

GUIDELINES

for FRESHMEN WHO LIVE OUTSIDE OF THE FIVE BOROUGHES

All Student Services offices will work to assist you with the testing, financial aid, advisement and registration process. Please pay special attention to the following information.

■ 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 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.

You will receive the following web links via email:

- 1) Fall 2011 **Freshman Admissions Confirmation Form** (Please submit this form promptly.)
- 2) **Freshman Orientation RSVP** link (This link will be sent to you after you register for classes.)

■ **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. 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 by email if your 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. The Health Office accepts faxed copies. You may fax your immunization documents to **212.237.8026**.

■ **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 with "**Fall 11 Freshman**" in the subject section or call **212.237.8108**. The Testing Office has scheduled the following Saturday dates for Math Placement: March 19, 2011 and April 9, 2011.

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.

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

■ **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.

- **FINANCIAL AID PROCESS:** 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**.

John Jay College FAFSA school code is 002693 and NYS TAP code is 1414.

- **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.

- 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
- 7) Mortgage Statement

Documentation may be submitted in person to One Stop or mailed, emailed (PDF), or faxed to Michael Scaduto (mscaduto@jjay.cuny.edu) or Rachel McTursh (rmctursh@jjay.cuny.edu), Financial Aid Office, John Jay College, 445 West 59th Street, Room 1280, New York, NY 10019.

To download the 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**.

- **STUDENT LOANS TO COVER STUDENT HOUSING COSTS:** You need to apply by June 15, 2011, to use your student loan to cover your housing costs. It takes 4 weeks for student loans to be processed and to show up on your Award Notification Letter.

■ **TUITION AND FEES:**

Please visit <http://www.jjay.cuny.edu/500.php> to view the Undergraduate Tuition and Fees Schedule for in-state and out-of-state. In most cases, to be eligible as an in-state resident for tuition purposes, you must have continuously resided in New York State for at least 12 consecutive months immediately preceding the first day of classes, and be a U.S. citizen, permanent resident or have other qualifying immigration status. If you are under the age of 24, you are generally considered dependent upon your custodial parent(s) or legal guardian(s) and proof of residency is determined (in most cases) by their residency status.

- **HOW TO REGISTER FOR COURSES FROM YOUR HOME:** 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 <http://www.jjay.cuny.edu/fye>, and click on **Common Experience Programs** prior to speaking with an academic advisor.

Contact the Academic Advisement Center to schedule an advisement and registration appointment via email at freshmenadvising@jjay.cuny.edu or by calling **212. 237.8120**.

- **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.

If you have any questions or concerns, please email admission@jjay.cuny.edu and in the Subject section enter "**FA 11 Outside of NYC**." We will direct your email to the appropriate department.