



COLLEGE ENROLLMENT CHECKLIST

Westchester 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.

Westchester Community College

Westchester Community College has a great Admissions and Enrollment Checklist that can be found here:

<http://www.sunywcc.edu/admissions/admissions-information/checklist/>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions Email and letter notifications with next steps are sent to students approximately one week after applications are processed. You can check your application status by calling the Admissions Office.	Contact Info Admissions Office 914.606.6735 admissions@sunywcc.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit All payments can be made through MyWCC or in person. Be mindful of deadlines as they may vary depending on how you choose to submit your paperwork and payments. For more information, visit http://www.sunywcc.edu/student-services/bursars-office/ .	Contact Info Bursar's Office 914.606.6870 bursar@sunywcc.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your myWCC account at https://mywcc.sunywcc.edu/psp/eprpd/EMPLOYEE/EMPL/h/?tab=APP_GUEST . Check this account daily for your school email, financial aid information and student resources.	Contact Info MyWCC Student Helpdesk 914.606.5600 MyWCCHelpdesk@sunywcc.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams After you receive an admissions letter, you should receive a letter for testing. You need to take Westchester's placement test as soon as possible as your scores can determine your placement in college credit courses. For more information, see http://www.sunywcc.edu/student-services/testingcenter/ .	Contact Info Testing—New Students 914.606.6969 testingcenter@sunywcc.edu	Deadline/Notes
<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) If you did not receive your scores or did not pass a section(s) of the placement test, contact the Testing Office.	Contact Info Testing 914.606.6969 testingcenter@sunywcc.edu	Deadline/Notes



COLLEGE ENROLLMENT CHECKLIST

Westchester Community College

SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you were accepted to the EOP or TRIO Student Support program, please contact your program's office for additional information and to find out about any associated summer program. See http://www.sunywcc.edu/student-services/opportunity-programs/ for additional information.	Contact Info Gwendolyn Roundtree Evans EOP Director (914) 606-6581 Classroom Bldg. Rm. 3 Gwendolyn.RoundtreeEvans@sunywcc.edu Rita Samet-Slavin Program Director (TRIO) 914.606.8523 rita.samet-slavin@sunywcc.edu	Deadline/Notes
---	---	----------------

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://www.sunywcc.edu/student-services/finaid/ 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 Financial Aid Office as soon as possible.	Contact Info Financial Aid 914.606.6773 finaid@sunywcc.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 . See http://www.sunywcc.edu/student-services/finaid/ for more information.	Contact Info Financial Aid 914.606.6773 finaid@sunywcc.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification If your application is selected for verification, you will be required to supply supporting documentation. You will not be able to receive your financial aid until you submit these documents. Complete the verification form and log into your FAFSA account to use the IRS link to transfer your family's updated tax forms. If unavailable, you will need to request a copy of your tax transcript at www.irs.gov . See http://www.sunywcc.edu/student-services/finaid/formsworkshops/2016-2017/ for more information and for downloadable forms.	Contact Info Financial Aid 914.606.6773 finaid@sunywcc.edu	Deadline/Notes



COLLEGE ENROLLMENT CHECKLIST

Westchester Community College

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma 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. See http://www.sunywcc.edu/cms/wp-content/uploads/2012/05/immu_ne_forms.pdf for more information.	Contact Info Admissions Office 914.606.6735 admissions@sunywcc.edu	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation A first-term student may be required to attend a special pre-registration orientation session in late August. See http://www.sunywcc.edu/student-services/getinvolved/new-student-orientation/ for more information.	Contact Info Office of Student Involvement 914.606.6731	Deadline/Notes
<input type="checkbox"/> Register for Classes After you have taken the placement test (or been waived) and submitted health records, you will be ready to meet with a Counselor for advisement and registration. Incoming students are required to meet with a counselor to receive academic advisement prior to registering for classes. See http://www.sunywcc.edu/student-services/registering-for-classes/registering-for-classes/regchecklist/ for more information. You must call the counseling office and make an appointment.	Contact Info Counseling Office 914.606.6572 getinvolved@sunywcc.edu	Deadline/Notes
<input type="checkbox"/> Follow-Up on Individual Education Plan Westchester Community College provides services for students with documented learning disabilities, psychiatric disabilities, physical disabilities, visual, hearing, and other health impairments. Contact the Office of Accommodations and visit http://www.sunywcc.edu/student-services/disability-services/support-services/ for more information.	Contact Info Office of Accommodations for Students with Disabilities 914.606.6287	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 class is in early September: http://www.sunywcc.edu/academics/academiccalendar/#fall	Contact Info	Deadline/Notes
--	---------------------	----------------



COLLEGE ENROLLMENT CHECKLIST

Westchester Community College

SPONSORS:

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