



COLLEGE ENROLLMENT CHECKLIST

SUNY Potsdam

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 Potsdam Resources

Check out SUNY Potsdam's New Student Checklist:
<https://www.potsdam.edu/orientation>
<https://www.potsdam.edu/sites/default/files/OrientationChecklist.pdf>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You will receive notification of admissions four to six weeks after you submit your application. Call the Admissions Office with any questions.	Contact Info Admissions Office 315.267.2180 877.POTSDAM	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit The tuition deposit is \$50 and housing deposit is \$50.	Contact Info 315.267.2180	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your Potsdam email at: https://www.potsdam.edu/cts/services/office365 . Check this account daily since important information will be communicated.	Contact Info 315.267.2083 helpdesk@potsdam.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams You may need to take a placement exam in Math, English or Foreign Language during Orientation.	Contact Info Office of the Registrar 315.267.2154 registrar@potsdam.edu	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs Student will receive a form to complete if they are academically eligible. Students can call to check status and see if they'd be considered for EOP. The EOP Orientation Program for new freshman students is held one week before the start of classes in the fall. All new EOP students are required to attend this mandatory week of orientation. Learn more here: http://www.potsdam.edu/admissions/apply/special/EOP/	Contact Info Sabel Bong 315.267.2335 bongs@potsdam.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan You should accept your financial aid and set up a payment plan if necessary. You can view your financial aid on your BearPAWS account: http://bearpaws.potsdam.edu . See http://www.potsdam.edu/admissions/financial/billingissues.cfm for potential billing issues.	Contact Info Financial Aid 315.267.2162 finaid@potsdam.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 315.267.2162 finaid@potsdam.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification New students will receive a paper award letter. Potsdam 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 . Call (315) 267.2162 with any questions.	Contact Info Financial Aid 315.267.2162 finaid@potsdam.edu	Deadline/Notes
<input type="checkbox"/> Complete Residency Form 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.	Contact Info Office of Student Accounts 315.267.2137	Deadline/Notes

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma Complete the mandatory health forms found on BearPAWS in the Pre-Admission Packet and mail or fax them to Student Health Services as soon as you are accepted: www.potsdam.edu/studentlife/healthservices/healthforms.cfm .	Contact Info Student Health Services 315.267.2377	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation Students may be required to attend a 2 day orientation. You can find the different sessions at: http://www.potsdam.edu/studentlife/services/FirstYear/orientation/index.cfm . Register on BearPAWS to attend one of eight orientation sessions. EOP Students: Sign up for the specific "EOP" orientation.	Contact Info Student & Family Transitions 315.267.2415	Deadline/Notes



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<input type="checkbox"/> Register for Classes You will complete course registration with an advisor during orientation.	Contact Info Office of the Registrar 315.267.2154 registrar@potsdam.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 Accommodative Services.	Contact Info Sharon House housesese@potsdam.edu 315.267.32676	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit A \$50.00 housing deposit is required to access the housing process via BearPAWS, payable to the Student Accounts Office (315) 267-2137 in Raymond Hall.	Contact Info Office of Residence Life 315.267.2350	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms To apply for housing you will have to login to your Potsdam account and select the "new student services" link. For instructions, see: https://www.potsdam.edu/studentlife/ResHalls/RoomAssignments . Complete the online Housing Registration form on BearPAWS.	Contact Info Office of Residence Life 315.267.2350	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class Check academic calendar for important dates: https://www.potsdam.edu/academics/calendar	Contact Info	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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