



# COLLEGE ENROLLMENT CHECKLIST

## Geneseo College Resources

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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.

### Geneseo College Resources

Once accepted, please visit and login to your SUNY Geneseo's KnightWeb account for information pertaining to required next steps! You can also take a look at this Orientation Checklist:  
<http://www.geneseo.edu/orientation/first-year-student-check-list>

## ADMISSIONS AND COMMITMENT FEE

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<input type="checkbox"/> <b>Confirm Admissions</b> You can check your application status by calling SUNY Geneseo's Office of Admissions.	<b>Contact Info</b> Office of Admissions 866.245.5211 <a href="mailto:admissions@geneseo.edu">admissions@geneseo.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> SUNY Geneseo requires a tuition deposit to be submitted.	<b>Contact Info</b> Office of Admissions 866.245.5211 <a href="mailto:admissions@geneseo.edu">admissions@geneseo.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Once accepted, students will be mailed instructions with information about how to set up their SUNY Geneseo KnightWeb account.	<b>Contact Info</b>	Deadline/Notes

## TESTING

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<input type="checkbox"/> <b>Take Placement Exams</b> Any placement exams will take place during orientation. Placement exams are not mandatory and may be waived depending on high school courses taken. Students may opt to take a Language Placement Exam. For more information, see <a href="http://www.geneseo.edu/languages_literatures/placement_menu">http://www.geneseo.edu/languages_literatures/placement_menu</a>	<b>Contact Info</b> Mrs. Paula Bill 585.245.5247 <a href="mailto:bill@geneseo.edu">bill@geneseo.edu</a>	Deadline/Notes
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### SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Forms and Attend Orientation/ Summer Programs</b> If you were accepted to the EOP or TOP program, please call the office of your program to ensure that all necessary information is submitted. See <a href="https://www.geneseo.edu/aop/educational-opportunity-program">https://www.geneseo.edu/aop/educational-opportunity-program</a> for information about these programs' summer orientations.	<b>Contact Info</b> Access Opportunity Programs (AOP) 585.245.5725	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. To learn more about different types of financial aid, visit <a href="https://www.geneseo.edu/financial_aid">https://www.geneseo.edu/financial_aid</a> . 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 Financial Aid as soon as possible.	<b>Contact Info</b> Office of Financial Aid 585.245.5731 <a href="mailto:financialaid@geneseo.edu">financialaid@geneseo.edu</a>	Deadline/Notes
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<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> . For more information visit the Student Loan Center at <a href="http://www.geneseo.edu/financial_aid/student_loan_center">http://www.geneseo.edu/financial_aid/student_loan_center</a> .	<b>Contact Info</b> Office of Financial Aid 585.245.5731 <a href="mailto:financialaid@geneseo.edu">financialaid@geneseo.edu</a>	Deadline/Notes
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<input type="checkbox"/> <b>Check for Verification</b> Your financial aid may be flagged for verification which means that you need to provide additional documents before your financial aid is distributed. Complete the verification form and also log into your FAFSA account to use the IRS link to transfer your family's updated tax forms. If unavailable, you will need to request a copy of your tax transcript at <a href="http://www.irs.gov">www.irs.gov</a> . See <a href="http://www.geneseo.edu/financial_aid/forms">http://www.geneseo.edu/financial_aid/forms</a> for more information and for downloadable forms.	<b>Contact Info</b> Office of Financial Aid 585.245.5731 <a href="mailto:financialaid@geneseo.edu">financialaid@geneseo.edu</a>	Deadline/Notes
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<input type="checkbox"/> <b>Complete Residency Form</b> If you have been charged as an out-of-state student and think you are eligible for a change in resident status, you must submit the Application for New York State Residency Status to the Office of Financial Aid or <a href="mailto:financialaid@geneseo.edu">financialaid@geneseo.edu</a> . For more information, see <a href="http://www.geneseo.edu/admissions/webform/application-new-york-state-residency-status">http://www.geneseo.edu/admissions/webform/application-new-york-state-residency-status</a> .	<b>Contact Info</b> Office of Admissions 866.245.5211 <a href="mailto:admissions@geneseo.edu">admissions@geneseo.edu</a>	Deadline/Notes
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### ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> 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. Please take a look at the Incoming Student Health Checklist to view required forms: <a href="https://www.geneseo.edu/health/forms">https://www.geneseo.edu/health/forms</a> .	<b>Contact Info</b> Health Services 585.245.5736	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Orientation</b> A first-term student is required to attend a special pre-registration orientation session. See <a href="https://www.geneseo.edu/orientation/summer-first-year-orientation">https://www.geneseo.edu/orientation/summer-first-year-orientation</a> for more information. Take a look at the First Year Student Checklist to see what you should do prior to orientation: <a href="http://www.geneseo.edu/orientation/first-year-student-check-list">http://www.geneseo.edu/orientation/first-year-student-check-list</a>	<b>Contact Info</b> Orientation 585.245.5852 <a href="mailto:orientation@geneseo.edu">orientation@geneseo.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Register for Classes</b> New students will receive information by mail regarding advisement and registration. Visit <a href="https://www.geneseo.edu/orientation">https://www.geneseo.edu/orientation</a> for more information. All first year students are required to attend advisement meetings in order to register for classes. Please note, you will need to submit your Immunization Form prior to registration.	<b>Contact Info</b> Office of the Registrar 585.245.5566 <a href="mailto:registrar@geneseo.edu">registrar@geneseo.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 Disability Services to determine what supports are available at SUNY Geneseo. For further information about this office and available services, see <a href="http://www.geneseo.edu/dean_office/disability_services">http://www.geneseo.edu/dean_office/disability_services</a> .	<b>Contact Info</b> Dr. Tabitha Buggie-Hunt <a href="mailto:tbuggieh@geneseo.edu">tbuggieh@geneseo.edu</a> (585) 245-5112	Deadline/Notes

### HOUSING FORMS

<input type="checkbox"/> <b>Housing Deposit</b> Before you can get your dorm assignment, you will need to submit a housing deposit (often paid when the tuition deposit is due) and complete a housing application and roommate pairing form. See <a href="https://www.geneseo.edu/campus_living">https://www.geneseo.edu/campus_living</a> for more information.	<b>Contact Info</b> Residence Life Office 585.245.5726 <a href="mailto:reslife@geneseo.edu">reslife@geneseo.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Submit Housing Forms</b> For information about the application process, see <a href="http://www.geneseo.edu/residence_life/new-student-housing-information-step-2-complete-your-housing-application">http://www.geneseo.edu/residence_life/new-student-housing-information-step-2-complete-your-housing-application</a> .	<b>Contact Info</b> Residence Life Office 585.245.5726	Deadline/Notes



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### FIRST DAY OF CLASS

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<input type="checkbox"/> <b>Confirm First Day of Class</b>	<i>Contact Info</i>	Deadline/Notes
Take a look at the academic calendar to determine important dates. Please note the first day of class is in late August: <a href="https://www.geneseo.edu/registrar/academic-calendar">https://www.geneseo.edu/registrar/academic-calendar</a>		

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### 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