



COLLEGE ENROLLMENT CHECKLIST

SUNY Mohawk 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 Mohawk Valley Community College

For additional information, check out:
<https://www.mvcc.edu/admissions/steps-to-enroll>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions To receive an update on your application status, contact the Admissions Office. See https://www.mvcc.edu/admissions for more information.	Contact Info (315) 792-5354	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit As soon as you can, please complete the Admissions Reservation Form that came with your acceptance packet. You can complete the form at http://www2.mvcc.edu/forms/admissions/reserve/ or return the paper copy found in your acceptance packet. This form serves in place of an admissions deposit and allows the College to prepare your records, as well as mail your Student Information Registration System (SIRS) PIN number, and MVCC email account information.	Contact Info (315) 792-5354	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have submitted the Admissions Reservation Form, the college will mail you your email account information.	Contact Info (315) 731-5711	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams Our placement test helps the College place you into the appropriate level math and English courses. If you need special accommodations due to a disability, please contact our Accessibility Resources Office: https://www.mvcc.edu/accessibility-resources . Residence Hall students complete placement testing and their GPS (Goals Plan = Success) appointment when they come to campus for their STAR day. To schedule an exam or to see if you can take the exam closer to home, see https://www.mvcc.edu/placement-testing/placement-testing-center	Contact Info David Yahnke Placement Testing Coordinator (315) 792 - 5458	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. For additional information, see https://www.mvcc.edu/financial-aid . 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 Financial Aid as soon as possible.	Contact Info (315) 792-5415	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 your loans are disbursed. Entrance counseling and signing the MPN can be completed at www.studentloans.gov .	Contact Info (315) 792-5415	Deadline/Notes
<input type="checkbox"/> Check for Verification SUNY 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 www.irs.gov . See https://www.mvcc.edu/financial-aid for more information and for downloadable forms.	Contact Info (315) 792-5415	Deadline/Notes
<input type="checkbox"/> Complete Residency Form For students who are attending a SUNY community college, they may need to provide the school with a certificate of residency to receive in state tuition. For more information, see https://www.mvcc.edu/business-office/certificate-of-residence	Contact Info (315) 792-5415	Deadline/Notes

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. For more information, see https://www.mvcc.edu/health-center/nys-post-secondary-education-immunization-requirements	Contact Info (315) 792-5452 healthcenter@mvcc.edu	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation A first-term student should attend a special pre-registration orientation session. For more information, see https://www.mvcc.edu/engagement-outreach/convocation-orientation	Contact Info 315-792-5391	Deadline/Notes



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<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. See https://www.mvcc.edu/accessibility-resources for more information.	Contact Info Jimsak Daoreuang, Director of Accessibility Resources 315-731-5813 jdaoreuang@mvcc.edu	Deadline/Notes
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HOUSING FORMS

<input type="checkbox"/> Housing Deposit Housing Deposits may be paid by any accepted student who has already submitted a Housing Information & Preference Form. If you have not yet received a form, please contact the Residence Life Office at 315-792-5657 or via email at housing@mvcc.edu . See https://www.mvcc.edu/housing/deposit for more information.	Contact Info 315-792-5657 housing@mvcc.edu	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms See https://www.mvcc.edu/housing/steps-to-becoming-a-resident for more information.	Contact Info 315-792-5657 housing@mvcc.edu	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class To find out the first day of class, take a look at the academic calendar: https://www.mvcc.edu/registrar/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

