

ADMISSIONS TO ENROLLMENT CHECKLIST - SIX BASIC STEPS

1 Complete the Admissions process:

- Fill out an application in person or online and submit it to the Admissions Office.
- Provide us with official high school or GED transcripts.
- If you wish to transfer college credits to SCCC, provide us with Official College Transcripts.
- On the application form, select the major that most closely matches your career goals. If you are undecided, choose one of the Liberal Arts degree programs. You can change your program at any time.

For more information: www.sunysccc.edu or call 518-381-1366

2 Complete the Financial Aid process (apply early in order to receive maximum consideration):

- Complete and submit the FAFSA (Free Application for Federal Student Aid) online through the SCCC Web site. Assistance is available at the Financial Aid Office, Elston Hall, Room 221.
- Complete and submit the Financial Aid Student Information form available from the Financial Aid Office or the SCCC Web site.

For more information: www.sunysccc.edu or call 518-381-1366

3 Attend a New Student Registration (NSR) Program:

- Contact the Testing Center (518-381-1293) to sign up for placement testing (if you do not need to test you will be notified by the Admissions Office.)
- Sign up for the New Student Registration program in Admissions (518-381-1366) to meet with an Advisor and select/register for classes.

For more information: www.sunysccc.edu or call 518-381-1366

4 Turn in your Immunization records:

- New York State law requires that all students born after 1/1/57 provide proof of immunization for Measles, Mumps, and Rubella by the first day of classes.
- If you do not file these records you will be involuntarily withdrawn **and prohibited from attending any of your classes. Submit either:**
 - A form signed by your doctor (available online at the SCCC Web site) or
 - A copy of your immunization records (e.g., high school or personal records)

For more information: www.sunysccc.edu or call 518-381-1366

5 Complete bill payment by the deadline date:

- If your tuition and fees are completely covered by financial aid, the Student Business Office will use your financial aid to pay your bill, and you will be mailed a receipt as confirmation.
- If you owe a balance on your bill for tuition and fees, bring or send your payment to the Student Business Office. The College also has a Tuition Payment Plan and accepts online credit card payments through the E-Cashier system that is available through the College Web site sunysccc.edu.
- IF YOU HAVE NOT COMPLETED BILL PAYMENT WITH THE STUDENT BUSINESS OFFICE BY THE DEADLINE, THE COLLEGE WILL ASSUME THAT YOU WILL NOT BE ATTENDING AND YOU WILL BE DROPPED FROM YOUR CLASSES. You may not be able to re-register for the same courses.

For more information: www.sunysccc.edu or call 518-381-1366

6 Submit a Certificate of Residence at the time you process your bill:

- If you do not submit a Certificate of Residence, you will be charged double tuition. You must submit a current Certificate of Residence every year.
- Schenectady County residents can obtain a Certificate of Residence at SCCC's Office of Academic Services, Elston Hall, Room 212. Documentation of residence is required.
- Residents of New York counties other than Schenectady must go to the County Treasurer's Office in your home county to obtain the certificate.

For more information: www.sunysccc.edu or call 518-381-1366