

STEPS TO ENROLLMENT

☐ **Enroll: Notify the College That You Will Attend After You Have Been Admitted**

Does the College know you're coming? Did you pay your freshman deposit that holds your place in the freshman class? Log into your web-based portal and read your messages to learn the next steps or notify the admissions office of your plans. The common response date is May 1st (called Decision Day or Candidate Reply Date) *Save money Tip:* Ask the school to waive the freshman deposit if you are going to live on campus and pay the "Housing" fee as well. Paying both may not be necessary.

☐ **Read ALL your mail daily!!** Colleges will notify you of important steps and procedures either by email, through messages in your portal or sometimes by paper mail. Instructions, deadlines, and other critical information is usually shared and it's critical that you read and follow all requirements. Don't miss scholarships or other opportunities by not reading your email in time.

☐ **Schedule a date and time for the Placement Exam**

The placement exam is usually required in order for you to register for the appropriate classes. Colleges need to better understand the level of study in which you will be successful and for which level you will need additional support. The placement exam score will allow faculty and staff to better help you to be a successful college student. Schedule the exam now if you haven't already. See your college emails or college website for more information.

☐ **Register then Attend Freshmen Orientation: Sessions are held to get to know the campus**

Colleges tend to require incoming first-year students to participate in one of the Orientation sessions offered throughout the spring and summer. Orientation sessions typically include more detailed tours of the campus, information sessions, meetings with advisors, selecting courses, introductions to current students, faculty, and staff. Sign up now if you haven't already. See your college emails or college website for more information.

☐ **Know the Cost of Attendance and Your Budget:** Review your bill (Bills usually come out in July) and your financial aid to determine if the bill is covered or if there is a balance owed. College is not free, and it is the responsibility of the student and their family to ensure that the bill is paid on time. The office of financial aid and the billing office (sometimes called the bursars office) will provide you with the appropriate documentation and can help, but they are not responsible if your bill is paid late, or your financial aid is not confirmed. Students must follow instructions and requirements. You may have been awarded a full scholarship or have significant financial aid, but you will still need to ensure, not only that you understand the budget and the bill, but that the funds are available (either from financial aid, scholarships, or your own savings) to pay the bill on time.

☐ **Determine if You Need More Money to Pay for College?**

If your bill is higher than the amount of money you have been awarded or that you have available, you may need to do some additional research to get more money. Consider these strategies:

- Request more financial aid – You can contact the financial aid office to ask for more financial aid. Be prepared to provide additional documentation that was not provided originally to the financial aid office.
- Sign up for a Payment Plan – program. Visit the college's website or talk with the financial aid office to learn more about the available payment plans. Some plans allow you to pay each month. Avoid plans with application fee and interest.
- Consider applying for more scholarship money. Scholarships can take time to complete the application process as well as hear back with a decision. You may need to have a plan for how you will pay the bill while waiting to hear about scholarships to which you have applied.
- Determine if you want to borrow the money and apply for a student loan (that you will have to pay back after graduating or leaving school). Visit <https://studentaid.gov/understand-aid/types#loans> to learn more about student and parent loans.

☐ **Submit Health and Immunization Records**

All colleges ask you to submit a record that proves that you have had the necessary vaccinations, immunizations, and health requirements. This is particularly important if you intend to live on campus. Respond to this request by the deadline to prevent late fees and or hindering or delaying your enrollment. Look for Medical Coverage waiver requests.