



COLLEGE ENROLLMENT CHECKLIST

Guttman Community College

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.

Guttman Community College Resources

Check out Guttman Community College's Guide for Admitted Students:
<http://guttman.cuny.edu/admissions/after-you-are-accepted/>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You can check your application status by calling the Welcome Center at 212-997-CUNY (2869) or on the CUNY Portal: https://cunyportal.cuny.edu . As part of the Admissions process, you need to attend an Information Session and participate in an individual meeting.	Contact Info Admissions Office 646.313.8010 admissions@guttman.cuny.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit To secure your enrollment, students who have been accepted to Guttman Community College must submit a commitment form and a non refundable, non-transferable commitment deposit of \$100.00. Students who submitted a Free Application for Federal Student Aid (FAFSA) and are determined to have an Expected Family Contribution (EFC) below \$3,000 can request to waive the deposit. For more information see: http://guttman.cuny.edu/wp-content/uploads/page-assets/admissions/after-you-are-accepted/Commitment-Form-Fall-2018-FINAL-PDF-Version.pdf	Contact Info Admissions Office 646.313.8010 admissions@guttman.cuny.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email You should track your enrollment progress on your personalized admission page: https://cunyguttman.askadmissions.net/vip/Default.aspx .	Contact Info Admissions Office 646.313.8010 admissions@guttman.cuny.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams After you receive an admissions letter, you should receive a letter for testing. You need to take the CUNY Assessment Tests as soon as possible. For more information, see: http://www2.cuny.edu/academics/testing/ . You will receive your scores within two weeks of testing. If you haven't received your scores, contact the Testing Office at testing@guttman.cuny.edu	Contact Info Terry Houston Testing Specialist 646.313.8006 testing@guttman.cuny.edu	Deadline/Notes
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Guttman Community College

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://guttman.cuny.edu/admissions/financial-aid/ 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 Office of Financial Aid 646.313.8011 financial.aid@guttman.cuny.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 Office of Financial Aid 646.313.8011 financial.aid@guttman.cuny.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification Guttman Community College 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	Contact Info Office of Financial Aid 646.313.8011 financial.aid@guttman.cuny.edu	Deadline/Notes
<input type="checkbox"/> Complete Residency Form In order to qualify for in-state tuition, you may need to complete a residency form. For more information, see http://guttman.cuny.edu/students/the-hub/bursar/certificate-of-residency/	Contact Info Office of Financial Aid 646.313.8011 financial.aid@guttman.cuny.edu	Deadline/Notes

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. See http://guttman.cuny.edu/wp-content/uploads/page-assets/admissions/after-you-are-accepted/Immunization-Form-Sept-2017.pdf for more information. You also need to present proof of high school graduation prior to the first day of the fall semester. Instructions to submit proof of graduation will be posted at GrizzlyPath.	Contact Info Admissions Office 646.313.8010 admissions@guttman.cuny.edu	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation Entering first year students are required to attend orientation prior to beginning the Summer Bridge Program. During this time, you will learn how to access your Guttman email account, take a photo for your ID card, and learn about the various resources that are available to support your transition to the college. Students who have	Contact Info Admissions Office 646.313.8010 admissions@guttman.cuny.edu	Deadline/Notes



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submitted a commitment form can register to attend orientation at GrizzlyPath. All first year students begin their transition to Guttman Community College in a Summer Bridge Program that starts in August. For more information, see <http://guttman.cuny.edu/academics/summer-bridge-program/>.

Register for Classes

You will register for classes during the Summer Bridge Program.

Contact Info

Admissions Office
646.313.8010
admissions@guttman.cuny.edu

Deadline/Notes

Follow-Up on Individual Education Plan

If you had an individualized education plan (IEP) in high school, you should schedule an appointment with the office of AccessABILITY Services to determine what supports are available at Guttman College. For more information please see: <http://guttman.cuny.edu/students/accessability/>

Contact Info

Crystal Vazquez Assistant Director of Disability Services
646.313.8812
crystal.vazquez@guttman.cuny.edu

Deadline/Notes

FIRST DAY OF CLASS

Confirm First Day of Class

The first day of Summer Bridge is in late August. See <http://guttman.cuny.edu/academics/calendar/>

Contact Info

Deadline/Notes

SPONSORS:

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