



COLLEGE ENROLLMENT CHECKLIST

John Jay 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.

John Jay College Resources

Check out John Jay's Newly Accepted Freshman Checklist: <http://www.jjay.cuny.edu/accepted-freshmen-students>

Learn more about ACE, a program that provides academic and financial support:

<https://www.jjay.cuny.edu/ace-john-jay>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You will receive notification of admissions four to six weeks after you submit your application (after February 1st). For more information, see http://www.jjay.cuny.edu/undergraduate	Contact Info Office of Admissions 212.JOHNJAY Application Status 1.877.564.652	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit Submit the \$100 deposit with the Commitment Tuition Deposit Form which will be sent to you. Contact the Bursar's Office to see if you qualify for a deposit waiver.	Contact Info Bursar's Office 212.237.8555	Deadline/Notes
<input type="checkbox"/> Set Up Email You will be sent information on how to set up your John Jay College email account in late spring. Upon completing the enrollment process, John Jay College will be communicating with you exclusively through your John Jay College student email address. If you have any questions or problems with your John Jay College student email account, contact the Department of Information Technology (DoIT).	Contact Info Department of Information Technology (DoIT) 212-237-8200	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams Shortly after you receive an admissions letter, you should receive a letter for testing. It is important that you take the CUNY Assessment Tests as soon as possible. For more information on these tests, please see http://www2.cuny.edu/academics/testing/	Contact Info Testing Office 212.237.8108 https://www.jjay.cuny.edu/testing	Deadline/Notes
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<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) You will receive your scores within two weeks of testing. If you haven't received your scores, contact the Testing Office.	Contact Info Testing Office 212.237.8108 https://www.jjay.cuny.edu/testing	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you were accepted through the SEEK program, you may receive emails or letters requiring you to provide additional documents. If you were accepted into SEEK and have not heard from them yet, you should call them to make sure that you do not need to provide any additional information. All SEEK students need to participate in a mandatory summer program. See https://www.jjay.cuny.edu/seek-department for more information.	Contact Info SEEK Program 212.237.8883	Deadline/Notes
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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://jstop.jjay.cuny.edu/financial_aid.php or http://www.jjay.cuny.edu/undergraduate-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 Financial Aid Office as soon as possible.	Contact Info Financial Aid Office 212.237.8151 finaid@jjay.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 Financial Aid Office 212.237.8151 finaid@jjay.cuny.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification John Jay may email you a verification form to verify the information from your FAFSA. 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 www.irs.gov .	Contact Info Financial Aid Office 212.237.8151 finaid@jjay.cuny.edu	Deadline/Notes



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<input type="checkbox"/> Complete Residency Form In order to qualify for in-state tuition, you may need to complete a residency form. See http://www.jjay.cuny.edu/residency-and-state-tuition	<i>Contact Info</i>	Deadline/Notes
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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 https://www.jjay.cuny.edu/immunization for more information. Bring your high school diploma to Admissions.	<i>Contact Info</i> Office of Admissions 212.JOHNJAY	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation A first-term student is required to attend a special pre-registration orientation session in August. See http://www.jjay.cuny.edu/student-orientation for more information.	<i>Contact Info</i> Office of Student Transition Programs 646.557.4888 orientation@jjay.cuny.edu	Deadline/Notes
<input type="checkbox"/> Register for Classes Each semester, John Jay College holds Entering Freshmen Advisement and Registration Group sessions. Visit http://www.jjay.cuny.edu/freshman-advisement for more information.	<i>Contact Info</i> Office of Accessibility Services 212.237.8031	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 Office of Accessibility Services to determine what supports are available at John Jay College. See https://www.jjay.cuny.edu/accessibility for more information.	<i>Contact Info</i> Office of Accessibility Services 212.237.8031	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class The first day of class is in late August. See the academic calendar: http://www.jjay.cuny.edu/academic-calendar	<i>Contact Info</i>	Deadline/Notes
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HOUSING FORMS

<input type="checkbox"/> Housing Deposit Before you can get your residence assignment, you will need to complete an application and pay a reservation fee. Applications are available at http://www.jjay.cuny.edu/housing If you have questions about the housing process, contact Residence Life Coordinator Jessica Carson.	Contact Info Jessica Carson, Residence Life Coordinator 212-393-6339 jcarson@jjay.cuny.edu	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms John Jay College provides a Residence Life Program at The New Yorker. For information about housing options and the application process, see http://www.jjay.cuny.edu/housing	Contact Info Jessica Carson, Residence Life Coordinator 212-393-6339 jcarson@jjay.cuny.edu	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