



COLLEGE ENROLLMENT CHECKLIST

LaGuardia 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.

LaGuardia Community College Resources

Check out LaGuardia Community College's "After You Are Admitted" Website:
<http://www.laguardia.cuny.edu/Admissions/After-You-Are-Admitted/>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You can check your application status by calling the Welcome Center at 212-997-CUNY (2869) or contacting LaGuardia: http://www.laguardia.edu/Admissions/Home/	Contact Info Admissions Office 718.482.7206 admissions@lagcc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit CUNY requires new students to pay a non-refundable deposit of \$100 which will be applied to your tuition upon enrollment. Students with financial need may obtain a waiver. To request a waiver, email waiver@lagcc.cuny.edu with 'Deposit Waiver Request' in the subject line. For more information, see http://www.laguardia.edu/Admissions/Commitment-Deposit/	Contact Info Admissions Office 718.482.206	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your college email account at My Laguardia: https://mail.lagcc.cuny.edu/viplogin/Default.aspx . Check this account daily since important information will be communicated.	Contact Info Admissions Office 718.482.5111	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams After you receive an admissions letter, you should receive a letter for testing. You need to take the CUNY Assessment Tests as soon as possible as your scores can determine your placement in college credit courses, and in some cases, whether or not you can enroll. For more information, see http://laguardia.edu/Testing/	Contact Info Testing Office 718.482.5146	Deadline/Notes
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<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) About ten days after you take the exams, you can find your scores on your LaGuardia VIP page. Visit https://cunylagcc.askadmissions.net/vip/ to log on. Call 718-482-5935 if you need help signing in. If you do not pass any sections of the Assessment Tests, contact the Testing Office for information about free summer workshops.	Contact Info Testing Office 718.482.5146	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 ASAP or College Discovery, two programs that 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. Both programs will require you to attend orientations and/or summer programs. See http://www.lagcc.cuny.edu/ASAP/ and http://www.laguardia.edu/Academics/College-Discovery/ for more information.	Contact Info ASAP 718.482.5921 College Discovery 718.482.5270	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://www.lagcc.cuny.edu/financial-aid/home/ for additional information including how to view your tuition bill on CUNYFirst. 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 Student Financial Services 718.482.7218	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 Student Financial Services 718.482.7218	Deadline/Notes
<input type="checkbox"/> Check for Verification Laguardia Community College may email you a verification form to verify the information from your FAFSA or may indicate in CUNYFirst that you are missing some forms. Your financial aid won't be processed until you submit these forms. 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 you will need to request a copy of your tax transcript at www.irs.gov . See http://www.lagcc.cuny.edu/Financial-Aid/forms-to-download/ for more information and for downloadable forms.	Contact Info Student Financial Services 718.482.5007	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 https://www.laguardia.edu/Registrar/Residency/ for more information.	Contact Info Admissions Office 718.482.7206	Deadline/Notes
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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.laguardia.edu/Admissions/Immunization/ for more information.	Contact Info Health Center 718.482.5280	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation You will receive a New Student Advisement and Registration (NSAR) appointment via mail and email. You may also view your NSAR appointment information on your VIP page, https://wp.laguardia.edu/vipconnect/ , where you will be able to confirm your attendance or reschedule it if necessary. See http://www.laguardia.edu/advising/ for more information.	Contact Info Student Advising Services 718.482.6070 advise@lagcc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Register for Classes You will register for classes during your New Student Advisement and Registration Appointment. There are advantages to registering early; you'll have more courses to choose from, making it easier to work your class schedule. Courses fill up fast!	Contact Info Student Advising Services 718.482.6070 advise@lagcc.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 for Students with Disabilities to determine what supports are available at LaGuardia. See http://www.lagcc.cuny.edu/osd/ for additional information.	Contact Info Office for Students with Disabilities 718.482.5279 718.482.6057 (TTY) osd@lagcc.cuny.edu	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class Take a look at the academic calendar to determine when your first day of class is: http://www.laguardia.edu/Academics/Academic-Calendar/ .	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