



COLLEGE ENROLLMENT CHECKLIST

Medgar Evers 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.

Medgar Evers College Resources

Check out Medgar Evers College's website for new students:
<https://ares.mec.cuny.edu/admissions/admissions/freshman-admission/>

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 on the CUNY Portal: https://cunyportal.cuny.edu .	Contact Info Admissions Office 718.270.6024 MECAdmissions@mec.cuny.edu	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) to the Bursar's Office. See https://ares.mec.cuny.edu/admissions/wp-content/uploads/sites/3/2017/10/MEC-Commitment-Deposit-Instructions.pdf for more information.	Contact Info Admissions Office 718.270.6024	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your college email account. Check this account daily since important information will be communicated. Contact the Admissions Office with any questions.	Contact Info Admissions Office 718.270.6024	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 https://ares.mec.cuny.edu/admissions/testing-center/ or http://www.cuny.edu/academics/testing/cuny-assessment-tests.html	Contact Info Testing Office 718.270.4835	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. 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 718.270.4835	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 SEEK or Accelerated Study in Associate Programs (ASAP), two programs that can provide critical financial and academic support. Keep an eye out for any invitations and contact the SEEK or ASAP office if you have any questions. See http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/current-students/special-programs/foster-care-collaborative/applying-to-cuny/SEEK-ASAP-Worksheet.pdf for more information.	Contact Info ASAP 718.804.8209 SEEK Program 718.270.4970	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 https://ares.mec.cuny.edu/admissions/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 718.270.6141	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 718.270.6141	Deadline/Notes
<input type="checkbox"/> Check for Verification Medgar Evers College may email you a verification form to verify the information from your FAFSA. 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 https://www.irs.gov/ . See https://ares.mec.cuny.edu/admissions/wp-content/uploads/sites/3/2017/11/2017-18-VERIFICATION-WORKSHEET-4-1.pdf for more information and for downloadable forms.	Contact Info Financial Aid Office 718.270.6141	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://ares.mec.cuny.edu/admissions/wp-content/uploads/sites/3/2017/10/Residency-Instructions.pdf for more information.	Contact Info Admissions Office 718.270.6021	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 https://ares.mec.cuny.edu/admissions/wp-content/uploads/sites/3/2017/10/August-2016-CUNY-ImmRecordForm.pdf for more information.	Contact Info Health Services Office 718.270.6075	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation You may be required to attend a special orientation session before you can register for classes. See https://ares.mec.cuny.edu/admissions/admissions/ for more information.	Contact Info Freshman Year Program 718.270.4960 Jeffrey@mec.cuny.edu	Deadline/Notes
<input type="checkbox"/> Register for Classes Keep an eye out for information from Medgar Evers College about how to register for classes in the fall. See https://ares.mec.cuny.edu/admissions/registrars-office/student-registration-checklist/ for more information.	Contact Info Freshman Year Program 718.270.4960 Jeffrey@mec.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 Services for the Differently Able to determine what supports are available. See https://ares.mec.cuny.edu/student-affairs/student-affairs/services-for-differently-abled/ or more information.	Contact Info Office of Services for the Differently Able 718.270.5027 aphifer@mec.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: https://ares.mec.cuny.edu/wp-content/uploads/sites/6/2018/02/Spring-2018-Academic-Calendar-1.pdf	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

