



COLLEGE ENROLLMENT CHECKLIST

SUNY Herkimer County 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 Herkimer County Community College Resources

Check out the *Accepted Student Checklist*:
<http://www.herkimer.edu/apply/admissions/accepted-student-checklist/> and *Survival Guide*:
<http://www.herkimer.edu/assets/Documents/Apply/transition-to-college/Survival-Guide-2016-2017.pdf>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You can check your application status by calling the Office of Admissions.	Contact Info 315.574.4028 admissions@herkimer.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit A \$50 tuition deposit is necessary to confirm interest in attending SUNY Herkimer. See http://www.herkimer.edu/apply/billing/ for more information.	Contact Info 315.866.0300 x8315 bursar@herkimer.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your college email account. Check this account daily since important information will be communicated. For more information, see http://www.herkimer.edu/connect/information-services/student-faqs/	Contact Info 315.866.0300 x8555	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams ACCUPLACER placement tests are required for all new full-time students, unless they meet criteria that would make them exempt from testing. The results are used to select appropriate coursework for first-year students and so you need to do as well as possible on them. For more information, see: http://www.herkimer.edu/apply/student-testing-advisement-registration-transition-start/	Contact Info 315.866.0300 x4028	Deadline/Notes
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FINANCIAL AID



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<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.herkimer.edu/apply/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 315.574.4035 finaid@herkimer.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 315.574.4035 finaid@herkimer.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification SUNY Herkimer may email you a verification form to verify the information from your FAFSA. This means that your financial aid will not be processed until you submit any required 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 www.irs.gov . See http://www.herkimer.edu/apply/financial-aid/forms/ for more information and for downloadable forms.	Contact Info 315.866.0300 x8282 finaid@herkimer.edu	Deadline/Notes
<input type="checkbox"/> Complete Residency Form You may need to provide the school with a certificate of residency to receive in state tuition. For more information, see here: https://www.herkimer.edu/apply/billing/certificate-of-residence/	Contact Info 315.866.0300 x 8309 reslifehousing@herkimer.edu	Deadline/Notes

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.herkimer.edu/experience/health-services/ for more information.	Contact Info 315.866.0300 x 8276 dechiaree@herkimer.edu	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation A first-term student may be required to attend a special pre-registration orientation session. For more information, see http://www.herkimer.edu/apply/transition-to-college/new-student-orientation/	Contact Info 315.866.0300 x8239 advisementcenter@herkimer.edu	Deadline/Notes



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<input type="checkbox"/> Register for Classes After taking the placement test, on-campus students will meet with a faculty advisor to choose your course schedule. Internet Academy students will choose their courses online.	Contact Info 315.573.4037 registrar@herkimer.edu	Deadline/Notes
<input type="checkbox"/> Follow-Up on Individual Education Plan If you had an individualized education plan (IEP) in high school, you should schedule an appointment with the Services for Students with Disabilities to determine what supports are available at SUNY Herkimer. See here for more information: https://www.herkimer.edu/learn/academic-support-center/services-for-students-with-disabilities/	Contact Info 315.866.0300 x 8331 academicsupport@herkimer.edu	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit Before you can get your dorm assignment, you may need to complete a housing deposit and a housing application must be filled out. For more information, see http://www.herkimer.edu/experience/residence-life-and-housing/	Contact Info 315.574.4016 reslifehousing@herkimer.edu	Deadline/Notes
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FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class Check the academic calendar for the first day of class: http://www.herkimer.edu/explore/event-calendar/	Contact Info 315.866.0300 x8239 advisementcenter@herkimer.edu	Deadline/Notes
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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

