



COLLEGE ENROLLMENT CHECKLIST

Queens College

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.

Queens College Resources

Check out the New Student Registration checklist:
<http://www.qc.cuny.edu/StudentLife/services/NewStudent/Documents/Registration%20Checklist%202018.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 (after February 1st). You can check your application status by calling the Welcome Center at 212-997-CUNY (2869) or on the CUNY Portal: https://cunyportal.cuny.edu .	Contact Info Admissions Office 718.997.5600	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit You should have received your Commitment Tuition Deposit form and instructions in your Admission Packet to Queens College. For further questions, or to see if you can waive the \$100 deposit, please contact the Queens College Office of Admission.	Contact Info Admissions Office 718.997.5600	Deadline/Notes
<input type="checkbox"/> Set Up Email Once accepted, students will receive an email from the Undergraduate Admissions Office with a web link to set up their Queens College email and CUNYfirst accounts. Contact the Admissions Office right away if you haven't received this email. Once the email is set up, check this account daily since important information will be communicated. My Qc email link: http://www.qc.cuny.edu/myqc/Pages/Default.aspx	Contact Info Admissions Office 718.997.5600	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams After you receive an admissions letter, you should receive a letter for testing. 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. For more information, see http://www2.cuny.edu/academics/testing/	Contact Info Testing Center 718.997.5680	Deadline/Notes
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<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) You will receive your scores within two weeks of testing. If you haven't received your scores, contact the Testing Office. If you do not pass any sections of the Assessment Tests, contact the Testing Office for information about free summer workshops. See http://www.qc.cuny.edu/Academics/SupportPrograms/SupportCenter/Pages/ImmersionPrograms.aspx	Contact Info Testing Center 718.997.5680	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you were accepted to the SEEK program, you need to call them to make sure that you do not need to provide any additional information and to find out when the summer program begins. See http://qcseek.info/ for additional information.	Contact Info Frank Franklin 718.997.3100	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan If you have loans or additional scholarships, you may need to accept your financial aid package online. See http://www.qc.cuny.edu/admissions/fa/Pages/default.aspx for additional information. 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 Financial Aid Office as soon as possible.	Contact Info Financial Aid Office 718.270.6141 qc.finaid@qc.cuny.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 http://www.studentloans.gov .	Contact Info Financial Aid Office 718.270.6141 qc.finaid@qc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification Queens College may email you a verification form to verify the information from your FAFSA. The college will not be able to process your financial aid 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 will need to request a copy of your tax transcript at www.irs.gov . See http://www.qc.cuny.edu/admissions/fa/Pages/verification.aspx for more information and for downloadable forms.	Contact Info Financial Aid Office 718.270.6141 qc.finaid@qc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Complete Residency Form In order to qualify for in-state tuition, you may need to complete a residency form. For more information, see http://www.qc.cuny.edu/admissions/Pages/RESIDENCY.aspx	Contact Info 718.997.5600	Deadline/Notes

For more information contact Kory McBride at kmcbride@newvisions.org



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ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/>	<p>Submit Immunization Records and High School Diploma</p> <p>Please present your original high school diploma to the Admissions Office as soon as possible. Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. See http://www.qc.cuny.edu/StudentLife/services/health/Pages/Immunizations.aspx for more information.</p>	<p><i>Contact Info</i></p> <p>Health Services 718.997.2760</p>	<p>Deadline/Notes</p>
<input type="checkbox"/>	<p>Sign Up for Orientation</p> <p>Incoming students should regularly check their Queens College email for information about registration and signing up for a Freshman Orientation Workshop. Advisement and registration for SEEK, ACE, and Macaulay Honors will occur within those specific departments. Please contact the departments directly. See http://www.qc.cuny.edu/StudentLife/services/NewStudent/Pages/default.aspx for additional information.</p>	<p><i>Contact Info</i></p> <p>New Student Services 718.997.5573 NewStudent@qc.cuny.edu</p>	
<input type="checkbox"/>	<p>Register for Classes</p> <p>For information on how to register for classes, see http://www.qc.cuny.edu/StudentLife/services/NewStudent/Documents/Registration%20Instructions%20for%20Students.pdf.</p>	<p><i>Contact Info</i></p> <p>New Student Services 718.997.5573 NewStudent@qc.cuny.edu</p>	<p>Deadline/Notes</p>
<input type="checkbox"/>	<p>Follow-Up on Individual Education Plan</p> <p>If you had an individualized education plan (IEP) in high school, you should schedule an appointment to determine what supports are available at Queens College. For more information, see http://www.qc.cuny.edu/StudentLife/services/specialserv/Pages/default.aspx</p>	<p><i>Contact Info</i></p> <p>Special Services for Students with Disabilities 718.997.5870 QC_SPSV@qc.cuny.edu</p>	

FIRST DAY OF CLASS

<input type="checkbox"/>	<p>Confirm First Day of Class</p> <p>Take a look at the academic calendar to determine when your first day of class is: http://www.qc.cuny.edu/pages/calendar.aspx .</p>	<p><i>Contact Info</i></p>	<p>Deadline/Notes</p>
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HOUSING FORMS

<input type="checkbox"/>	Housing Deposit and Application For more information on housing at Queens College, see http://queenscollegehousing.com/	Contact Info 718.997.4881 housing@qc.cuny.edu	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