



COLLEGE ENROLLMENT CHECKLIST

Tompkins Cortland Community College (TC3)

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.

Tompkins Cortland Community College (TC3) Resources

For enrollment and admissions information at Tompkins Cortland Community College, please visit these sites:
http://www.tc3.edu/enroll_svc/admissions.asp
http://www.tc3.edu/success/o_new_students.asp

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions The admissions office evaluates credentials on a rolling basis. You will be notified of your status soon after we receive a completed application. You can check your application status on myTC3 or by calling the Admissions Office. For more information, see http://www.tc3.edu/enroll_svc/admissions.asp	Contact Info Admissions Office 607.844.6580 admissions@tomkinscortland.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email During orientation, you will gain access to and learn to use your online myTC3 account (which includes myINFO, myWEBCOURSES, and myMAIL, which is your TC3 email account).	Contact Info Information for Technology Learning 607.844.8222, x4550 TechSupport@tomkinscortland.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams After you're accepted, you should attend a START (Student Transition Advisement, Registration) Appointment. Please keep in mind, many students are required to take a placement test. You should take these tests very seriously and do your best; the scores will be used to help decide which courses you may take in your first semester at TC3. For more information, see http://www.tc3.edu/success/o_new_students.asp and http://www.tc3.edu/success/st_placement.asp .	Contact Info Student Success & Advisement Office 607.844.8222 x4521 success@tomkinscortland.edu	Deadline/Notes
<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) If you haven't received your scores or did not pass a section(s) of your exam, contact the Office of Student Success and Advisement Services.	Contact Info Student Success & Advisement Office 607.844.8222 x4521 success@TC3.edu	Deadline/Notes

FINANCIAL AID

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



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<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://www.tc3.edu/docs/financial_aid/financial_aid_checklist.pdf for TC3's financial aid checklist. 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 Financial Aid office as soon as possible.	Contact Info Financial Aid 607.844.6580	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 See http://www.tc3.edu/enroll_svc/financial.asp for more information.	Contact Info Financial Aid 607.844.6580	Deadline/Notes
<input type="checkbox"/> Check for Verification Tompkins Cortland Community College may require additional documents to process your financial aid. To see if you need to provide more forms, 1) Log in to your MyTC3 account, 2) Click the My Info tab, 3) Click Financial Aid, 4) Select the appropriate semester and click the submit button, 5) In the table you can see the name of the required document, if the document has been received, and the date that the document was received or was requested. For most forms that are requested you can click on the name of the document to get a printable copy of that document. See http://www.tc3.edu/enroll_svc/f_documents.asp for more information and for downloadable forms.	Contact Info Financial Aid 607.844.6580	Deadline/Notes
<input type="checkbox"/> Complete Residency Form You may need to provide the school with a certificate of residency to receive in state tuition. NYC's certificate of residency can be found here: http://www.tc3.edu/enroll_svc/st_certificate.asp .	Contact Info Admissions Office 607.844.6580 admissions@TC3.edu	Deadline/Notes

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma Submit a final High School Transcript to the Admissions Office. Your accepted admissions decision will be withdrawn if this is not received. Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. See http://www.tc3.edu/student/health_immunizations.asp for more information.	Contact Info Orientation 607.844.8222 Ext. 4487 orientation@TC3.edu	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation A first-term student is required to attend an orientation session. See http://www.tc3.edu/success/orientation.asp for more information.	Contact Info Orientation orientation@TC3.edu 607.844.8222 x4521	Deadline/Notes



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<input type="checkbox"/> Register for Classes You will receive an invitation to attend a freshman advisement and registration session. Please note, you will need to submit your Immunization Form prior to registration. See http://www.tc3.edu/catalog/ss_academic_advisement.asp for more information.	Contact Info Enrollment Services Center 607.844.6580	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 Baker Center for Learning to determine what supports are available at Tompkins Cortland Community College. For more information, see http://www.tc3.edu/catalog/pp_accomodations.asp	Contact Info Carolyn Boone Coordinator of Access and Equity Services 607.844.8211 Ext. 4283 boonec@tc3.edu	Deadline/Notes

HOUSING FORMS

<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 filled out. See http://www.tc3.edu/student/housing.asp for more information.	Contact Info Residence Life 607.844.6589 residentiallife@tc3.edu	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms For information pertaining to housing options, housing application process, and recommended packing list please go to http://www.tc3.edu/student/housing.asp or contact the Residence Life Office.	Contact Info Residence Life 607.844.6589 residentiallife@tc3.edu	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class Take a look at the academic calendar to determine important dates: Please note the first day of classes is August 24th: http://www.tc3.edu/catalog/ac_fall_2016.asp	Contact Info	Deadline/Notes
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SPONSORS:

BOTTOM LINE	COLLEGE BOUND INITIATIVE	COLLEGE NOW
GODDARD RIVERSIDE COMMUNITY CENTER	GRADUATE NYC!	IMENTOR



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LINCT FOR SUCCESS

NEW SETTLEMENT APARTMENTS

THE URBAN ASSEMBLY

