COLLEGE ENROLLMENT TIPS

Created by a Coalition of College Access Organizations for Students Attending **SUNY Buffalo State**

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.

Buffalo State Resources

Checklist for Accepted Students: http://admissions.buffalostate.edu/accepted

ADMISSIONS AND COMMITMENT FEE

		Contact Info	Deadline/Notes
☐	**Confirm Admissions** You will receive notification of admissions four to six weeks after you submit your application in early February. Call/email Admissions with questions.	(716) 878.4017 admissions@buffalostate.edu	(Fill in the deadline for your school and other helpful reminders):
☐	**Commitment Fee/Deposit** Complete the Tuition Deposit form and submit with $125 deposit by May 1st (or 30 days after your acceptance): http://admissions.buffalostate.edu/accepted. Also see http://admissions.buffalostate.edu/sites/admissions.buffalostate.edu/files/uploads/Documents/deposit.pdf. Deposit is waived for EOP students but you still need to submit this form: http://admissions.buffalostate.edu/sites/admissions.buffalostate.edu/files/uploads/Documents/eopdeposit.pdf.	(716) 878.4017 admissions@buffalostate.edu	
☐	**Set Up Email** Once you have been accepted, make sure you set up your Buffalo State email at: https://rite.buffalostate.edu/activate-account.html. Check this account daily since this is where important information will be communicated.	Help Desk: (716) 878.4357 chd@buffalostate.edu	

TESTING

		Contact Info	Deadline/Notes
☐	**Take Placement Exams** You may need to take placement tests during Orientation.		

SPECIAL OPPORTUNITY PROGRAMS

		Contact Info	Deadline/Notes
☐	**Submit Forms and Attend Orientation/ Summer Programs** If you are eligible for EOP you will receive a form in the mail to fill out and you should submit the form with your parents' financial documents. There is a required three week summer program for accepted students. You can find more information at http://eop.buffalostate.edu/about-eop.	Yanick H. Henkins EOP Director (716) 878.4225 JENKINYH@BUFFALOSTATE.EDU	

FINANCIAL AID

		Contact Info	Deadline/Notes
☐	**Accept Financial Aid/ Set Up Payment Plan** You will need to log in to your banner account to check if there are any missing required financial aid forms as well as accept your awards. See http://financialaid.buffalostate.edu/banner	(716) 878.4902 finaid@buffalostate.edu	(Fill in the deadline for your school and other helpful reminders):
☐	**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.	(716) 878.4902 finaid@buffalostate.edu	
☐	**Check for Verification** Buffalo State may send you a verification form which means that you will not be able to receive any financial aid until you provide additional documents. For more information on how to check your financial aid forms through Banner, go to http://financialaid.buffalostate.edu/banner	(716) 878.4902 finaid@buffalostate.edu	
☐	**Complete Residency Form** If you are charged for out-of-state tuition and you believe you are eligible for in-state tuition you can apply for NY state residency: http://studentaccounts.buffalostate.edu/sites/studentaccounts.buffalostate.edu/files/uploads/Documents/residencyapplication.pdf	Student Accounts Office (716) 878-4121 stuaccts@buffalostate.edu	

ORIENTATION/CLASS REGISTRATION

		Contact Info	Deadline/Notes
☐	**Submit Immunization Records and High School Diploma** All full time students are required to have health insurance. Students who have their own insurance are required to complete an online waiver to avoid being enrolled in the college's health insurance plan. See http://weigel.buffalostate.edu/insurance for more information. You will not be allowed to register for classes until the New Student Health is completed and submitted: http://weigel.buffalostate.edu/new-students	WEIGEL HEALTH CENTER: (716) - 878 -6711 Weigel@buffalostate.edu	
☐	**Sign Up for Orientation** Orientation will take place on August 24th and 25th. Log-in to Banner to sign-up for Orientation or see http://nsfp.buffalostate.edu/ for more information.	(716) 878.5336	

ORIENTATION/CLASS REGISTRATION (CONTINUED)

		Contact Info	Deadline/Notes
☐	**Register for Classes** Academic Advisors will create your schedule. You will receive an email through your Buffalo State Gmail account when your schedule is ready to be viewed in Banner, but students will be able to make changes to their schedule during orientation.		(Fill in the deadline for your school and other helpful reminders):
☐	**Follow-Up on Individual Education Plan** If you had an IEP in high school or if you require additional services, make sure that you contact Student Accessibility Services. See http://sas.buffalostate.edu/ for additional information.	Student Accessibility Services (716) 878.4500 sas@buffalostate.edu	

HOUSING FORMS

		Contact Info	Deadline/Notes
☐	**Housing Deposit/ Apply to Have Housing Deposit Waived** The housing deposit is $125. The deposit is only refundable if you cancel housing before June 1st. See http://residencelife.buffalostate.edu/housing-deposit-information for more information.	Residence Life (716) 878.3000 reslife@buffalostate.edu	
☐	**Submit Housing Forms** Your school will send you housing forms to complete during the summer. If you have questions visit: http://residencelife.buffalostate.edu/	Residence Life (716) 878.3000 reslife@buffalostate.edu	

FIRST DAY OF CLASS

		Contact Info	Deadline/Notes
☐	**Confirm First Day of Class** See the academic calendar to determine important dates: http://suny.buffalostate.edu/academic-calendar		

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