



COLLEGE ENROLLMENT CHECKLIST

York College

This checklist will provide you with all the steps you'll need to take in order 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 for important information about your enrollment.

York College Resources

Check out York College's Guide for New Students:
<http://www.york.cuny.edu/admissions/new-admits>.

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You will receive notification of admissions four to six weeks after you submit your application (after February 1st). You can check your application status by calling the Welcome Center at 212-997-CUNY (2869) or on the CUNY Portal https://cunyportal.cuny.edu .	Contact Info Admissions Office 718.262.2165	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit By submitting your commitment deposit of \$100 you secure your enrollment to York: https://www.york.cuny.edu/admissions/Registrant . This deposit will be applied toward your tuition when you enroll and is not an additional fee. Students with an EFC of \$3,000 or less can submit the form with their Student Aid Report.	Contact Info Admissions Office 718.262.2165	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have claimed your account in CUNYfirst at https://impweb.cuny.edu/selfservice/activation/start.action , the CUNYfirst system will send messages only to your York College email address. Make sure that you have activated your York email account.	Contact Info IT Help Desk 718.262.5311	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams ALL students MUST take the math placement test (M3) and some students may need to take Reading and Writing exams as well. You need to take the CUNY Assessment Tests as soon as possible as your scores can determine your placement in college credit courses, and in some cases, whether or not you can enroll. See https://www.york.cuny.edu/testing and http://www.cuny.edu/academics/testing/cuny-assessment-tests.html for more information.	Contact Info Testing Center 718.262.2010 testct@york.cuny.edu	Deadline/Notes
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<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) You will receive your scores within two weeks of testing. If you haven't received your scores, contact the Testing Office. If you do not pass any sections of the Assessment Tests, contact Testing Office for information about free summer workshops.	Contact Info Testing Center 718.262.2010 testct@york.cuny.edu	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you were accepted to the SEEK program, you need to call them to make sure that you do not need to provide any additional information and to find out when the summer program begins. See https://www.york.cuny.edu/student-development/seek/forms for additional information.	Contact Info SEEK Program 718.262.2300	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan After reviewing your file, CUNY will send you a financial aid award letter, indicating the financial aid programs for which you qualify. If you are not eligible for need-based grants, you will receive a letter from Student Financial Services, explaining other methods of financing your education. See https://www.york.cuny.edu/administrative/finaid and https://www.york.cuny.edu/bursar/payment.html for additional information.	Contact Info Office of Financial Aid 718.262.2230	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 .	Contact Info Office of Financial Aid 718.262.2230	Deadline/Notes
<input type="checkbox"/> Check for Verification York may email you a verification form to verify the information from your FAFSA. Your financial aid cannot be processed until you complete this form. Complete the verification form and log into your FAFSA to use the IRS link to transfer your family's updated tax forms. If it doesn't work online you you will need to request a copy of your tax transcript at http://www.irs.gov . See https://www.york.cuny.edu/it/kiosks/fsyk for more information and for downloadable forms.	Contact Info Office of Financial Aid 718.262.2230	Deadline/Notes



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<input type="checkbox"/> Complete Residency Form In order to qualify for in-state tuition, you may need to complete a residency form. See https://www.york.cuny.edu/student/international/forms/student-international-forms-nys-residency-information-form.pdf/view for more information.	Contact Info Admissions Office 718.262.2165	Deadline/Notes
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ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma All freshman students MUST submit a completed immunization form AND submit proof of immunizations/vaccines. You must also clear your meningitis block and, if applicable, submit proof of the meningitis vaccine See https://www.york.cuny.edu/student-development/health/immunization-information-1/proof-of-immunization for more information. Remember, you cannot register for classes until your block has been removed! Bring all documents to the Health Services Office.	Contact Info Health Services 718.262.2050	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation A new student orientation will take place over the summer. It is a great opportunity to get to know other students and the college. Check back on the York site for more information.	Contact Info Erzulie Vica Mars 718.262.2152	Deadline/Notes
<input type="checkbox"/> Register for Classes Please contact the Academic Advisement to schedule an appointment to attend an advisement and registration workshop.	Contact Info Academic Advisement 718.262.2280	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 STAR Program to determine what supports are available at York.	Contact Info STAR Program 718.262.2191 csd@york.cuny.edu	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class Take a look at the academic calendar to determine when your first day of class is https://www.york.cuny.edu/registrar/calendar .	Contact Info	Deadline/Notes
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COLLEGE ENROLLMENT CHECKLIST

York College

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BOTTOM LINE

COLLEGE BOUND INITIATIVE

COLLEGE NOW

GODDARD RIVERSIDE COMMUNITY
CENTER

GRADUATE NYC!

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