

## College Discovery New Student Checklist

Name: \_\_\_\_\_ CUNY EMPLID: \_\_\_\_\_

### Welcome New Students!

The checklist below contains the steps you will need to complete before you can register for classes. You will also have a chance to review this list with your College Discovery Counselor.

### Enrollment Confirmation Process before Registering for Summer / Fall Classes:

- ☐ **Complete and Submit: 2018-2019 College Discovery Supplemental Form before June 1**  
In addition, you must submit:
  - \_\_\_ A signed copy of parent(s) income taxes-**2016**
  - \_\_\_ A federal IRS tax transcript from the IRS office-**2016**
  - \_\_\_ Other supporting proof of income documents-**2016** (see **To Do List** below)
- ☐ **Attend a New Student & Family Welcome:** View dates and times on our website [www.qcc.cuny.edu/nse/#five](http://www.qcc.cuny.edu/nse/#five)
- ☐ **Financial Aid:** Complete your 2018-19 FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov)
- ☐ **Placement Testing:** Prepare for and take your CUNY Assessment Tests. To schedule a testing appointment, contact the Office of Testing at 718-631-6358 or online at [www.qcc.cuny.edu/testing](http://www.qcc.cuny.edu/testing). If you were tested at another CUNY College, please notify the Testing office.
- ☐ **Health History Forms:** Complete and submit your **Health History Forms and proof of immunizations** to Health Services, Medical Arts Building, Room MC-02 or Fax to 718.631.6330. You may also access the forms at [www.qcc.cuny.edu/healthServices/immunizationForm](http://www.qcc.cuny.edu/healthServices/immunizationForm)
- ☐ **Advisement & Registration:** Schedule an appointment for advisement and registration for Summer/Fall classes by contacting the College Discovery Office at 718-631-6210 or [CDmain@qcc.cuny.edu](mailto:CDmain@qcc.cuny.edu)
- ☐ **Register for mandatory Summer/Fall class(es).** Summer Session begins July 2, 2018
- ☐ If attending summer school to complete high school graduation requirements, please provide a letter in a sealed envelope from your high school. The letter must include dates of summer school attendance.
- ☐ Check the **College Discovery / Financial Aid To Do List** below for any required documents

### COLLEGE DISCOVERY / FINANCIAL AID TO DO LIST

- |                                       |  |
|---------------------------------------|--|
| ___ College Discovery Supplement Form | ___ 2017 SNAP                            |
| ___ Proof of Citizenship              | ___ IRS Non-Tax Filer Statement for 2016 |
| ___ Student Taxes (if applicable)     | ___ 2017 Child Support Report            |
| ___ Parent's Taxes                    | ___ Unemployment Benefits for 2016       |
| ___ Parent IRS Transcript             | ___ Other Document(s); if required       |
| ___ 2017 PA Budget Letter             |  |

Referral: \_\_\_\_\_