



# COLLEGE ENROLLMENT CHECKLIST

## New York City College of Technology

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.

### New York City College of Technology Resources

Check out New York City College of Technology's New Student Checklist by going to the "After You Apply" section of the Admissions Page:

<http://www.citytech.cuny.edu/admissions/>

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> <b>Confirm Admissions</b> You can check your application status by calling the Welcome Center at 212-997-CUNY (2869) or on the CUNY Portal: <a href="https://cunyportal.cuny.edu">https://cunyportal.cuny.edu</a> .	<b>Contact Info</b> Admissions Office 718.260.5250	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> 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 and is not an additional fee. Students with an EFC of \$3,000 or less can submit the form with their Student Aid Report. Students with financial need may obtain a seat deposit waiver.	<b>Contact Info</b> Admissions Office 718.260.5250	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Registered students of NYC College of Technology are provided a CityTech e-mail address. You should check this email often since the college may communicate important deadlines and information. Contact the Help Desk with any questions.	<b>Contact Info</b> Help Desk 718.260.4900 <a href="mailto:StudentHelpdesk@citytech.cuny.edu">StudentHelpdesk@citytech.cuny.edu</a>	Deadline/Notes

## TESTING

<input type="checkbox"/> <b>Take Placement Exams</b> All incoming students are required to take the CUNY Skills Assessment Tests in reading, writing and mathematics, unless you meet the exemption criteria set by CUNY. You will be automatically scheduled to take the test and should receive a testing appointment in the mail a few weeks after you have received your acceptance letter. 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. See <a href="http://www.citytech.cuny.edu/testing/">http://www.citytech.cuny.edu/testing/</a> .	<b>Contact Info</b> Office of Academic Testing 718.260.5171 <a href="mailto:testingoffice@citytech.cuny.edu">testingoffice@citytech.cuny.edu</a>	Deadline/Notes
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<input type="checkbox"/> <b>Review Test Scores and Enroll in Summer Workshops (if necessary)</b> You will receive your results by mail or via eSims. Contact the Office of Academic Testing with questions, to make an appointment to test, get test scores, or to have the scores transferred to or from another CUNY college. Test scores are not given by phone.	<b>Contact Info</b> Office of Academic Testing 718.260.5171 <a href="mailto:testingoffice@citytech.cuny.edu">testingoffice@citytech.cuny.edu</a>	Deadline/Notes
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## SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Forms and Attend Orientation/ Summer Programs</b> 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 <a href="http://www.citytech.cuny.edu/asap/">http://www.citytech.cuny.edu/asap/</a> or <a href="http://www.citytech.cuny.edu/seek/apply.aspx">http://www.citytech.cuny.edu/seek/apply.aspx</a> for more information.	<b>Contact Info</b> ASAP 718.254.8624 <a href="mailto:ASAP@citytech.cuny.edu">ASAP@citytech.cuny.edu</a>  SEEK Program 718.260.5680 <a href="mailto:pdorestant@citytech.cuny.edu">pdorestant@citytech.cuny.edu</a>	Deadline/Notes
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## FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> After reviewing your file, CUNY will send you a financial aid award letter, indicating the financial aid programs for which you qualify. If you are not eligible for need-based grants, you will receive a letter from Student Financial Services, explaining other methods of financing your education. 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. See <a href="http://www.citytech.cuny.edu/financial-aid/">http://www.citytech.cuny.edu/financial-aid/</a> for additional information.	<b>Contact Info</b> Office of Financial Aid 718.260.5700	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="http://www.studentloans.gov">www.studentloans.gov</a> .	<b>Contact Info</b> Office of Financial Aid 718.260.5700	Deadline/Notes
<input type="checkbox"/> <b>Check for Verification</b> CityTech may email you a verification form to verify the information from your FAFSA. Your financial aid cannot be processed until you complete this form. 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 <a href="http://www.irs.gov">www.irs.gov</a> . See <a href="http://www.citytech.cuny.edu/financial-aid/">http://www.citytech.cuny.edu/financial-aid/</a> for additional information.	<b>Contact Info</b> Office of Financial Aid 718.260.5700	Deadline/Notes



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<input type="checkbox"/> <b>Complete Residency Form</b> In order to qualify for in-state tuition, you may need to complete a residency form. Contact the Admissions Office for additional information.	<b>Contact Info</b> Admissions Office 718.260.5250	Deadline/Notes
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## ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> All freshman students MUST submit a completed immunization form and submit proof of immunizations/vaccines. You must also clear your meningitis block and, if applicable, submit proof of the meningitis vaccine. See <a href="http://www.citytech.cuny.edu/admissions/immunization-requirements.aspx">http://www.citytech.cuny.edu/admissions/immunization-requirements.aspx</a> for more information. All immunization records must be filed with the Admission Office NG17 and must show the correct number of vaccinations.	<b>Contact Info</b> Admissions Office 718.260.5250	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Orientation</b> A New Student Orientation is a great opportunity to get to know other students and the college. See <a href="http://www.citytech.cuny.edu/orientation/">http://www.citytech.cuny.edu/orientation/</a> for additional information.	<b>Contact Info</b> Student Affairs 718.260.5430 <a href="mailto:studentaffairs@citytech.cuny.edu">studentaffairs@citytech.cuny.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Register for Classes</b> Please contact the Academic Advisement to schedule an appointment to attend an advisement and registration workshop at the New Student Center. See <a href="http://www.citytech.cuny.edu/nsc/docs/nsc_checklist.pdf">http://www.citytech.cuny.edu/nsc/docs/nsc_checklist.pdf</a> for additional information.	<b>Contact Info</b> Academic Advisement 718.260.5013	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 SThe Center for Student Accessibility to determine what supports are available at City Tech. See <a href="http://www.citytech.cuny.edu/accessibility/">http://www.citytech.cuny.edu/accessibility/</a> for additional information.	<b>Contact Info</b> The Center for Student Accessibility Voice: 718.260.5143 TTY: 718.260.5443 <a href="mailto:lbust@citytech.cuny.edu">lbust@citytech.cuny.edu</a>	Deadline/Notes



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## New York City College of Technology

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### FIRST DAY OF CLASS

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<input type="checkbox"/> <b>Confirm First Day of Class</b>	<i>Contact Info</i>	Deadline/Notes
Take a look at the academic calendar for the first day of class and other important dates: <a href="http://www.citytech.cuny.edu/registrar/academic-calendar.aspx">http://www.citytech.cuny.edu/registrar/academic-calendar.aspx</a>		

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### SPONSORS:

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BOTTOM LINE	COLLEGE BOUND INITIATIVE	COLLEGE NOW
GODDARD RIVERSIDE COMMUNITY CENTER	GRADUATE NYC!	I MENTOR
LINCT FOR SUCCESS	NEW SETTLEMENT APARTMENTS	THE URBAN ASSEMBLY