



COLLEGE ENROLLMENT CHECKLIST

SUNY Sullivan 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 Sullivan County Community College

For additional information, check out:
<https://sunysullivan.edu/admissions/admissions-process/>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions To receive an update on your application status, contact the Admissions Office. See http://sunysullivan.edu/admissions/ for more information.	Contact Info 845.434.5750 x4287 admissions@sunysullivan.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://sunysullivan.edu/ttc/campus-email . Check this account daily since important information will be communicated.	Contact Info 845.434.5750 x4325	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams Students that are required to take placement testing will be notified by admissions counselors. These tests are used to determine which classes are most appropriate for your first semester of college. More information on placement testing can be found at: http://sunysullivan.edu/placement-testing/ .	Contact Info 845.434.5750 x4328 ehowell@sunysullivan.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. For additional information, see http://www.sunysullivan.edu/financialaid/ . 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 Financial Aid as soon as possible.	Contact Info 845.434.0014 finaid@sunysullivan.edu	Deadline/Notes
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<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 your loans are disbursed. Entrance counseling and signing the MPN can be completed at www.studentloans.gov .	Contact Info 845.434.0014 finaid@sunysullivan.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification SUNY Sullivan may email you a verification form 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 www.irs.gov . See http://www.sunysullivan.edu/financialaid/forms.php for more information and for downloadable forms.	Contact Info 845.434.0014 finaid@sunysullivan.edu	Deadline/Notes
<input type="checkbox"/> Complete Residency Form For students who are attending a SUNY community college, they may need to provide the school with a certificate of residency to receive in state tuition. For more information, see https://sunysullivan.edu/admissions-aid/cost-financial-aid/student-accounts/	Contact Info 845.434.5750 x4287 admissions@sunysullivan.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. See http://sunysullivan.edu/campus-life/health-counseling/immunization-requirements/ for more information.	Contact Info 845.434.5750 x.4247	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation A first-term student is required to attend a special pre-registration orientation session. For more information, see http://www.sunysullivan.edu/learningcenter/fye.php	Contact Info rhanofee@sunysullivan.edu	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 Department of Learning and Student Development Services to determine what supports are available at SUNY Sullivan. See http://sunysullivan.edu/category/home/campus-life/services-resources/students-with-disabilities/ for more information.	Contact Info 845.434.5750 x4328 ehowell@sullivan.suny.edu	Deadline/Notes

HOUSING FORMS



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<input type="checkbox"/> Housing Deposit Before you can get your dorm assignment, you may need to complete a housing deposit (often paid when the tuition deposit is due) and a housing questionnaire. See https://sunysullivan.edu/campus-life/residential-life/ for more information.	Contact Info 845.434.5750 x4399	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms See https://sunysullivan.edu/campus-life/residential-life/ for more information.	Contact Info 845-434-5750 x4279	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class To find out the first day of class, take a look at the academic calendar: http://sunysullivan.edu/academics/academic-calendar/ .	Contact Info	Deadline/Notes
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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