



# COLLEGE ENROLLMENT CHECKLIST

## SUNY Cortland

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 Cortland Resources

Check out the new student checklist:  
<http://www2.cortland.edu/admissions/undergraduate/accepted-students/>

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> <b>Confirm Admissions</b> Students will confirm their admissions through MyRedDragon at <a href="https://blaze.cortland.edu/cp/home/displaylogin">https://blaze.cortland.edu/cp/home/displaylogin</a> . To log into your account for the first time, type in your username (firstname.lastname) and your temporary password (your last name plus the last four digits of your Cortland ID number). Your ID number will be included in your acceptance packet. Once you have logged in, you will need to change your password.	<b>Contact Info</b> Admissions 607.753.4711	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> There is a \$200 combined housing/admissions deposit due by May 1 or 30 days after acceptance. Students will pay the deposit via MyRedDragon or mail. EOP students can have their deposits waived. Non-EOP students should call admissions if they cannot afford the deposit. For more information, see <a href="http://www2.cortland.edu/cost-aid/student-accounts-office/billing-payment/deposits.dot">http://www2.cortland.edu/cost-aid/student-accounts-office/billing-payment/deposits.dot</a>	<b>Contact Info</b> Admissions 607.753.4711	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Students can access their email through MyRedDragon: <a href="https://blaze.cortland.edu/cp/home/displaylogin">https://blaze.cortland.edu/cp/home/displaylogin</a> .	<b>Contact Info</b> Information Resource Support Center 607.753.2500	Deadline/Notes

## TESTING

<input type="checkbox"/> <b>Take Placement Exams</b> Cortland does not require placement tests before the student attends orientation. Depending on your major, it might be built into your orientation, but you do not have to sign up for these exams separately.	<b>Contact Info</b> Advisement and Transition 607.753.4726	Deadline/Notes
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### SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Forms and Attend Orientation/ Summer Programs</b> Enrollment in and successful completion of the Summer Institute (SI) is a requirement for all new, entering SUNY Cortland EOP freshmen. The SI generally lasts five weeks. See <a href="http://www2.cortland.edu/programs/eop/index.dot">http://www2.cortland.edu/programs/eop/index.dot</a> for additional information. EOP students do not need to register for orientation, as it is built into the Summer Institute.	<b>Contact Info</b> EOP 607.753.4808	Deadline/Notes
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### FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> Your financial aid package is available on MyRedDragon. You can see what documents are missing by logging onto your account.	<b>Contact Info</b> Financial Aid 607.753.4717	Deadline/Notes
<input type="checkbox"/> <b>Complete Entrance Counseling/ Sign MPN</b> Students must complete their entrance counseling and MPN by the start of the semester.	<b>Contact Info</b> Financial Aid 607.753.4717	Deadline/Notes
<input type="checkbox"/> <b>Check for Verification</b> If you have been flagged for verification, SUNY Cortland will mail you a letter and post a notice on MyRedDragon. This means that you will not be able to receive any financial aid until you provide additional documents. You should submit any forms right away and use the IRS data retrieval tool or get a tax transcript form from the IRS.	<b>Contact Info</b> Financial Aid 607.753.4717	Deadline/Notes

### ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> All health forms can be found at: <a href="http://www2.cortland.edu/offices/student-health-service/student-information/new-students.dot">http://www2.cortland.edu/offices/student-health-service/student-information/new-students.dot</a> . They must be filled out and mailed to the Student Health Services Office by July 1st. You cannot attend orientation before submitting these forms. Mail your final transcripts to the Admissions Office. Final transcripts should clearly identify your date of graduation.	<b>Contact Info</b> Advisement and Transition 607.753.4726	Deadline/Notes
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<input type="checkbox"/> <b>Sign Up for Orientation</b> Orientations occur from the end of June to July. Specific majors get particular dates found here: <a href="http://www2.cortland.edu/offices/advisement-and-transition/pdfs/orientation/First-Year%20Session%20Dates.pdf">http://www2.cortland.edu/offices/advisement-and-transition/pdfs/orientation/First-Year%20Session%20Dates.pdf</a> . Registration for orientation takes place in May through MyRedDragon. Click on the Admissions tab and then "Admissions Important Links.". You can call the advisement office to have that cost added to your bill so it will be paid for with financial aid.	<b>Contact Info</b> Advisement and Transition 607.753.4726	Deadline/Notes
<input type="checkbox"/> <b>Register for Classes</b> Registration for classes takes place during Orientation. Students will leave orientation with their schedule set.	<b>Contact Info</b> Advisement and Transition 607.753.4726	Deadline/Notes
<input type="checkbox"/> <b>Follow-Up on Individual Education Plan</b> Cortland's office of disability services has a great checklist for new students who are entering with an IEP: <a href="https://www2.cortland.edu/offices/disability-resources/checklist-for-new-students.dot">https://www2.cortland.edu/offices/disability-resources/checklist-for-new-students.dot</a>	<b>Contact Info</b> Student Disability Services 607.753.2066	Deadline/Notes

## HOUSING FORMS

<input type="checkbox"/> <b>Housing Deposit</b> There is a \$200 combined housing/admissions deposit due by May 1st or 30 days after acceptance. Students will pay the deposit via MyRedDragon or mail. EOP students can have their deposits waived. If a student is non-EOP, but paying the deposit is a hardship, students should call admissions. For more information see <a href="http://www2.cortland.edu/offices/residence-life/new-students/">http://www2.cortland.edu/offices/residence-life/new-students/</a>	<b>Contact Info</b> Admissions 607.753.4711	Deadline/Notes
<input type="checkbox"/> <b>Submit Housing Forms</b> Select the myRedDragon link at the top of the SUNY Cortland homepage. Click the "Student" tab and look for the "Residence Life and Housing" section. Select the "Housing Process Information" link, and then from the top menu, select "Applications > New Student Preference Form." This must be completed by May 31st. For more information about housing, visit <a href="http://www2.cortland.edu/offices/residence-life/new-students/">http://www2.cortland.edu/offices/residence-life/new-students/</a> .	<b>Contact Info</b> Residential Life and Housing 607.753.4724	Deadline/Notes

## FIRST DAY OF CLASS

<input type="checkbox"/> <b>Confirm First Day of Class</b> The first day of classes is in late August. Visit the academic calendar for more information: <a href="https://www2.cortland.edu/dotAsset/b2365a20-21f1-4925-b865-d11e53f6afd9.pdf">https://www2.cortland.edu/dotAsset/b2365a20-21f1-4925-b865-d11e53f6afd9.pdf</a>	<b>Contact Info</b>	Deadline/Notes
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SUNY Cortland

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## SPONSORS:

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