



# COLLEGE ENROLLMENT CHECKLIST

## Hostos 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.

### Hostos Community College Resources

*New Freshman Registration Checklist:*  
<http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Admissions-and-Recruitment/New-Freshman-Transfer-Student-Registration-Check-L>

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> <b>Confirm Admissions</b> You will receive notification of admissions four to six weeks after you submit your application (after February 1st). If you have any questions, contact the Admissions Welcome Center or visit <a href="http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Admissions-and-Recruitment">http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Admissions-and-Recruitment</a>	<b>Contact Info</b> Office of Admissions (718) 319.7900	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> Complete and submit the Hostos Commitment Form with a \$100 deposit to the Bursar's Office: <a href="http://www.hostos.cuny.edu/Hostos/media/SDEM/Registrar/Admin-CommitmentForm-Mar2017.pdf">http://www.hostos.cuny.edu/Hostos/media/SDEM/Registrar/Admin-CommitmentForm-Mar2017.pdf</a> Contact Admissions if you would like to have the deposit waived.	<b>Contact Info</b> Bursar's Office (718) 518.4373	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Once you have been accepted, make sure you look up your college email account at <a href="https://www.hostos.cuny.edu/AccountLookup/Students.aspx">https://www.hostos.cuny.edu/AccountLookup/Students.aspx</a> . Check your email account daily since important information will be communicated.	<b>Contact Info</b> Technology Services 718.518.6646 <a href="mailto:hccithelp@hostos.cuny.edu">hccithelp@hostos.cuny.edu</a>	Deadline/Notes

## TESTING

<input type="checkbox"/> <b>Take Placement Exams</b> Shortly after you receive an admissions letter, you should receive a letter for testing. Before testing, you should also attend a New Student Enrollment & Test Preparation workshop designed to give new students an overview of what to expect on the placement test of Math, Reading & Writing. For more information, see <a href="http://www.hostos.cuny.edu/sdem/testing.htm">http://www.hostos.cuny.edu/sdem/testing.htm</a>	<b>Contact Info</b> Testing Center (718) 319.7921	Deadline/Notes
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<input type="checkbox"/> <b>Review Test Scores and Enroll in Summer Workshops (if necessary)</b> You will receive your scores within two weeks of testing. If you have not received your scores, contact the Testing Center.	<b>Contact Info</b> Testing Center (718) 319.7921	Deadline/Notes
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## SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Forms and Attend Orientation/ Summer Programs</b> Once you have been accepted, you may receive emails or letters about orientations for Accelerated Study in Associate Programs (ASAP) or College Discovery (CD), two programs that can provide critical financial and academic support. Keep an eye out for any invitations, and contact the CD or ASAP office if you have any questions. See <a href="http://commons.hostos.cuny.edu/asap/">http://commons.hostos.cuny.edu/asap/</a> for more information on ASAP and <a href="http://www.hostos.cuny.edu/Programs/College-Discovery">http://www.hostos.cuny.edu/Programs/College-Discovery</a> for more information on CD.	<b>Contact Info</b> ASAP Laura McGowan 718.518.6625 <a href="mailto:lmcgowan@hostos.cuny.edu">lmcgowan@hostos.cuny.edu</a>  College Discovery (CD) 718.518.4486	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. See <a href="http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Financial-Aid">http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Financial-Aid</a> 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 Financial Aid as soon as possible.	<b>Contact Info</b> Office of Financial Aid (718) 518.6555 <a href="mailto:finaid@hostos.cuny.edu">finaid@hostos.cuny.edu</a>	Deadline/Notes
<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> .	<b>Contact Info</b> Office of Financial Aid (718) 518.6555 <a href="mailto:finaid@hostos.cuny.edu">finaid@hostos.cuny.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Check for Verification</b> Hostos Community College may indicate that you have been flagged for verification. This means that you won't receive your financial aid until you provide additional 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 will need to request a copy of your tax transcript at <a href="http://www.irs.gov">www.irs.gov</a> .	<b>Contact Info</b> Office of Financial Aid (718) 518.6555 <a href="mailto:finaid@hostos.cuny.edu">finaid@hostos.cuny.edu</a>	Deadline/Notes



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<input type="checkbox"/> <b>Complete Residency Form</b> In order to qualify for in-state tuition, you may need to complete a residency form. For more information, see <a href="http://www.hostos.cuny.edu/ooa/forms/residency_documentation_checklist.pdf">http://www.hostos.cuny.edu/ooa/forms/residency_documentation_checklist.pdf</a> .	<b>Contact Info</b> Office of Admissions (718) 319.7900	Deadline/Notes
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## ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella: <a href="http://www.hostos.cuny.edu/Administrative-Offices/SDEM/Health-and-Wellness-Center/Immunization-Forms">http://www.hostos.cuny.edu/Administrative-Offices/SDEM/Health-and-Wellness-Center/Immunization-Forms</a> Contact the Admissions Office to see if you need to submit your final transcript.	<b>Contact Info</b> Office of Admissions (718) 319.7900	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Admissions Seminar</b> You will receive an e-mail invitation to a seminar prior to your scheduled test date. If you have any questions, please drop by our Admissions Office.	<b>Contact Info</b>	Deadline/Notes
<input type="checkbox"/> <b>Register for Classes</b> When you've completed all the pre-enrollment steps and taken the CUNY Assessment Tests, you can schedule an advisement and enrollment appointment with the Office of Counseling Services. See <a href="http://www.hostos.cuny.edu/Administrative-Offices/Office-of-the-registrar">http://www.hostos.cuny.edu/Administrative-Offices/Office-of-the-registrar</a> for more information.	<b>Contact Info</b> Office of Counseling Services 718.518.4319	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 the Accessibility Resource Center to determine what supports are available at Hostos Community College. For more information, see <a href="http://www.hostos.cuny.edu/Administrative-Offices/SDEM/Accessibility-Resource-Center-(ARC)">http://www.hostos.cuny.edu/Administrative-Offices/SDEM/Accessibility-Resource-Center-(ARC)</a>	<b>Contact Info</b> Accessibility Resource Center (718) 518.4454 <a href="mailto:sswd@hostos.cuny.edu">sswd@hostos.cuny.edu</a>	Deadline/Notes

## FIRST DAY OF CLASS

<input type="checkbox"/> <b>Confirm First Day of Class</b> Take a look at the academic calendar to determine when your first day of class is: <a href="http://www.hostos.cuny.edu/Administrative-Offices/Office-of-the-Registrar/Academic-Info/Academic-Calendar">http://www.hostos.cuny.edu/Administrative-Offices/Office-of-the-Registrar/Academic-Info/Academic-Calendar</a>	<b>Contact Info</b>	Deadline/Notes
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# COLLEGE ENROLLMENT CHECKLIST

## Hostos Community College

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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

