



COLLEGE ENROLLMENT CHECKLIST

SUNY Plattsburgh

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 Plattsburgh Resources

Check out Plattsburgh's Checklist for Accepted Students:

<http://www.plattsburgh.edu/admissions/accepted/>

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 the Admissions Office.	Contact Info 518.564.2040 888.673.0012 admissions@plattsburgh.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit After you are accepted, you have until May 1 or 30 days after your acceptance to pay your \$250 deposit. To do this online: 1. Log in to my.plattsburgh.edu . Follow the link on the login page to find your NETID and password, if you do not already know it. 2. Once you log in, click on the Admissions tab. 3. Under the admissions checklist, click on "Pay Admissions Deposit".	Contact Info 518.564.2040 888.673.0012 admissions@plattsburgh.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your Plattsburgh Account. Check this account daily since important information will be communicated. You should also set up your SUNY Plattsburgh Portal. You will get a letter in the mail explaining how to set this up.	Contact Info Helpdesk 518.564.4433 helpdesk@plattsburgh.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams You may need to take placement tests during Orientation. See http://www.plattsburgh.edu/register/placementexams.php for more information.	Contact Info Registrar's Office 518.564.2100 registrar@plattsburgh.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 will be required to fill out an additional form which will be mailed with the Freshman Checklist Letter. You will need to log into the SUNY Plattsburgh portal to provide tax information and/or statement of family income. Students accepted into the EOP program must attend a mandatory summer program. You can also find more information at: http://www.plattsburgh.edu/offices/support/eop/	Contact Info Kyla Relaford, Director 518.564.2263 eop@plattsburgh.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan The Financial Aid Office begins mailing financial aid award letters around March 1st. Your award letter notifies you of your financial aid eligibility and advises you of additional steps/actions to finalize your award offers. Visit MyPlattsburgh by visiting this link and clicking on "View Your Account" http://www.plattsburgh.edu/studentlife/studentaccounts/	Contact Info 518.564.2072 877.768.5976 finaid@plattsburgh.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 518.564.2072 877.768.5976 finaid@plattsburgh.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification Plattsburgh 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 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 518.564.2072 877.768.5976 finaid@plattsburgh.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 to Plattsburgh: http://web.plattsburgh.edu/studentlife/health/forms.php . Check with Admissions to see if you need to submit your final transcript.	Contact Info Student Health Services 518.564.2187	Deadline/Notes
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<input type="checkbox"/> Sign Up for Orientation Although not required, the Student Orientation is highly recommended. It gives students the chance to make new friends, meet with an academic advisor and select classes: http://web.plattsburgh.edu/studentlife/orientation/index.php .	Contact Info New Student Orientation 518.564.3282 orientation@plattsburgh.edu	Deadline/Notes
<input type="checkbox"/> Register for Classes You will complete course registration with an advisor during orientation.	Contact Info	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 Student Support Services. More information here: http://www.plattsburgh.edu/offices/support/sss/	Contact Info Michele Carpentier 518.564.2810 michele.carpentier@plattsburgh.edu	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit Students are required to pay the \$250 deposit and submit the housing exemption request. Email the Office of Housing and Residence life with any questions arise. See http://web.plattsburgh.edu/studentlife/housing/	Contact Info Trisha Pellerin 518.564.3824 housing@plattsburgh.edu	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms Housing is limited, so pay your deposit and submit the online housing application as soon as possible. Visit your MyPlattsburgh account and enter your NetID as prompted. Change your password if this your first login and click on the Admissions Tab. Under Admissions checklist, click on Complete Housing Application/Exemption and then click "Housing Questionnaire." More information here: http://www.plattsburgh.edu/studentlife/housing/	Contact Info Cathy Moulton 518.564.3824 housing@plattsburgh.edu	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class Check out the Academic Calendar for important dates: http://web.plattsburgh.edu/academics/calendar	Contact Info	Deadline/Notes
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SUNY Plattsburgh

SPONSORS:

BOTTOM LINE

COLLEGE BOUND INITIATIVE

COLLEGE NOW

GODDARD RIVERSIDE COMMUNITY
CENTER

GRADUATE NYC!

IMENTOR

LINCT FOR SUCCESS

NEW SETTLEMENT APARTMENTS

THE URBAN ASSEMBLY

