



COLLEGE ENROLLMENT CHECKLIST

Queensborough Community 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.

Queensborough Community College Resources

Check out Queensborough Community College's website for admitted students by clicking:
<http://www.qcc.cuny.edu/nse/ec.html>

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). Contact the Office of Admissions with any questions.	Contact Info Office of Admissions 718.281.6236 admissions@qcc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit All QCC students are required to pay a non-refundable \$100 Commitment Tuition Deposit. The deposit will be applied towards your first semester tuition charges and will allow you to schedule your orientation, advisement and registration. The deposit must be received by May 1. If you are admitted after May 1, the deposit is due 15 days after the date you received your admission notification. For more information, including information on Commitment deposit waivers and exemptions, see http://www.qcc.cuny.edu/admissions/docs/Commitment-deposit--fillable.pdf . College Discovery students do not need to pay the deposit.	Contact Info Office of Admissions 718.281.6236 admissions@qcc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your college email account at http://www.qcc.cuny.edu/cunyfirst/students2.html . Check this account daily since important information will be communicated.	Contact Info Tigermail Support 718.631.6348 EmailHelp@tigermail.qcc.cuny.edu	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://www.qcc.cuny.edu/testing .	Contact Info Testing Services Center 718.631.6358 Testing@qcc.cuny.edu	Deadline/Notes
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<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) Incoming students will receive their score at the time of registration from the Academic Advisor.	Contact Info Testing Services Center 718.631.6358 Testing@qcc.cuny.edu	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs Once you have been accepted, you may receive emails or letters about orientations for ASAP or College Discovery, two programs that provide critical financial and academic support. Keep an eye out for any invitations and contact the CD or ASAP office if you have any questions. Both programs will require you to attend orientations and/or summer programs. See http://www.qcc.cuny.edu/asap/index.html and http://www.qcc.cuny.edu/collegediscovery/ for more information. To complete forms for the College Discovery Program, see http://www.qcc.cuny.edu/collegeDiscovery/new-Students.html .	Contact Info ASAP 718.631.6680 ASAP@qcc.cuny.edu College Discovery 718.631.6210 wyarde@qcc.cuny.edu	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.qcc.cuny.edu/financialaid/financialAidAwards.html 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 Office of Student Financial Services as soon as possible	Contact Info Office of Financial Services 718.631.6367 financialaid@qcc.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 www.studentloans.gov .	Contact Info Office of Financial Services 718.631.6367 financialaid@qcc.cuny.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification Queensborough Community College may email you a verification form to verify the information from your FAFSA. This means that the college will not be able to process your financial aid until your forms are submitted. 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.qcc.cuny.edu/financialAid/verification.html for more information and for downloadable forms.	Contact Info Office of Financial Services 718.631.6367 financialaid@qcc.cuny.edu	Deadline/Notes



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<input type="checkbox"/> Complete Residency Form In order to qualify for in-state tuition, you may need to complete a residency form. See http://www.qcc.cuny.edu/bursar/residency.html for more information	Contact Info Office of Admissions 718.281.5000 admissions@qcc.cuny.edu	Deadline/Notes
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ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma You will need to obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. See http://www.qcc.cuny.edu/healthservices/immunizationForm.html for more information.	Contact Info Health Services 718.997.2760	Deadline/Notes
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<input type="checkbox"/> Sign Up for Orientation Freshmen First is a special orientation designed for ALL incoming freshmen starting their college career at Queensborough. See http://www.qcc.cuny.edu/nse/index.html for more information.	Contact Info Office of New Student Engagement 718.281.5130 NewStudents@qcc.cuny.edu	Deadline/Notes
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<input type="checkbox"/> Register for Classes Once you have taken the test and your test results are ready, you will be contacted via your personal email. Based on your intended program of study, you will select a date and time to meet with your FRESHMAN ADVISOR. Advisement and registration will begin in MAY and run through JULY. It is to your advantage to meet with your freshman adviser early so that you receive the right classes at the right time. You may wish to attend summer school, and you may be eligible one or more free summer classes. If you have not yet received an email, call 718.631.6240 as soon as possible. Don't forget! Prior to your registration appointment, you MUST: <ol style="list-style-type: none"> 1. Pay your \$100 tuition commitment deposit. 2. You must have submitted your immunization records. 3. Be ready to pay for your classes. See http://www.qcc.cuny.edu/advisement for more information.	Contact Info Office of New Student Engagement 718.281.5130 NewStudents@qcc.cuny.edu	Deadline/Notes
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<input type="checkbox"/> Follow-Up on Individual Education Plan If you had an individualized education plan (IEP) in high school, you should schedule an appointment with the Services for Students with Disabilities to determine what supports are available. See http://www.qcc.cuny.edu/Registrar for additional information.	Contact Info Services for Students with Disabilities Science Building Room 132 718.631.6257	Deadline/Notes
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FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class	<i>Contact Info</i>	Deadline/Notes
Take a look at the academic calendar to determine when your first day of class is: http://www.qcc.cuny.edu/academics/academic-calendars.html		

SPONSORS:

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