



# COLLEGE ENROLLMENT CHECKLIST

## SUNY Rockland Community 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.

### SUNY Rockland Community College Resources

Rockland Community College has a great matriculation checklist. Check out more information at:

<http://www.sunyrockland.edu/admissions/admissions-info/matriculation/matriculating-student>

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> <b>Confirm Admissions</b> You will receive notification of admissions two to three weeks after you submit your application. You can check your application status by calling the Admissions Office.	<b>Contact Info</b> Admissions Office 845.574.4224 <a href="http://www.sunyrockland.edu/admissions">http://www.sunyrockland.edu/admissions</a>	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> There is no commitment fee or deposit, the only fee is a \$30 application fee.	<b>Contact Info</b> Dana Stilley 845.574.4224 <a href="mailto:dstilley@sunyrockland.edu">dstilley@sunyrockland.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Once you have been accepted, make sure you set up your college email account at <a href="https://www.sunyrockland.edu/cgi-bin/email_activate.pl">https://www.sunyrockland.edu/cgi-bin/email_activate.pl</a> . Check this account daily since important information will be communicated.	<b>Contact Info</b> IT Help Desk 845.574.4386	Deadline/Notes

## TESTING

<input type="checkbox"/> <b>Take Placement Exams</b> After you receive an admissions letter, you should also receive a schedule for testing. You need to take the ACCUPLACER test as your scores can determine your placement in college credit courses. For more information, see <a href="http://www.sunyrockland.edu/admissions/placement-assessment">http://www.sunyrockland.edu/admissions/placement-assessment</a> . For study materials, see <a href="http://www.sunyrockland.edu/admissions/placement-assessment/review-practice-and-test-taking-tips#online">http://www.sunyrockland.edu/admissions/placement-assessment/review-practice-and-test-taking-tips#online</a> .	<b>Contact Info</b> Bibiane Dolne 845.574.4288/4525 <a href="mailto:bdolne@sunyrockland.edu">bdolne@sunyrockland.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Review Test Scores and Enroll in Summer Workshops (if necessary)</b> You will receive your scores within two weeks of testing. The test scores will help determine the English and/or math course(s) you may register for at the college.	<b>Contact Info</b> Bibiane Dolne 845.574.4288/4525 <a href="mailto:bdolne@sunyrockland.edu">bdolne@sunyrockland.edu</a>	Deadline/Notes



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### FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> It is important that you follow-up over the summer to ensure that your financial aid is in place. See <a href="http://www.sunyrockland.edu/admissions/financial-aid">http://www.sunyrockland.edu/admissions/financial-aid</a> for additional information.	<b>Contact Info</b> Debra Bouabidi 845.574.4282 <a href="mailto:dbouabid@sunyrockland.edu">dbouabid@sunyrockland.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Complete Entrance Counseling/ Sign MPN</b> 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 <a href="http://www.studentloans.gov">www.studentloans.gov</a> .	<b>Contact Info</b> Debra Bouabidi 845.574.4282 <a href="mailto:dbouabid@sunyrockland.edu">dbouabid@sunyrockland.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Check for Verification</b> SUNY Rockland Community College may email you a verification form to verify the information from your FAFSA. This means that you won't be able to receive your financial aid until you submit 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 <a href="http://www.irs.gov">www.irs.gov</a> . See <a href="http://www.sunyrockland.edu/admissions/financial-aid/financial-aid-forms">http://www.sunyrockland.edu/admissions/financial-aid/financial-aid-forms</a> for more information and for downloadable forms.	<b>Contact Info</b> Debra Bouabidi 845.574.4282 <a href="mailto:dbouabid@sunyrockland.edu">dbouabid@sunyrockland.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Obtain Certificate of Residency</b> You must provide the school with a certificate of residency to receive in-state tuition. NYC's certificate of residency can be found here: <a href="https://comptroller.nyc.gov/services/for-the-public/certificate-of-residence/overview/">https://comptroller.nyc.gov/services/for-the-public/certificate-of-residence/overview/</a>	<b>Contact Info</b> Brian McGuirk 845.574.4254 <a href="mailto:bursar@sunyrockland.edu">bursar@sunyrockland.edu</a>	Deadline/Notes

### ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> 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 <a href="http://www.sunyrockland.edu/admissions/records-and-registration/immunizations">http://www.sunyrockland.edu/admissions/records-and-registration/immunizations</a> for more information.	<b>Contact Info</b> Records Office 845.574.4511/4328	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Orientation</b> A first term student may be required to attend a special pre-registration orientation session in August. See <a href="http://www.sunyrockland.edu/campus-life/activities/new-student-orientation">http://www.sunyrockland.edu/campus-life/activities/new-student-orientation</a> for more information.	<b>Contact Info</b> Student Involvement 845.574.4394 <a href="mailto:soar@sunyrockland.edu">soar@sunyrockland.edu</a>	Deadline/Notes



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<input type="checkbox"/> <b>Register for Classes</b> You will receive information outlining the advisement/registration process. Please visit <a href="http://www.sunyrockland.edu/campus-life/services/advisement/academic-advisement">http://www.sunyrockland.edu/campus-life/services/advisement/academic-advisement</a> .	<b>Contact Info</b> Academic Advisement Center 845.574.4443 <a href="mailto:advise@sunyrockland.edu">advise@sunyrockland.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Follow-Up on Individual Education Plan</b> If you had an IEP in high school, you should contact the office of accessibility to determine what accommodations you can receive. See <a href="http://www.sunyrockland.edu/about/college-policies/student-services-policies/disability-support-services?searchterm=disabili">http://www.sunyrockland.edu/about/college-policies/student-services-policies/disability-support-services?searchterm=disabili</a>	<b>Contact Info</b> Monica Jackson Accessibility Services 845.574.4541 <a href="mailto:Mjacks04@sunyrockland.edu">Mjacks04@sunyrockland.edu</a>	Deadline/Notes

## HOUSING FORMS

<input type="checkbox"/> <b>Housing Deposit</b> Rockland Community College does not have dorm rooms; however, they can help you look for housing off campus. See <a href="http://www.sunyrockland.edu/campus-life/services/housing/housing">http://www.sunyrockland.edu/campus-life/services/housing/housing</a> .	<b>Contact Info</b> Gary Peskin Housing Office 845.574.4378 <a href="mailto:housing@sunyrockland.edu">housing@sunyrockland.edu</a>	Deadline/Notes
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## FIRST DAY OF CLASS

<input type="checkbox"/> <b>Confirm First Day of Class</b> The first day of classes is in early September. See the academic calendar for more information: <a href="http://www.sunyrockland.edu/study-at-rcc/academic-calendar/academic-calendar-2017-2018">http://www.sunyrockland.edu/study-at-rcc/academic-calendar/academic-calendar-2017-2018</a>	<b>Contact Info</b>	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

