



COLLEGE ENROLLMENT CHECKLIST

SUNY Genesee 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 Genesee Community College Resources

Check out the Enrollment Checklist:
<https://www.genesee.edu/home/offices/admissions/checklist/>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You will receive notification of admissions within two weeks of your application submission. For more information, see http://www.genesee.edu/home/offices/admissions/ .	Contact Info 585.345.6800	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit The \$50 deposit needs to be made before you are able to register for classes.	Contact Info 585.345.6950 BusinessOffice@genesee.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.genesee.edu/gcc/mail/student.cfm . Check this account daily since important information will be communicated.	Contact Info 866.614.5004 online@genesee.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams Placement test scores are required for all of our new incoming and transfer students for placement into Reading, English and Math classes. Students who have ACT, SAT or High School Regents scores on file in the Admissions office may be exempt from taking the College's placement test. Reasonable accommodations will be provided upon request for persons with disabilities. Please notify Justin Berg, Disability Service Coordinator at (585) 343-0055 x6273. For more information, see http://www.genesee.edu/depts/cap/Placement_testing.cfm .	Contact Info 585.343.0055 x 6354	Deadline/Notes
--	--	----------------



COLLEGE ENROLLMENT CHECKLIST

SUNY Genesee Community College

SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you were accepted to the Educational Opportunity Program, you need to call them to make sure that you do not need to provide any additional information and to find out when the summer program begins. See https://www.genesee.edu/home/offices/financialaid/educational-opportunity-program/ for additional information.	Contact Info 585.345.6900	Deadline/Notes
--	-------------------------------------	----------------

FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan If you have loans or additional scholarships, you may need to accept your financial aid package online. See http://www.genesee.edu/offices/financialaid/ 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.	Contact Info 585.343.0055 kmbrown@genesee.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 585.345.6900 financialaid@genesee.edu	Deadline/Notes
--	---	----------------

<input type="checkbox"/> Check for Verification SUNY Genesee may email you a verification form to verify the information from your FAFSA. 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 . See http://www.genesee.edu/home/offices/financialaid/verification-information/ for more information and for downloadable forms.	Contact Info 585.345.6900 financialaid@genesee.edu	Deadline/Notes
--	---	----------------

<input type="checkbox"/> Complete Residency Form To qualify for New York State resident tuition, you must submit to the Student Accounts a Certificate of Residence for each academic year. Application forms are available in the Student Accounts Office or at your county treasurer's office. Certificate of Residency must be completed no sooner than 60 days before the start of the semester and no later than the 3rd week of your first semester of classes. After that date, you will be charged double tuition fees. For more information, see http://www.genesee.edu/home/offices/business-office/certificate-of-residence .	Contact Info 585-345-6950 Businessoffice@genesee.edu	Deadline/Notes
---	---	----------------



COLLEGE ENROLLMENT CHECKLIST

SUNY Genesee Community College

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma Please present your original high school diploma to the Admissions Office as soon as possible. Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. See http://www.genesee.edu/campuslife/health/ for more information.	Contact Info 585.345.6835 healthoffice@genesee.edu	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation New students should attend a special pre-registration orientation session. For more information, see http://www.genesee.edu/campuslife/students/orientation/ .	Contact Info	Deadline/Notes
<input type="checkbox"/> Register for Classes All accepted new students will attend a New Student Registration Session at the Batavia Campus or make an appointment at a campus center to register for classes. Placement testing must be completed before registering for classes.	Contact Info 585.345.6805	Deadline/Notes
<input type="checkbox"/> Follow-Up on Individual Education Plan If you had an individualized education plan (IEP) in high school, you should contact the Center for Academic Progress to schedule an appointment to determine what supports are available: http://www.genesee.edu/depts/cap/disability_services.cfm	Contact Info 585.343.0055 x 6351	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit Before you can get your dorm assignment, you may need to complete a housing deposit (often paid when the tuition deposit is due) and a housing questionnaire filled out. See http://www.genesee.edu/home/campus-life/housing/ for more information.	Contact Info 585.343.0163 collegevillage@genesee.edu	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms For information about housing options and the application process, please go to http://www.genesee.edu/home/campus-life/housing/ .	Contact Info 585.343.0163 collegevillage@genesee.edu	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class The first day of class is in late August. Take a look at the academic calendar: http://www.genesee.edu/academics/dates.cfm .	Contact Info	Deadline/Notes
---	---------------------	----------------



COLLEGE ENROLLMENT CHECKLIST

SUNY Genesee Community College

SPONSORS:

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