



# COLLEGE ENROLLMENT CHECKLIST

## College of Staten Island

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.

### College of Staten Island Resources

Check out the *New Student Guide*  
<http://www.csi.cuny.edu/admissions/guide/index.html>  
 and information about the *New Student Orientation*  
<http://www.csi.cuny.edu/CLUE/orientation.html>

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> <b>Confirm Admissions</b> You will receive notification of admissions four to six weeks after you submit your application (after February 1st). Call the Office of Recruitment and Admissions with any questions.	<b>Contact Info</b> Office of Recruitment and Admissions 718.982.2010	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> Submit the Admissions Response Form with your deposit of \$100: <a href="http://www.csi.cuny.edu/admissions/guide/pdf/Admission_Response_Form.pdf">http://www.csi.cuny.edu/admissions/guide/pdf/Admission_Response_Form.pdf</a> . If you qualify for a waiver, submit the Admissions Response Form with an electronic printout of your SAR from your FAFSA.	<b>Contact Info</b> Office of Recruitment and Admissions 718.982.2010	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Once you have been accepted, make sure you set up your college email account at <a href="http://www.csi.cuny.edu/studenthelpdesk/ServicesInstructions/HD_SERVICES_EMAIL_INSTRUCTIONS.html">http://www.csi.cuny.edu/studenthelpdesk/ServicesInstructions/HD_SERVICES_EMAIL_INSTRUCTIONS.html</a> . Check this account daily since important information will be communicated.	<b>Contact Info</b>	Deadline/Notes

## TESTING

<input type="checkbox"/> <b>Take Placement Exams</b> 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 <a href="http://www.cuny.edu/academics/testing/cuny-assessment-tests.html">http://www.cuny.edu/academics/testing/cuny-assessment-tests.html</a> . Call the College Testing Office at 718.982.2380 with any questions or visit <a href="http://www.csi.cuny.edu/testing/">http://www.csi.cuny.edu/testing/</a> for additional information.	<b>Contact Info</b> College Testing Office 718.982.2380	Deadline/Notes
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<input type="checkbox"/> <b>Review Test Scores and Enroll in Summer Workshops (if necessary)</b> New students are informed of their test results at their appointment with an academic advisor.	<i>Contact Info</i>	Deadline/Notes
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## SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Forms and Attend Orientation/ Summer Programs</b> Once you have been accepted, you may receive emails or letters about orientations for The Percy Ellis Sutton SEEK Program or the Accelerated Study in Associate Programs (ASAP), two programs that can provide critical financial academic support. Keep an eye out for any invitations and contact the SEEK or ASAP office if you have any questions. See <a href="http://www.csi.cuny.edu/asap/">http://www.csi.cuny.edu/asap/</a> or <a href="http://www.csi.cuny.edu/seek/admissions.html">http://www.csi.cuny.edu/seek/admissions.html</a> for more information.	<i>Contact Info</i> ASAP Program 718.982.2396	Deadline/Notes
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## FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> If you have loans or additional scholarships, you may need to accept your financial aid package online. See <a href="http://www.csi.cuny.edu/finaid/">http://www.csi.cuny.edu/finaid/</a> 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 Office of Student Financial Services as soon as possible. See <a href="http://www.csi.cuny.edu/bursar/payment.html">http://www.csi.cuny.edu/bursar/payment.html</a> for information about payment plans.	<i>Contact Info</i> Office of Financial Aid 718.982.2030 <a href="mailto:financialaid@csi.cuny.edu">financialaid@csi.cuny.edu</a>	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>	<i>Contact Info</i> Office of Financial Aid 718.982.2030 <a href="mailto:financialaid@csi.cuny.edu">financialaid@csi.cuny.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Check for Verification</b> The College of Staten Island 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 you will need to request a copy of your tax transcript at <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a>	<i>Contact Info</i> Office of Financial Aid 718.982.2030 <a href="mailto:financialaid@csi.cuny.edu">financialaid@csi.cuny.edu</a>	Deadline/Notes



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<input type="checkbox"/> <b>Complete Residency Form</b> In order to qualify for in-state tuition, you need to complete a residency form. Please see <a href="http://www.csi.cuny.edu/residency/">http://www.csi.cuny.edu/residency/</a> for more information.	<i>Contact Info</i>	Deadline/Notes
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## ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella: <a href="http://www.csi.cuny.edu/studentaffairs/healthservices/immunization.html">http://www.csi.cuny.edu/studentaffairs/healthservices/immunization.html</a> . Contact the Admissions Office to see if you need to provide your final transcript.	<i>Contact Info</i>	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Orientation</b> For more information about the mandatory two-day New Student Orientation, visit <a href="http://www.csi.cuny.edu/CLUE/">http://www.csi.cuny.edu/CLUE/</a> or contact the New Student Orientation office.	<i>Contact Info</i> New Student Orientation/CLUE 718.982.2529 <a href="mailto:orientation@csi.cuny.edu">orientation@csi.cuny.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Register for Classes</b> Course registration will occur during the mandatory two-day orientation session. Contact the Office of New Student Orientation for more information.	<i>Contact Info</i> New Student Orientation/CLUE 718.982.2529 <a href="mailto:orientation@csi.cuny.edu">orientation@csi.cuny.edu</a>	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 the Center for Student Accessibility to determine what supports are available at the College of Staten Island.	<i>Contact Info</i> Center for Student Accessibility 718.982.2510 <a href="mailto:CSA@csi.cuny.edu">CSA@csi.cuny.edu</a>	Deadline/Notes

## FIRST DAY OF CLASS

<input type="checkbox"/> <b>Confirm First Day of Class</b> Take a look at the academic calendar to determine when your first day of class is: <a href="http://www.csi.cuny.edu/currentstudents/academiccalendars/">http://www.csi.cuny.edu/currentstudents/academiccalendars/</a>	<i>Contact Info</i>	Deadline/Notes
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### HOUSING FORMS

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<input type="checkbox"/> <b>Housing Deposit</b> Before you can get your dorm assignment, you may need to complete a housing deposit (often paid when the tuition deposit is due) and housing questionnaire. See <a href="http://csistudenthousing.com/">http://csistudenthousing.com/</a> for more information.	<b>Contact Info</b> Student Housing Office 718.982.3019	Deadline/Notes
<input type="checkbox"/> <b>Submit Housing Forms</b> Visit <a href="http://csistudenthousing.com/">http://csistudenthousing.com/</a> to learn more about the College of Staten Island's on-campus housing. You can also contact the Student Housing Office with any questions.	<b>Contact Info</b> Student Housing Office 718.982.3019	Deadline/Notes

### SPONSORS:

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

