



COLLEGE ENROLLMENT CHECKLIST

St. Francis 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.

St. Francis College Resources

For a list of forms accepted students need to submit, go to <http://www.sfc.edu/page.cfm?p=4086>

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 718.489.5200 with any questions.	Contact Info Office of Admissions 180 Remsen Street Brooklyn Heights, NY 11201 718.489.5200 admissions@sfc.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit You can mail the \$300 non-refundable deposit to St. Francis. Unfortunately this fee cannot be waived. Call Admissions with any questions.	Contact Info Office of Admissions 718.489.5200 admissions@sfc.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your St. Francis email at https://mysfc.sfc.edu/web/mycampus/home . Check this account daily since important information will be communicated.	Contact Info IT Support: 718.489.5444 helpdesk@sfc.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams All first-time freshmen must take the college's placement exams in English and mathematics. To make an appointment, call 718.489.5226 or see http://www.sfc.edu/page.cfm?p=3987 .	Contact Info	Deadline/Notes
--	---------------------	----------------

FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan Log into MySFC to check your account, accept financial aid, set up a payment plan, or make a tuition payment. See http://www.sfc.edu/page.cfm?p=4110 for additional information.	Contact Info Office of Student Financial Services 718.489.5255 sfs@sfc.edu	Deadline/Notes
--	---	----------------



COLLEGE ENROLLMENT CHECKLIST

St. Francis College

<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 Student Financial Services 718.489.5255 sfs@sfc.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification The Financial Aid Office may email or mail a verification form which means that you will not be able to receive any financial aid until you provide additional documents to verify the information from your FAFSA. 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 https://www.irs.gov/individuals/get-transcript . If you have any questions about any of the forms, you can contact the office or see http://www.sfc.edu/page.cfm?p=359 for additional information.	Contact Info Office of Student Financial Services 718.489.5255 sfs@sfc.edu	Deadline/Notes

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma You are required to complete and submit your immunization form before the first day of class: https://www.sfc.edu/studentlife/registrar/forms . Contact the Admissions Office with questions and to see if you need to submit your final transcript.	Contact Info Office of Admissions 718.489.5200 admissions@sfc.edu	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation During orientation, you will begin registering for courses. See http://www.sfc.edu/page.cfm?p=4072 for additional information.	Contact Info Office of Freshman Studies 718.489.5472	Deadline/Notes
<input type="checkbox"/> Register for Classes You will complete course registration with an advisor during orientation.	Contact Info	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 Disability Services Office. See https://www.sfc.edu/studentlife/accessibility for additional information.	Contact Info Katherine Krieger, Assistant Director, Office of Accessibility and Accommodations 718.489.3485	Deadline/Notes



COLLEGE ENROLLMENT CHECKLIST

St. Francis College

HOUSING FORMS

<input type="checkbox"/> Housing Deposit St. Francis has off-campus housing and the deposit is \$1,500. See http://www.sfc.edu/page.cfm?p=371 for additional information.	Contact Info Admissions 718.489.5200 housing@sfc.edu	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms If you are interested in off-campus housing at SFC, call Admissions or visit http://www.sfc.edu/page.cfm?p=371 .	Contact Info Admissions 718.489.5200 housing@sfc.edu	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class Check out the academic calendar for important dates: http://www.sfc.edu/studentlife/academiccalendar	Contact Info	Deadline/Notes
--	---------------------	----------------

SPONSORS:

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