



COLLEGE ENROLLMENT CHECKLIST

Kingsborough 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.

Kingsborough Community College Resources

Check out Kingsborough Community College's Guide for New Students:
<http://www.kbcc.cuny.edu/fye/Pages/preenrollment.aspx>
 and information about ASAP:
<http://www.kbcc.cuny.edu/asap/Pages/default.aspx>

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). 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 .	Contact Info Office of Freshman Services 718.368.4806 Freshman.Services@kbcc.cuny.edu u	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit CUNY requires new undergraduate students to pay a non-refundable commitment deposit of \$100. This commitment deposit will be applied directly towards your tuition upon enrollment. You may pay this fee by cash, check, or money order at the Bursar Office. Students with an EFC of \$3,000 or less are exempt. If you are exempt, submit the Commitment Deposit form with an electronic print out of your Student Aid Report (SAR) for FAFSA, via mail or in person to the Bursar's Office. For more information, see http://www.kbcc.cuny.edu/sub-apply_now/Pages/commitment.aspx	Contact Info Admissions Office 718.COLLEGE / 718.368.4600	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your college email account. Registered students of Kingsborough Community College are provided a KCC e-mail address. In order to access your email account, go to: http://www.kbcc.cuny.edu/aac/Documents/HowtoRegisterCUNYfirst.pdf	Contact Info Student Help Desk 718.368.6679 helpdesk@kbcc.cuny.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams All incoming students are required to take the CUNY Skills Assessment Tests in reading writing and mathematics, unless you meet the exemption criteria set by CUNY. You will be automatically scheduled to take the test and should receive a testing appointment in the mail a few weeks after you have received your acceptance letter. See http://www.kbcc.cuny.edu/sub-administration/enrollment_management/Pages/TheTestingOffice.aspx for more information.	Contact Info Office of Testing 718.368.4975	Deadline/Notes
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<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) You should receive your scores within two weeks of taking the test. If you failed one or more sections of the exam, ask the Testing Office about free summer workshops.	Contact Info Office of Testing 718.368.4975	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs Once you have been accepted, you may receive emails or letters about orientations for College Discovery or ASAP, two programs that can provide critical financial academic support. For more information on ASAP, see http://www.kbcc.cuny.edu/asap/Pages/asap.aspx . For more information about College Discovery, see http://www.kbcc.cuny.edu/sub-other/sub-special_programs/Pages/FAQCollegeDiscovery.aspx .	Contact Info ASAP 718.368.5616 ASAP@kbcc.cuny.edu College Discovery Program 718.368.5576	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan After reviewing your file, CUNY will send you a financial aid award letter, indicating the financial aid programs for which you qualify. If you are not eligible for need-based grants, you will receive a letter from Student Financial Services, explaining other methods of financing your education. If you have not received an award letter, or if you think there has been a mistake with your financial aid, contact the Financial Aid Office as soon as possible. See http://www.kbcc.cuny.edu/sub-financial_aid/Pages/default.aspx for more information.	Contact Info Financial Aid finaid@kbcc.cuny.edu 718.368.4644	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 finaid@kbcc.cuny.edu 718.368.4644	Deadline/Notes
<input type="checkbox"/> Check for Verification KCC may email you a verification form to verify the information from your FAFSA. Your financial aid cannot be processed until you complete this form. Complete the verification form and 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 . See http://www.kbcc.cuny.edu/sub-financial_aid/Pages/fin_aid_faqs.aspx#verification for additional information.	Contact Info Financial Aid finaid@kbcc.cuny.edu 718.368.4644	Deadline/Notes



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<input type="checkbox"/> Complete Residency Form You may need to complete a certificate of residency in order to qualify for in-state tuition. Contact the Office of the Bursar for further details.	Contact Info Office of the Bursar 718.368.5416	Deadline/Notes
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ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma All transcripts must be official (in a sealed, stamped envelope) and submitted to the Admissions Office, room A-112 as soon as possible. All freshman students MUST submit a completed immunization form AND submit proof of immunizations/vaccines. You must also clear your meningitis block and, if applicable, submit proof of the meningitis vaccine. For more information, see http://www.kbcc.cuny.edu/healthservices/Documents/immunization_record.pdf	Contact Info Office of Health Service 718.368.5684 Office of Admissions 718.368.5676	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation A New Student Orientation is a great opportunity to get to know other students and the college. For more information, see http://www.kbcc.cuny.edu/fye/Pages/orientation.aspx	Contact Info Office of Freshman Services 718.368.4806 Freshman.Services@kbcc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Register for Classes After you take your placement exams, you should schedule an appointment with an advisor at the Office of Freshman Services. Your advisor will help you register for classes.	Contact Info Office of Freshman Services 718.368.4806 Freshman.Services@kbcc.cuny.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 Office of Access-Ability Services to determine what supports are available: http://www.kbcc.cuny.edu/access-ability/Pages/welcome.aspx .	Contact Info Access-Ability Services AAS@kbcc.cuny.edu 718.368.5175	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class Classes begin on in early September. Take a look at the academic calendar for more information: http://www.kbcc.cuny.edu/sub-registration/office_of_registrar/Pages/academic_calendar.aspx	Contact Info	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