



COLLEGE ENROLLMENT CHECKLIST

City 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.

City College Resources

Check out City College's Guide for New Students:
<http://www.ccnycuny.edu/orientation/index.cfm>

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). Contact the Office of Admissions with any questions.	Contact Info Office of Admissions 212.650.6977 admissions@ccny.cuny.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit For information on how to pay your \$100 commitment deposit, see http://www.ccnycuny.edu/bursar/commitment-deposit.cfm . For further instructions on how to submit the Commitment Tuition Deposit, contact the Bursar's Office.	Contact Info Bursar's Office 212.650.8700 bursaroffice@ccny.cuny.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.ccnycuny.edu/orientation/activate-your-citymail.cfm . Check this account daily since important information will be communicated.	Contact Info Help Desk 212.650.7878 helpdesk@ccny.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://www.cuny.edu/academics/testing/cuny-assessment-tests.html or http://www.ccnycuny.edu/testing/index.cfm .	Contact Info Office of Evaluation and Testing 212.650.6488 testing@ccny.cuny.edu	Deadline/Notes
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<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.	Contact Info Office of Evaluation and Testing 212.650.6488 testing@ccny.cuny.edu	Deadline/Notes
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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 https://www.ccny.cuny.edu/seek/ .	Contact Info SEEK Program Office 212.650.5774 seek@ccny.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 accept your financial aid, see http://www.ccny.cuny.edu/financialaid/upload/CUNYfirst-Applying-Financial-Aid-to-Bill-2014.pdf or contact the Financial Aid Office.	Contact Info Financial Aid Office 212.650.6656 financialaid@ccny.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 Financial Aid Office 212.650.6656 financialaid@ccny.cuny.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification City College may email you a verification form to verify the information from your FAFSA. 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 . For more information, see https://www.ccny.cuny.edu/financialaid .	Contact Info Financial Aid Office 212.650.6656 financialaid@ccny.cuny.edu	Deadline/Notes
<input type="checkbox"/> Complete Residency Form In order to qualify for in-state tuition, you need to complete a residency form. See https://www.ccny.cuny.edu/sites/default/files/CUNY%20Residency%20Form.pdf for more information.	Contact Info	Deadline/Notes



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HOUSING FORMS

<input type="checkbox"/> Submit Housing Forms	<i>Contact Info</i>	Deadline/Notes
Visit http://www.cuny.edu/housing/ to learn about City College's Housing and Residence Life program. More information on City College's residence hall – The Towers – can be found at https://www.cuny.edu/towers .		

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