

# CHECKLIST

## for FRESHMAN STUDENTS

To help you **register successfully** for the Fall 2011 semester, please go to **Steps to Enroll** at [www.jjay.cuny.edu/stepstoenroll](http://www.jjay.cuny.edu/stepstoenroll)

### ⚠ PAY SPECIAL ATTENTION TO THESE ENROLLMENT STEPS!

■ **SET UP YOUR EMAIL ACCOUNT TODAY:** John Jay College will be communicating with you using **your new John Jay email account** and your personal email address linked to your CUNY Portal account. Thus, it is very important that you check your accounts **daily** so that you do not miss out on any important information that could delay your enrollment to John Jay College. Please go to [www.jjay.cuny.edu/stepstoenroll](http://www.jjay.cuny.edu/stepstoenroll) to activate your John Jay email account, to review CUNY Assessment Tests exemptions, immunization documents and for additional information. Upon completing the enrollment process, John Jay College will be communicating with you **exclusively** through your John Jay email account.

■ **COMMITMENT DEPOSIT AND ADMISSIONS COMMITMENT FORM:** John Jay College requires newly admitted applicants to pay a non-refundable **\$100 deposit towards tuition and fee charges** by May 1, 2011. If you were admitted after May 1, 2011, your commitment deposit is due 15 days after the date indicated on your admission letter.

Enclosed is the **Commitment Deposit Form**. This form will also be sent via email. The deposit reserves your space in the entering class and allows John Jay College to schedule you for an advisement and registration session.

An online **Admissions Commitment Form** link will be sent via your John Jay College email address. You are required to complete it. The Admissions Commitment Form lets us know if you accepted your admission to John Jay College or would like to defer it to the next semester. It also helps us identify the **AP or college-level courses** you have taken while attending high school.

**Commitment deposits** may be submitted by check or money order, along with the Commitment Deposit Form and mailed to: John Jay College, Bursar's Office, 899 Tenth Avenue, New York, NY 10019. Cash payments for Commitment Deposits can be made in person or **online**. For more information check the **Steps to Enroll** website.

**Commitment deposit waiver eligibility:** You may be eligible to have your commitment deposit waived if you filed your Free Application for Federal Student Aid (FAFSA) and your Student Aid Report (SAR) has an expected family contribution (EFC) of \$3,000 or less. Check your Student Aid Report (SAR) sent by FAFSA to your personal email address to find your EFC. Enter your EFC on the **Admissions Commitment Form** and submit it. The Financial Aid Office will verify eligibility for the waiver. You will be notified via email if the waiver was granted.

■ **IMMUNIZATION REQUIREMENTS:** Before registering for classes, download and submit to the Health Office the immunization forms noted on the Steps to Enroll page. You will not be able to register for classes until your immunization requirements are met by the Health Office.

■ **TESTING INFORMATION:** You will be receiving a letter from the CUNY Testing Office notifying you of the date and time to take the CUNY Assessment Test in Mathematics. This examination is for math placement purposes ONLY.

To reschedule your test date, you may email the Testing Office at [testing@jjay.cuny.edu](mailto:testing@jjay.cuny.edu) with "Fall 11 Freshman" in the subject section or call **212.237.8108**. If John Jay College is not your test site, please contact the Testing Office at the college where you are assigned to take the test.

For general information on the CUNY Testing Program and sample questions, visit the John Jay College website [www.jjay.cuny.edu/fye/cat](http://www.jjay.cuny.edu/fye/cat).

**It is important that you prepare for this test and that you take it as soon as possible.**

■ **FINANCIAL AID:** If you have not yet applied for financial aid, please read this financial aid section noted on the Steps to Enroll page. You will need to complete your FAFSA application to determine financial aid eligibility by **June 1, 2011**.

■ **IF YOU APPLIED FOR FAFSA,** check your personal email for your Student Aid Report (SAR). Download the Student Aid Report (SAR) and read it carefully. If the Student Aid Report (SAR) states that you need to verify information that you entered on the FAFSA, you will need to submit the required document in addition to your income documentation. Below is a list of acceptable income documentation that you will need to submit along with the 2011 – 2012 Verification Worksheet. Submit documentation in person to One Stop.

- 1) Signed copies of your parents' and your 2010 Federal tax forms (1040, 1040A or 1040EZ, including W-2 forms)
- 2) Social Security award letter for 2010 (Form 1099)
- 3) Public Assistance (PA) budget letter, dated 2010, listing all family members in the case
- 4) Veteran's benefits award letters for 2010
- 5) Pension award notices for 2010
- 6) Birth or baptismal certificates for siblings not listed on tax returns or PA budget letter

■ **TO DOWNLOAD 2011 – 2012 VERIFICATION WORKSHEET,** go to: **www.jjay.cuny.edu**, click on **The Jay Stop**, click **Money Matters**, choose **Getting Financial Aid**, scroll down to **Financial Aid Forms** and click on either **2011 – 2012 Dependent** or **Independent Verification Worksheet**.

Use the **Financial Aid Estimator** to find out the kind of financial aid you may expect. You can find the link for the Financial Aid Estimator on the "**Getting Financial Aid**" website. For more Financial Aid information, you should click on **Financial Aid TV**.

■ **ADVISEMENT AND REGISTRATION:** You will receive an email inviting you to attend an Advisement and Registration Session once your \$100 commitment deposit has been submitted. The email will provide you with the available dates and steps to reserve your seat for Advisement and Registration.

■ **FIRST YEAR EXPERIENCE (FYE) ACADEMIC PROGRAMS:** John Jay College offers several programs specifically designed for first-year students to ease the transition to college and to expose new students to a variety of academic disciplines and practices. Explore these programs and select the one that best suits your needs and interests. Visit the First Year Experience (FYE) website at **www.jjay.cuny.edu/fye**.

■ **ADMISSIONS INFORMATION:** Upon graduation, please submit your original high school diploma or have your official high school transcript sent to the Admissions Office. Wallet-sized diplomas cannot be accepted. Submit your high school diploma prior to the first day of class. The first day of class is August 26, 2011.

■ **EDUCATIONAL HOUSING SERVICES:** **www.studenthousing.org - 1.800.297.4694** To reserve a space for JUST the Fall 2011 semester, 50% plus a membership fee is due at the time of reservation and the balance is due on or before August 1, 2011. For 9 months or 12 months reservation, 50% plus a membership fee is due at the time of reservation and the balance is due on December 1, 2011.

**The Towers at the City College of New York Campus**

**www.ccnytowers.com - 917.507.0070**

Please note that limited housing will be available for John Jay College students.

■ **FRESHMAN ORIENTATION: Save the Dates, August 17th and 18th.** Everyone in the John Jay community wants your first year to be a positive one, so we strongly encourage you to attend Freshman Orientation. An email will be sent to you with more information, once you have registered for classes.

**The first day of class is August 26, 2011.**