="checkbox"/> <b>Confirm First Day of Class</b>	<i>Contact Info</i>	Deadline/Notes
<p>The first day of class is in late August. See academic calendar for more information:  <a href="http://www.canton.edu/academic/calendar/16-19_academic_calendar.pdf">http://www.canton.edu/academic/calendar/16-19_academic_calendar.pdf</a></p>		

### SPONSORS:

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