



COLLEGE ENROLLMENT CHECKLIST

SUNY Schenectady County 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 Schenectady County Community College

For a list of important steps to take after acceptance, please visit:
<http://sunysccc.edu/Admissions/Already-Accepted-New-Student-Info>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions If you have any questions about your application, contact the Admissions Office or see http://sunysccc.edu/Admissions for more information.	Contact Info Admissions 518.381.1366 admissions@sunysccc.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email Your mySCCC login is a single sign-on that enables you to access your Student Account, Records and Registration, ANGEL, and SCCC Student E-mail accounts. Step by step instructions to activate your account and locate log-in information can be found at http://sunysccc.edu/Current-Students/Student-Life-and-Resources/Accessing-MYSCCC-Portal . Contact the Academic Computing Department with any questions.	Contact Info	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams After you receive an admissions letter, you should call or e-mail the Testing Center to set-up a placement testing appointment. It is possible to be exempt from the testing if you meet one of several criteria. For more information, visit http://sunysccc.edu/Current-Students/Student-Life-and-Resources/Testing-Center/Placement-Testing-for-New-SCCC-Students .	Contact Info 518.381.1366 admissions@sunysccc.edu	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 Educational Opportunity 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. For additional information, see http://sunysccc.edu/Current-Students/Student-Life-and-Resources/Educational-Opportunity-Program-EOP-Access	Contact Info 518.381.1279	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://sunysccc.edu/Admissions/Paying-for-SUNY-SCCC/Financial-Aid 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 Financial Aid 518.381.1352 fa@sunysccc.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 518.381.1352 fa@sunysccc.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification SUNY Schenectady may email you a verification form to verify the information from your FAFSA. Your financial aid cannot be processed 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 www.irs.gov . See http://sunysccc.edu/Admissions/Paying-for-SUNY-SCCC/Financial-Aid for more information and for downloadable forms.	Contact Info Financial Aid 518.381.1352 fa@sunysccc.edu	Deadline/Notes
<input type="checkbox"/> Complete Residency Form You must provide the school with a certificate of residency to receive in state tuition. For more information, see http://sunysccc.edu/Academics/Register-for-Classes/Certificate-of-Residence	Contact Info 518.381.1366 admissions@sunysccc.edu	Deadline/Notes

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma 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. For more information, see http://sunysccc.edu/Admissions/Already-Accepted-New-Student-Info/Immunizations	Contact Info 518.381.1344	Deadline/Notes
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<input type="checkbox"/> Sign Up for Orientation A first-term student may be required to attend a special pre-registration orientation session. For more information, see http://sunysccc.edu/Admissions/Already-Accepted-New-Student-Info/Orientation	Contact Info 518.381.1344	Deadline/Notes
<input type="checkbox"/> Register for Classes You will have an opportunity to meet with your Academic Advisor to plan your class schedule. Your Advisor will give you a PIN for registration.	Contact Info	Deadline/Notes
<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 Office of ADA Transition Services to determine what supports are available at SUNY Schenectady. For more information, see http://sunysccc.edu/Current-Students/Student-Life-and-Resources/Wellness-and-Support-Services/Disability-Resources	Contact Info 518. 381.1365 fenlonsj@sunysccc.edu	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class The first day of class is in early September. Take a look at the academic calendar for more information: http://sunysccc.edu/Academics/Register-for-Courses/Course-Offerings-and-Registration-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

