



COLLEGE ENROLLMENT CHECKLIST

St. Joseph's 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. Joseph's College Resources

Brooklyn campus new students:
<http://www.sjcny.edu/brooklyn/admissions/undergraduate/accepted-students>
Long Island campus new students:
<http://www.sjcny.edu/long-island/admissions/undergraduate/accepted-students>

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 Admissions with any questions.	<i>Contact Info</i> Admissions 718.940.5800	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit There is a \$250 Commitment Fee. Complete the form on the Accepted Student site and submit it by May 1st. https://www.sjcny.edu/long-island/admissions/undergraduate/accepted-students/reserve	<i>Contact Info</i> Admissions 718.940.5800	Deadline/Notes
<input type="checkbox"/> Set Up Email As soon as you register for classes, you will have access to your college email account through the MySJC portal. Instructions will be provided to incoming students on registration day, but can also be found on our website by clicking MySJC under Log In which is in the top right corner of each page of the website.	<i>Contact Info</i> For SJC Network ID click on the link below: https://www.sjcny.edu/information-technology-services/get-connected	Deadline/Notes

FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan Log into MySJC to check your account, accept financial aid, set up a payment plan, or make a tuition payment. See http://www.sjcny.edu/long-island/admissions/financial-aid/financial-aid-tips for information.	<i>Contact Info</i> Financial Aid 718.940.5700	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 .	<i>Contact Info</i> Financial Aid 718.940.5700	Deadline/Notes

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



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<input type="checkbox"/> Check for Verification St. Joseph's may send you a verification form which means that you will not be able to receive any financial aid until you provide 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 https://www.irs.gov/individuals/get-transcript .	Contact Info Financial Aid 718.940.5700	Deadline/Notes
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ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma You will need to complete and submit your immunization form before the first day of classes. See https://www.sjcnyc.edu/long-island/student-life/student-services/health-services/immunization for additional information.	Contact Info Joan Carrig Collins 718.940.5805 jcarrig@sjcnyc.edu	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation Orientation is mandatory for freshmen and will take place in the summer. During orientation, students will be able to meet their adviser. Find details about orientation at the Brooklyn campus here: http://bkorientation.sjcnyc.edu/	Contact Info 718.940.5856	Deadline/Notes
<input type="checkbox"/> Register for Classes Registration for incoming freshmen typically will take place in late May or early June. Students will receive registration packets in the mail and will spend a day on campus making their fall schedule with a faculty adviser.	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 Office of Disability Services. https://www.sjcnyc.edu/long-island/student-life/student-services/student-accessibility-services	Contact Info 718.940.5853	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit Submit your \$500 deposit with this form: http://www.sjcnyc.edu/brooklyn/student-life/housing	Contact Info Michele Corsetti 718.940.5753	Deadline/Notes
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FIRST DAY OF CLASS

<input type="checkbox"/>	Confirm First Day of Class	<i>Contact Info</i>	Deadline/Notes
	Check out the academic calendar for important dates. Brooklyn Campus: https://catalog.sjcny.edu/content.php?catoid=11&navoid=489 Long Island Campus: https://catalog.sjcny.edu/content.php?catoid=11&navoid=490		

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LINCT FOR SUCCESS	NEW SETTLEMENT APARTMENTS	THE URBAN ASSEMBLY