



# COLLEGE ENROLLMENT CHECKLIST

## SUNY Clinton 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.

### SUNY Clinton Community College Resources

Students will receive an acceptance packet in the mail. You can also check out the Admissions Checklist at:

<http://www.clinton.edu/admissions/admissionschecklist.xml>

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> <b>Confirm Admissions</b> In the acceptance packet students receive in the mail, there will be a card that they will mail back indicating their commitment to enroll. See <a href="https://www.clinton.edu/admissions/">https://www.clinton.edu/admissions/</a> for more information.	<b>Contact Info</b> Admissions 518.562.4170	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> Students must submit a \$50 tuition deposit to secure their spot on campus. It must be mailed into the bursar's office. Reach out to an Admissions Advisor to request a waiver for the deposit.	<b>Contact Info</b> Admissions 518.562.4170 <a href="mailto:admissions@clinton.edu">admissions@clinton.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Students can access their email through the student portal: <a href="https://www.clinton.edu/IT/webmail.xml">https://www.clinton.edu/IT/webmail.xml</a> . Once you activate your account, you will be prompted to pick your own password.	<b>Contact Info</b> Information Ttechnology 518. 562.4261 <a href="mailto:IT-PC@clinton.edu">IT-PC@clinton.edu</a>	Deadline/Notes

## TESTING

<input type="checkbox"/> <b>Take Placement Exams</b> Visit <a href="https://www.clinton.edu/Admissions/Newstudentregistrationoptions.xml">https://www.clinton.edu/Admissions/Newstudentregistrationoptions.xml</a> to set up a date to take your placement tests and register for classes. You can do both tasks in one day, or separately in two days.	<b>Contact Info</b> Admissions 518.562.4170	Deadline/Notes
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## FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> Financial aid award letters will be posted on <a href="https://estudent.clinton.edu/login.asp">https://estudent.clinton.edu/login.asp</a> . While in the Student Portal, click "My Financial Aid" on the left to accept your award.	<b>Contact Info</b> Financial Aid 518.562.4125	Deadline/Notes
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<input type="checkbox"/>	<b>Complete Entrance Counseling/ Sign MPN</b> Loan counseling/MPN needs to be filled out before the start of classes. Students can keep track of what paperwork is missing by going to <a href="https://estudent.clinton.edu/login.asp">https://estudent.clinton.edu/login.asp</a> . While in the Student Portal, click "My Financial Aid" and then document tracker.	<b>Contact Info</b> Financial Aid 518.562.4125	Deadline/Notes
<input type="checkbox"/>	<b>Check for Verification</b> If you are flagged for verification, it will be listed under your document tracker. This means that you will not be able to receive any financial aid until you provide additional documents. Check the document tracker and follow-up right away. You can use the IRS data retrieval tool or get a tax transcript form from the IRS.	<b>Contact Info</b> Bursar 518.562.4135	Deadline/Notes

## ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/>	<b>Submit Immunization Records and High School Diploma</b> Students must submit their health forms to the College Nurse before registering for courses. Access the downloadable forms and other important information at <a href="http://www.clinton.edu/HealthServices/">http://www.clinton.edu/HealthServices/</a> .	<b>Contact Info</b> Health Services 518.562.4129	Deadline/Notes
<input type="checkbox"/>	<b>Sign Up for Orientation</b> There are several orientation dates scheduled during August. Contact the Counseling & Advisement Office for further information.	<b>Contact Info</b> Counseling & Advisement Office 518.562.4199	Deadline/Notes
<input type="checkbox"/>	<b>Register for Classes</b> To register for classes and sign up for a placement test date, visit <a href="https://www.clinton.edu/Admissions/Newstudentregistrationoptions.xml">https://www.clinton.edu/Admissions/Newstudentregistrationoptions.xml</a> . You can set up a combined one-day full session (class registration + placement test) or two half-day sessions. Once the semester begins, students can adjust their schedules with their advisors (who they meet during orientation).	<b>Contact Info</b> Counseling & Advisement Office 518.562.4199	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 contact a learning resource specialist and visit <a href="http://www.clinton.edu/Admissions/disabilities.xml">http://www.clinton.edu/Admissions/disabilities.xml</a> . More information at <a href="https://www.clinton.edu/accommodativeservices/">https://www.clinton.edu/accommodativeservices/</a>	<b>Contact Info</b> Learning Resource Specialist 518.562.4252	Deadline/Notes

## HOUSING FORMS

<input type="checkbox"/>	<b>Housing Deposit</b> A \$200 housing deposit must be paid and submitted with the licensing agreement. Students can defer the deposit into their financial aid (meaning that the deposit cost is covered by their financial aid award) if the student has enough financial aid to cover their total cost of attendance AND the \$200 deposit. For additional information, see <a href="https://www.clinton.edu/fsa/halls.xml">https://www.clinton.edu/fsa/halls.xml</a>	<b>Contact Info</b> Financial Aid Office: 518.562.4125 Faculty Student Association 518.562.4372	Deadline/Notes
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<input type="checkbox"/> <b>Submit Housing Forms</b> Housing forms must be mailed to the Faculty Student Association office 45 days before the semester starts. To access the forms, go to <a href="https://www.clinton.edu/fsa/halls.cxml">https://www.clinton.edu/fsa/halls.cxml</a> .	<b>Contact Info</b> Faculty Student Association 518.562.4372	Deadline/Notes
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## FIRST DAY OF CLASS

<input type="checkbox"/> <b>Confirm First Day of Class</b> Classes begin in late August. See <a href="https://www.clinton.edu/AcademicAffairs/academiccalendar.cxml">https://www.clinton.edu/AcademicAffairs/academiccalendar.cxml</a> for additional information.	<b>Contact Info</b>	Deadline/Notes
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## SPONSORS:

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