



COLLEGE ENROLLMENT CHECKLIST

SUNY New Paltz

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 New Paltz Resources

Check out the *Enrollment Checklist*:
<http://www.newpaltz.edu/admissions/enroll.html> and *Financial Aid Checklist*:
<http://www.newpaltz.edu/financialaid/freshmen.html>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You will receive notification of admissions four to six weeks after you submit your application. If you have any questions, contact the Admissions Office.	Contact Info 845.257.3200 admissions@newpaltz.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit The deposit must be received by May 1st, or 10 days after your acceptance, whichever is later. You can pay in one of three ways: Online at my.newpaltz.edu , by calling (845) 257.3150 between 9 a.m. and 4 p.m. Monday through Friday and paying with VISA or MasterCard or check or money orders payable to SUNY New Paltz. http://www.newpaltz.edu/admissions/freshmen.html	Contact Info admissions@newpaltz.edu 845.257.3200	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your New Paltz email. Check this account daily since important information will be communicated.	Contact Info 845.257.3597 helpdesk@newpaltz.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams You may take placement tests during Orientation. For information on the math placement test, see http://www.newpaltz.edu/summer/math.html .	Contact Info 845.257.3597 helpdesk@newpaltz.edu	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you are invited to continue your EOP application you may be required to fill out a questionnaire. You can find more information at https://www.newpaltz.edu/admissions/eop.html . You can fax documents to 845.257.3568. All EOP students must participate in a mandatory summer program.	Contact Info 845.257.3220 eop@newpaltz.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan At the start of the summer, take a look at the Financial Aid Checklist for Accepted Students: http://www.newpaltz.edu/financialaid/freshmen.html . Log onto my.newpaltz.edu to accept or decline your package.	Contact Info 845.257.3220 eop@newpaltz.edu	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 845.257.3250 fao@newpaltz.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification New Paltz may send you a verification form which means that you will not be able to receive any financial aid until you provide additional documents. For more information, see www.newpaltz.edu/financialaid/verificationinformation.html . 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 .	Contact Info 845.257.3250 fao@newpaltz.edu	Deadline/Notes
<input type="checkbox"/> Complete Residency Form If you are charged for out-of-state tuition and you believe you are eligible for in-state tuition you should fill this out the form linked here: https://www.newpaltz.edu/student_accounts/residency.html	Contact Info 845.257.3250 fao@newpaltz.edu	Deadline/Notes

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma All new students are required to submit the Physician's Certificate of Immunization no later than the first day of classes of the student's first semester at SUNY New Paltz. Visit the Student Health Center website for the necessary forms and instructions: http://www.newpaltz.edu/healthcenter/immunizations.html Contact the Admissions Office about submitting your final transcript.	Contact Info Health Center 845.257.3400 Admissions 845.257.3200	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation Academic advising, course registration, transition from high school to college activities, and much more take place during the orientation program. Detailed information will be sent to all freshmen who have submitted their Pre-Enrollment Deposit/EOP Confirmation Form from the Office of Student Development. For more information, see: http://www.newpaltz.edu/studentdevelopment/orientation/first_year/	Contact Info The Center for Student Development 845.257.3088 studev@newpaltz.edu	Deadline/Notes



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<input type="checkbox"/> Register for Classes You will complete course registration with an advisor during orientation.	<i>Contact Info</i>	Deadline/Notes
<input type="checkbox"/> Follow-Up on Individual Education Plan If you had an IEP in high school or if you require additional services, make sure that you contact the Disability Resource Center. For more information, see https://www.newpaltz.edu/drc/	<i>Contact Info</i> Disability Resource Center Voice: 845.257.3020 TTY: 845.257.3010 drc@newpaltz.edu	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit See https://www.newpaltz.edu/reslife/ for information about any housing deposit that may be necessary.	<i>Contact Info</i> Office of Residence Life 845.257.4444	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms Students will select their Fall room placement during their assigned Orientation Session. For more information on housing options, see http://www.newpaltz.edu/reslife/halls.html .	<i>Contact Info</i> Office of Residence Life 845.257.4444	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class Check out the academic calendar for important dates: https://www3.newpaltz.edu/calendars/academic/201809	<i>Contact Info</i>	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

