



COLLEGE ENROLLMENT TIPS

Created by a Coalition of College Access Organizations for Students Attending **Baruch College**

This enrollment tip sheet is intended to provide important college information. In addition to using this guide, students should make sure that they regularly check their mail, their college email address, and college school portal account over the summer.

Baruch College Resources

Check out the Admitted Student Guide a <http://www.baruch.cuny.edu/undergrad/admittedstudents.html>

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). If you have any questions, contact the Admissions Welcome Center or visit http://www.baruch.cuny.edu/admission .	Contact Info Admissions Welcome Center 137a East 25th Street 646.312.2010 admissions@baruch.cuny.edu http://www.baruch.cuny.edu/admission	Deadline/Notes (Fill in the deadline for your school and other helpful reminders):
<input type="checkbox"/> Commitment Fee/Deposit Submit the response form included in the acceptance packet along with \$100 Commitment Tuition Deposit. The deposit is applied towards the first semester tuition charges; it is not an additional fee. See http://www.baruch.cuny.edu/undergrad/admittedstudents.html for additional information.	Contact Info	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your college email and check this account daily since important information will be communicated. See the Admitted Students Guide for more information.	Contact Info	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams Shortly after you receive an admissions letter, you should receive a letter for testing. It is important that you take the CUNY Assessment Tests as soon as possible. For more information on these tests, please see http://www.cuny.edu/academics/testing/cuny-assessment-tests.html and http://www.baruch.cuny.edu/ote/index.html .	Contact Info Testing Office Testing.evaluation@baruch.cuny.edu 646.312.4305	Deadline/Notes
<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 at testing.evaluation@baruch.cuny.edu or 646.312.4305.	Contact Info Testing Office Testing.evaluation@baruch.cuny.edu 646.312.4305	Deadline/Notes



SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs <p>If you were accepted through the SEEK program, you may receive emails or letters requiring you to provide additional documents. If you were accepted into SEEK and have not heard from them yet, you should call them to make sure that you do not need to provide any additional information. All SEEK students need to participate in a mandatory summer program: http://www.baruch.cuny.edu/studentaffairs/seek/.</p>	Contact Info SEEK Program 646.312.4620 seek@baruch.cuny.edu	Deadline/Notes (Fill in the deadline for your school and other helpful reminders):
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan <p>If you received loans or grants, you may need to accept your financial aid online. 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, contact the Financial Aid Office as soon as possible. See http://www.baruch.cuny.edu/financialaid/undergrad_information.htm for information.</p>	Contact Info Financial Aid Office 646.312.1360	Deadline/Notes
<input type="checkbox"/> Complete Entrance Counseling/ Sign MPN <p>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.</p>	Contact Info Financial Aid Office 646.312.1360 Financial.aid@baruch.cuny.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification <p>Baruch College may email you a verification form to verify the information from your FAFSA. This means that you will not receive your financial aid until you have provided 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 www.irs.gov.</p>	Contact Info Financial Aid Office 646.312.1360 Financial.aid@baruch.cuny.edu	Deadline/Notes
<input type="checkbox"/> Complete Residency Form <p>In order to qualify for in-state tuition, you need to complete a residency form. See http://www.baruch.cuny.edu/undergrad/residency.htm for more information.</p>	Contact Info residencyunit@baruch.cuny.edu	Deadline/Notes



ORIENTATION/CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella: http://www.baruch.cuny.edu/undergrad/immunization.htm . Bring Immunization Forms and final high school transcript to the Office of Undergraduate Admissions.	Contact Info Office of Undergraduate Admissions 151 East 25th Street, Room 270	Deadline/Notes (Fill in the deadline for your school and other helpful reminders):
<input type="checkbox"/> Sign Up for Orientation Orientation is mandatory and several orientation dates are offered throughout the year. See http://www.baruch.cuny.edu/orientation/OrientationOverview.htm to register for an orientation.	Contact Info orientation@baruch.cuny.edu	Deadline/Notes

ORIENTATION/CLASS REGISTRATION (CONTINUED)

<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 Seat Deposit and Immunization Form prior to registration.	Contact Info	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 Office of Services for Students with Disabilities to determine what supports are available at Baruch College.	Contact Info Office of Services for Students with Disabilities Room 2-271, Newman Vertical Campus 646.312.4590	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Submit Housing Forms Baruch College provides housing at the Residence Hall at 97th Street. Please visit http://www.baruch.cuny.edu/undergrad/housing.html for more information.	Contact Info	Deadline/Notes
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FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class The first day of class is August 27th. Take a look at the academic calendar for other important dates: http://www.baruch.cuny.edu/registrar/due_dates.htm#Fal5ac	Contact Info	Deadline/Notes
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SPONSORS

AT HOME IN COLLEGE

BOTTOM LINE

COLLEGE BOUND INITIATIVE

COLLEGE NOW

GODDARD RIVERSIDE COMMUNITY CENTER

GRADUATE NYC!

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NEW SETTLEMENT APARTMENTS

THE URBAN ASSEMBLY

NEW VISIONS FOR PUBLIC SCHOOLS