



# COLLEGE ENROLLMENT TIPS

Created by a Coalition of College Access Organizations for Students Attending **Queensborough Community 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 portal account over the summer.

## Queensborough Community College Resources

Check out Queensborough Community College's website for admitted students by clicking "After You Apply": <http://www.qcc.cuny.edu/admissions/index.html>

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/>	<b>Confirm Admissions</b> You will receive notification of admissions four to six weeks after you submit your application (after February 1st). Contact the Office of Admissions with any questions.	<b>Contact Info</b> Office of Admissions 718.281.6236 <a href="mailto:admissions@qcc.cuny.edu">admissions@qcc.cuny.edu</a>	<b>Deadline/Notes</b> (fill in the deadline for your school and other helpful reminders):
<input type="checkbox"/>	<b>Commitment Fee/Deposit</b> All QCC students are required to pay a non-refundable \$100 Commitment Tuition Deposit. The deposit will be applied towards your first semester tuition charges and will allow you to schedule your orientation, advisement and registration. The deposit must be received by May 1. If you are admitted after May 1, the deposit is due 15 days after the date you received your admission notification.  For more information, including information on Commitment deposit waivers and exemptions, see <a href="http://www.qcc.cuny.edu/admissions/commitmentDeposit.html">http://www.qcc.cuny.edu/admissions/commitmentDeposit.html</a> . College Discovery students do not need to pay the deposit.	<b>Contact Info</b> Office of Admissions 718.281.6236 <a href="mailto:admissions@qcc.cuny.edu">admissions@qcc.cuny.edu</a>	<b>Deadline/Notes</b>
<input type="checkbox"/>	<b>Set Up Email</b> Once you have been accepted, make sure you set up your college email account at <a href="http://www.qcc.cuny.edu/qconline/studentemailprocedure.html">http://www.qcc.cuny.edu/qconline/studentemailprocedure.html</a> . Check this account daily since important information will be communicated.	<b>Contact Info</b> <a href="mailto:emailhelp@tigermail.qcc.cuny.edu">emailhelp@tigermail.qcc.cuny.edu</a>	<b>Deadline/Notes</b>

## TESTING

<input type="checkbox"/>	<b>Take Placement Exams</b> After you receive an admissions letter, you should receive a letter for testing. 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. For more information, see <a href="http://www.qcc.cuny.edu/Testing/placement.html">http://www.qcc.cuny.edu/Testing/placement.html</a> .	<b>Contact Info</b> Testing Services Center 718.631.6358 <a href="mailto:Testing@qcc.cuny.edu">Testing@qcc.cuny.edu</a>	<b>Deadline/Notes</b>
<input type="checkbox"/>	<b>Review Test Scores and Enroll in Summer Workshops (if necessary)</b> Incoming students will receive their score at the time of registration from the Academic Advisor.	<b>Contact Info</b> Testing Services Center 718.631.6358 <a href="mailto:Testing@qcc.cuny.edu">Testing@qcc.cuny.edu</a>	<b>Deadline/Notes</b>



## SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Forms and Attend Orientation/ Summer Programs</b> <p>Once you have been accepted, you may receive emails or letters about orientations for ASAP or College Discovery, two programs that provide critical financial and academic support. Keep an eye out for any invitations and contact the CD or ASAP office if you have any questions. Both programs will require you to attend orientations and/or summer programs. See <a href="http://www.qcc.cuny.edu/asap/index.html">http://www.qcc.cuny.edu/asap/index.html</a> and <a href="http://www.qcc.cuny.edu/collegediscovery/">http://www.qcc.cuny.edu/collegediscovery/</a> for more information. To complete forms for the College Discovery Program. See <a href="http://www.qcc.cuny.edu/collegeDiscovery/new-Students.html">http://www.qcc.cuny.edu/collegeDiscovery/new-Students.html</a> for more information.</p>	<b>Contact Info</b> <p>ASAP  718.631.6680  <a href="mailto:ASAP@qcc.cuny.edu">ASAP@qcc.cuny.edu</a></p> <p>College Discovery  718.631.6210  <a href="mailto:wyarde@qcc.cuny.edu">wyarde@qcc.cuny.edu</a></p>	<b>Deadline/Notes</b> <p>(fill in the deadline for your school and other helpful reminders):</p>
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## FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> <p>If you have loans or additional scholarships, you may need to accept your financial aid package online. See <a href="http://www.qcc.cuny.edu/financialaid/financialAidAwards.html">http://www.qcc.cuny.edu/financialaid/financialAidAwards.html</a> 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 Office of Student Financial Services as soon as possible</p>	<b>Contact Info</b> <p>Office of Financial Services  718.631.6367  <a href="mailto:financialaid@qcc.cuny.edu">financialaid@qcc.cuny.edu</a></p>	<b>Deadline/Notes</b>
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<input type="checkbox"/> <b>Complete Entrance Counseling/ Sign MPN</b> <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 <a href="http://www.studentloans.gov">www.studentloans.gov</a>.</p>	<b>Contact Info</b> <p>Office of Financial Services  718.631.6367  <a href="mailto:financialaid@qcc.cuny.edu">financialaid@qcc.cuny.edu</a></p>	<b>Deadline/Notes</b>
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<input type="checkbox"/> <b>Check for Verification</b> <p>Queensborough Community College may email you a verification form to verify the information from your FAFSA. This means that the college will not be able to process your financial aid until your forms are submitted. 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 will need to request a copy of your tax transcript at <a href="http://www.irs.gov">www.irs.gov</a>. See <a href="http://www.qcc.cuny.edu/financialAid/verification.html">http://www.qcc.cuny.edu/financialAid/verification.html</a> for more information and for downloadable forms.</p>	<b>Contact Info</b> <p>Office of Financial Services  718.631.6367  <a href="mailto:financialaid@qcc.cuny.edu">financialaid@qcc.cuny.edu</a></p>	<b>Deadline/Notes</b>
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<input type="checkbox"/> <b>Complete Residency Form</b> <p>In order to qualify for in-state tuition, you may need to complete a residency form. See <a href="http://www.qcc.cuny.edu/bursar/residency.html">http://www.qcc.cuny.edu/bursar/residency.html</a> for more information</p>	<b>Contact Info</b> <p>Office of Admissions  718.281.6236  <a href="mailto:admissions@qcc.cuny.edu">admissions@qcc.cuny.edu</a></p>	<b>Deadline/Notes</b>
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## ORIENTATION/CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> You will need to obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. See <a href="http://www.qcc.cuny.edu/healthservices/immunizationForm.html">http://www.qcc.cuny.edu/healthservices/immunizationForm.html</a> for more information.	<b>Contact Info</b> Health Services 718.997.2760	<b>Deadline/Notes</b> (fill in the deadline for your school and other helpful reminders):
<input type="checkbox"/> <b>Sign Up for Orientation</b> Freshmen First is a special orientation designed for ALL incoming freshmen starting their college career at Queensborough. See <a href="http://www.qcc.cuny.edu/future-students/index.html">http://www.qcc.cuny.edu/future-students/index.html</a> for more information.	<b>Contact Info</b> <a href="mailto:Freshmen@qcc.cuny.edu">Freshmen@qcc.cuny.edu</a>	<b>Deadline/Notes</b>
<input type="checkbox"/> <b>Register for Classes</b> Once you have taken the test and your test results are ready, you will be contacted via your personal email. Based on your intended program of study, you will select a date and time to meet with your FRESHMAN ADVISOR. Advisement and registration will begin in MAY and run through JULY. It is to your advantage to meet with your freshman adviser early so that you receive the right classes at the right time. You may wish to attend summer school, and you may be eligible one or more free summer classes. If you have not yet received an email, call 718.631.6240 as soon as possible. Don't forget! Prior to your registration appointment, you MUST: <ol style="list-style-type: none"> <li>1. Pay your \$100 tuition commitment deposit.</li> <li>2. You must have submitted your immunization records.</li> <li>3. Be ready to pay for your classes.</li> </ol>	<b>Contact Info</b> <a href="mailto:Freshmen@qcc.cuny.edu">Freshmen@qcc.cuny.edu</a>	<b>Deadline/Notes</b>
<input type="checkbox"/> <b>Follow-Up on Individual Education Plan</b> If you had an individualized education plan (IEP) in high school, you should schedule an appointment with the Services for Students with Disabilities to determine what supports are available. See <a href="http://www.qcc.cuny.edu/ssd/index.html">http://www.qcc.cuny.edu/ssd/index.html</a> for additional information.	<b>Contact Info</b> 718.631.6257	<b>Deadline/Notes</b>

## FIRST DAY OF CLASS

<input type="checkbox"/> <b>Confirm First Day of Class</b> Take a look at the academic calendar to determine when your first day of class is: <a href="http://www.qcc.cuny.edu/academics/academic-calendars.html">http://www.qcc.cuny.edu/academics/academic-calendars.html</a> .	<b>Contact Info</b>	<b>Deadline/Notes</b>
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## SPONSORS

**AT HOME IN COLLEGE**

**BOTTOM LINE**

**COLLEGE BOUND INITIATIVE**

**COLLEGE NOW**

**GODDARD RIVERSIDE COMMUNITY CENTER**

**GRADUATE NYC!**

**iMENTOR**

**NEW SETTLEMENT APARTMENTS**

**THE URBAN ASSEMBLY**

**NEW VISIONS FOR PUBLIC SCHOOLS**