



# COLLEGE ENROLLMENT CHECKLIST

## Nassau 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.

### Nassau Community College

Check out Nassau Community College's Guide for New Students:  
[http://www.ncc.edu/admissions/academicadvisement/advisement\\_registration\\_guide.shtml](http://www.ncc.edu/admissions/academicadvisement/advisement_registration_guide.shtml)

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> <b>Confirm Admissions</b> You will receive notification from Nassau Community College four to six weeks after you submit your application regarding your admissions decision. Deadline for Fall Admissions is August 15th.	<b>Contact Info</b> Office of Admissions 516.572.7345 <a href="mailto:admissions@ncc.edu">admissions@ncc.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> Nassau Community College does not require a commitment fee or deposit.	<b>Contact Info</b> Office of Admissions 516.572.7345 <a href="mailto:admissions@ncc.edu">admissions@ncc.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Once you have been accepted, make sure you go to the MyNCC Portal to set-up your account: <a href="http://www.ncc.edu/campuservices/technologyandcomputing/studentemail/default.shtml">http://www.ncc.edu/campuservices/technologyandcomputing/studentemail/default.shtml</a> . Enter your NCC ID number and your date of birth (mm/dd/yy) as your initial password (you will then set your permanent password). You will use the portal to pay your bill, access your grades, monitor your academic progress, and access your NCC student email.	<b>Contact Info</b> HelpDesk 516.572.9980 <a href="mailto:StudentEmailAdmin@ncc.edu">StudentEmailAdmin@ncc.edu</a>	Deadline/Notes

## TESTING

<input type="checkbox"/> <b>Take Placement Exams</b> You will be notified via your Nassau Community College student email account of the testing you need, and will be directed to sign up online for a test date. For more information and to schedule an exam go to: <a href="http://www.ncc.edu/admissions/placementtesting/">http://www.ncc.edu/admissions/placementtesting/</a>	<b>Contact Info</b> Testing Office 516.572.7780 <a href="mailto:PlacementTesting@ncc.edu">PlacementTesting@ncc.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Review Test Scores and Enroll in Summer Workshops (if necessary)</b> Your scores are given immediately and help determine whether or not you need remedial course-work. See <a href="http://www.ncc.edu/admissions/placementtesting/">http://www.ncc.edu/admissions/placementtesting/</a> for more information.	<b>Contact Info</b> Testing Office 516.572.7780 <a href="mailto:PlacementTesting@ncc.edu">PlacementTesting@ncc.edu</a>	Deadline/Notes



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### SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Forms and Attend Orientation/ Summer Programs</b> Nassau Community College does not offer EOP or any other Special Opportunity Program.	<i>Contact Info</i>	Deadline/Notes
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### FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> You will need to accept your financial aid package online by logging into your NCC account at: <a href="http://www.ncc.edu/myncc/">http://www.ncc.edu/myncc/</a> . 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, contact the Financial Aid Office as soon as possible. See <a href="http://www.ncc.edu/admissions/financialaid/default.shtml">http://www.ncc.edu/admissions/financialaid/default.shtml</a> for additional information.	<i>Contact Info</i> Office of Financial Aid 516.572.7396 <a href="mailto:FinancialAid@ncc.edu">FinancialAid@ncc.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Complete Entrance Counseling/ Sign MPN</b> 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 <a href="https://studentloans.gov/myDirectLoan/index.action">https://studentloans.gov/myDirectLoan/index.action</a> .	<i>Contact Info</i> Office of Financial Aid 516.572.7396 <a href="mailto:FinancialAid@ncc.edu">FinancialAid@ncc.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Check for Verification</b> Nassau Community 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. See <a href="http://www.ncc.edu/admissions/financialaid/financial_aid_forms.shtml">http://www.ncc.edu/admissions/financialaid/financial_aid_forms.shtml</a> for more information and for downloadable forms.	<i>Contact Info</i> Office of Financial Aid 516.572.7396 <a href="mailto:FinancialAid@ncc.edu">FinancialAid@ncc.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Complete Residency Form</b> 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. NYC's certificate of residency can be found at <a href="http://comptroller.nyc.gov/wp-content/uploads/2013/07/Certificate-of-Residency_Final_7-16-12.pdf">http://comptroller.nyc.gov/wp-content/uploads/2013/07/Certificate-of-Residency_Final_7-16-12.pdf</a> and must be filled out, notarized and mailed or brought to the comptroller's office (address at right). Make sure to do so at least 60 days prior to the start of the semester.	<i>Contact Info</i>	Deadline/Notes



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### ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> Present your original high school diploma to the Admissions Office as soon as possible. You must also submit the necessary health forms. See <a href="http://www.ncc.edu/campusservices/health_services/immunization_requirement.shtml">http://www.ncc.edu/campusservices/health_services/immunization_requirement.shtml</a> for more information.	<b>Contact Info</b> Student Health Office 516.572.7123 <a href="mailto:healthoffice@ncc.edu">healthoffice@ncc.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Orientation</b> A first-term student may be required to attend an orientation session in the late summer. You will get a postcard in the mail and you will also get an email through your NCC email account. See <a href="http://www.ncc.edu/studentlife/orientation/default.shtml">http://www.ncc.edu/studentlife/orientation/default.shtml</a> for more information.	<b>Contact Info</b> Student Life 516.572.7148	Deadline/Notes
<input type="checkbox"/> <b>Register for Classes</b> After taking the placement test at Nassau Community College, you will be sent advisement information through your NCC Student Email account. You should set up an advisement appointment as soon as possible to be sure you have a wide range of courses with openings.	<b>Contact Info</b> Academic Advisement Center 516.572.7436 <a href="mailto:advisement@ncc.edu">advisement@ncc.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Follow-Up on Individual Education Plan</b> If you had an individualized education plan (IEP) in high school, you should schedule an appointment with the Center for Students with Disabilities to determine what supports are available at Nassau Community College. Please see <a href="http://www.ncc.edu/campusservices/disabilities_services/default.shtml">http://www.ncc.edu/campusservices/disabilities_services/default.shtml</a> for more information.	<b>Contact Info</b> Center for Students with Disabilities 516.572.7241 <a href="mailto:CSDoffice@ncc.edu">CSDoffice@ncc.edu</a>	Deadline/Notes

### FIRST DAY OF CLASS

<input type="checkbox"/> <b>Confirm First Day of Class</b> Classes begins in late August/ early September. Visit the following website for more information about the calendar: <a href="http://www.ncc.edu/aboutncc/calendars/academic_calendar.shtml">http://www.ncc.edu/aboutncc/calendars/academic_calendar.shtml</a>	<b>Contact Info</b>	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



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