



# COLLEGE ENROLLMENT CHECKLIST

## SUNY Hudson Valley 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 Hudson Valley Community College Resources

For more information on steps to take after acceptance, please visit:  
<https://www.hvcc.edu/catalog/steps.html>.

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> <b>Confirm Admissions</b> Contact an admissions counselor to check the status of your application. See: <a href="https://www.hvcc.edu/catalog/admissions/index.html">https://www.hvcc.edu/catalog/admissions/index.html</a> for additional information.	<b>Contact Info</b> 518.629.7309 <a href="mailto:admissions@hvcc.edu">admissions@hvcc.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> You must either submit a tuition deposit or complete and submit your FAFSA before the deadline in order to demonstrate your commitment to the college. For more information, visit: <a href="https://www.hvcc.edu/catalog/tuition/index.html">https://www.hvcc.edu/catalog/tuition/index.html</a> .	<b>Contact Info</b> 518.629.4560	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Once you have been accepted, make sure you set up your college email account. Check this account daily since important information will be communicated.	<b>Contact Info</b> 518.629.7891 <a href="mailto:cchelp@hvcc.edu">cchelp@hvcc.edu</a>	Deadline/Notes

## TESTING

<input type="checkbox"/> <b>Take Placement Exams</b> Unless granted a waiver, all incoming matriculated students are required to take placement testing to determine the appropriate coursework for their first year. Students are administered either the COMPASS or the ASSET exam. For more information, see <a href="https://www.hvcc.edu/testing/index.html">https://www.hvcc.edu/testing/index.html</a> .	<b>Contact Info</b> 518.629.7255 <a href="mailto:testing@hvcc.edu">testing@hvcc.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 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 <a href="https://www.hvcc.edu/catalog/admissions/eop.html">https://www.hvcc.edu/catalog/admissions/eop.html</a> for additional information.	<b>Contact Info</b> 518.629.7325 <a href="mailto:eop@hvcc.edu">eop@hvcc.edu</a>	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="https://www.hvcc.edu/finaid/index.html">https://www.hvcc.edu/finaid/index.html</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 Financial Aid Office as soon as possible.	<b>Contact Info</b> 518.629.7150 <a href="mailto:financialaid@hvcc.edu">financialaid@hvcc.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> .	<b>Contact Info</b> 518.629.7150 <a href="mailto:financialaid@hvcc.edu">financialaid@hvcc.edu</a>	Deadline/Notes
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<input type="checkbox"/> <b>Check for Verification</b> SUNY Hudson Valley 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 <a href="http://www.irs.gov">www.irs.gov</a> . See <a href="https://www.hvcc.edu/finaid/apply/full_5.html">https://www.hvcc.edu/finaid/apply/full_5.html</a> for more information and for downloadable forms.	<b>Contact Info</b> 518.629.7150 <a href="mailto:financialaid@hvcc.edu">financialaid@hvcc.edu</a>	Deadline/Notes
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<input type="checkbox"/> <b>Complete Residency Form</b> You must provide the school with a certificate of residency to receive in state tuition. NYC's certificate of residency can be found here: <a href="http://comptroller.nyc.gov/wp-content/uploads/2013/07/Certificate-of-Residency_Final_7-16-12.pdf">http://comptroller.nyc.gov/wp-content/uploads/2013/07/Certificate-of-Residency_Final_7-16-12.pdf</a> and must be filled out, notarized and then brought to the comptroller's office.	<b>Contact Info</b> 518.629.4504 <a href="mailto:cashier@hvcc.edu">cashier@hvcc.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. See <a href="https://www.hvcc.edu/healthservices/immunization.html">https://www.hvcc.edu/healthservices/immunization.html</a> for more information.	<b>Contact Info</b> 518.629.7468 <a href="mailto:healthservice@hvcc.edu">healthservice@hvcc.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Orientation</b> A first-term student may be required to attend a special pre-registration orientation session. See <a href="https://www.hvcc.edu/orientation/">https://www.hvcc.edu/orientation/</a> for more information.	<b>Contact Info</b> 518.629.7348 <a href="mailto:orientation@hvcc.edu">orientation@hvcc.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Register for Classes</b> All students may register for courses through consultation with their academic department. Please note, you will need to submit your Seat Deposit and Immunization Form prior to registration.	<b>Contact Info</b> 518.629.4574 <a href="mailto:t.isopo@hvcc.edu">t.isopo@hvcc.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 the Center for Access and Assistive Technology to determine what supports are available at SUNY Hudson Valley. See <a href="http://www.hvcc.edu/caat/index.html">http://www.hvcc.edu/caat/index.html</a>	<b>Contact Info</b> 518.629.7274 <a href="mailto:b.zacharakis@hvcc.edu">b.zacharakis@hvcc.edu</a>	Deadline/Notes

### FIRST DAY OF CLASS

<input type="checkbox"/> <b>Confirm First Day of Class</b> The first day of class is in late. Take a look at the academic calendar: <a href="https://www.hvcc.edu/calendar.html">https://www.hvcc.edu/calendar.html</a>	<b>Contact Info</b>	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