



COLLEGE ENROLLMENT CHECKLIST

Old Westbury 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.

Old Westbury College Resources

For additional forms that you may need regarding health immunization, living on campus, and more, visit:

<https://www.oldwestbury.edu/admissions/accepted-students>

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 call Admissions or see http://www.oldwestbury.edu/admissions/ .	Contact Info Office of Admissions Campus Center Room 1.202 516.876.3073 enroll@oldwestbury.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit The Commitment Fee is \$50 for tuition and \$50 for room/board. The fee is waived for EOP students. Contact Admissions with any questions.	Contact Info Office of Admissions 516.876.3073 enroll@oldwestbury.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email You were assigned a Student ID number at the time of your application to the school (look on your printed acceptance letter for a 700 #). Keep this number in a safe place as you will need it throughout the student enrollment, registration, financial aid and payment processes. Once your tuition deposit is paid, you will be given an Old Westbury email address which will be your official point of contact with the College from that point forward.	Contact Info Help Desk support: http://support.oldwestbury.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams Incoming students may need to take Math and Writing placement exams prior to seeing an academic advisor. The Academic Advising Center administers placement exams. See https://www.oldwestbury.edu/content/first-steps-getting-started for more information on placement tests. Contact the Academic Advising Center with any questions.	Contact Info Academic Advising 516.876.3044	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you are eligible for EOP, Old Westbury will mail you an EOP supplemental form to complete. You will need to submit the form with your parents' financial documents and you should complete the form and submit as soon as possible. Email Alonzo L. McCollum at mccolluma@oldwestbury.edu with any questions.	Contact Info Old Westbury EOP Office 516.876.3068	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan When a financial aid award package is developed by your Old Westbury Financial Aid Advisor, you will receive an award letter that you must sign and return within 10 days. If you have not received your financial aid award package by early July, or if you have any questions, call Financial Aid or see https://www.oldwestbury.edu/financial-aid .	Contact Info Financial Aid 516.876.3224 financialaid@oldwestbury.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 Financial Aid 516.876.3224 financialaid@oldwestbury.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification Old Westbury may send you a verification form which means that you will not be able to receive any financial aid until you provide additional documents. 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 www.irs.gov . For more information, contact Financial Aid.	Contact Info Financial Aid 516.876.3224 financialaid@oldwestbury.edu	Deadline/Notes

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma You will need to submit your health immunization form: https://www.oldwestbury.edu/sites/default/files/documents/immunization-form-2016.pdf Contact Admissions to see if you need to submit your final transcript.	Contact Info 516.876.3250	Deadline/Notes
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<input type="checkbox"/> Sign Up for Orientation Pay close attention to your email and mail because Old Westbury will let you know what you need to do to register for Orientation. You may also find information here: https://www.oldwestbury.edu/life/orientation/freshman	<i>Contact Info</i>	Deadline/Notes
<input type="checkbox"/> Register for Classes Registration takes place before each semester begins. Students may register on the Web. A registration PIN (Personal Identification Number), which is obtainable from an academic advisor, is required for WEB registration. See http://www.oldwestbury.edu/academics/registrar.cfm For additional information.	<i>Contact Info</i> Ms. Patricia Smith Registrar 516.876.3092 registrar@oldwestbury.edu	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 Office of Services for Students with Disabilities. You may also find more information here: https://www.oldwestbury.edu/academics/support/OSSD	<i>Contact Info</i> Office of Services for Students with Disabilities Academic Building, Room 2065 516.876.3124 defelices@oldwestbury.edu	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit The housing deposit is \$50. If you have questions during the application process call the Office of Residential Life or email reslife@oldwestbury.edu .	<i>Contact Info</i> Office of Residential Life 516.876.3210 reslife@oldwestbury.edu .	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms A copy of the Housing Form can be found here: https://www.oldwestbury.edu/sites/default/files/documents/reslife/housing-application.pdf	<i>Contact Info</i> Office of Residential Life 516.876.3210 reslife@oldwestbury.edu .	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class Check out the academic calendar for important dates: https://www.oldwestbury.edu/academics/calendar/fall-2017	<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