# New Student Checklist

## Your "Must Do" List:

| | Action | Contact Department | Details |
|---|---|---|---|
| ☐ | **Apply for Financial Aid**<br><br>The process can take 6-8 weeks, so plan ahead and do it as soon as possible at www.fafsa.gov and www.tapweb.org. | **Financial Aid Office**<br>(315) 498-2291<br>faoinfo@sunyocc.edu | See the college website at www.sunyocc.edu under Paying for College for more information about grants, loans, scholarships, work study, and veterans' benefits and for video answers to your financial aid questions. You can also check your aid status through WebAccess. |
| ☐ | **Turn in your Immunization Records**<br><br>*Immunization records are required prior to placement testing. Submit this documentation as soon as possible so that it does not affect your enrollment process.* | **Student Central**<br>(315) 498-2000<br>Fax: (315) 469-9270<br>Immunizations@sunyocc.edu | Proof of immunization is required to attend college in New York State. Please print the Certificate of Immunization, (including the meningitis section), have your health care provider complete it, and return it to Student Central. |
| ☐ | **Take your Placement Test**<br><br>If you are starting school in August, you may test as early as February.<br><br>If you are starting school in January, you may test as early as October. | **Testing Services**<br>(315) 498-2000<br>testingservices@sunyocc.edu | Placement testing is also available at Onondaga's North Site.<br><br>*If you require accommodations for placement testing due to a disability, contact the Disability Services Office at (315) 498-2245.* |
| ☐ | **Sign up for Orientation**<br>Watch for your invitation to register for orientation where you will:<br>1. Complete your enrollment tasks;<br>2. See an advisor;<br>3. Build your schedule;<br>4. Register for classes. | **Student Central**<br>(315) 498-2000<br>studentcentral@sunyocc.edu | You must complete your placement testing and your immunization requirements before you can receive your invitation to orientation. |

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| ☐ | **Pay your Tuition and Fees**<br><br>Last day to pay in person is the Friday before classes begin. Go to WebAccess to look at your bill. | **Bursar's Office**<br>(315) 498-2367<br>Bursar1@sunyocc.edu | **Sign up for the Payment Plan at** https://occweb.sunyocc.edu/payplan/<br><br>**Make payments online to avoid lines at** http://pay.sunyocc.edu |
| ☐ | **Get your Student ID Card**<br><br>After you register for classes, but before classes begin. | **SMART CARD Office**<br>(315) 498-7230<br>smartcard@sunyocc.edu | You will always be asked to present your ID for services on campus.<br><br>You can apply funds to your SMART CARD at the Bursar's office. |
| ☐ | **If you live outside of Onondaga County, complete and submit your Certificate of Residence to reduce your tuition costs**<br><br>Certificates of Residence (CR'S) must be obtained no sooner than 60 days prior to the start of the semester and be turned in to the Bursar's office **no later than 30 days after the start of the semester**. Certificates are valid for one year and must be obtained annually. | **Bursar's Office**<br>(315) 498-2367<br>Bursar1@sunyocc.edu | A Certificate of Residence entitles you to pay in-county resident tuition, which is **HALF** that of non-residents. All information and forms can be found at http://students.sunyocc.edu/central.aspx under the Reference Section then click on Certificate of Residency. |
| ☐ | **Work with the Bookstore** to get your books and supplies | **OCC Bookstore**<br>(315) 498-2246<br>sm611@bncollege.com | The Bookstore is the only place where you can charge your financial aid directly for your textbooks, starting the week before classes begin! |
| ☐ | **Know your way around** | Maps of the main campus, OCC North, and the extension sites are available on the website. | Go to www.sunyocc.edu. Click on "Current Students," go to the "Student Life" tab, then click on "Maps & Directions." |

# Other things you may need/want to do,
## *before you arrive on campus*

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| ☐ | **Visit the current student website** | **Student Central**<br>(315) 498-2000<br>studentcentral@sunyocc.edu | This website will be your guide for the next few years at Onondaga. Go to http://students.sunyocc.edu. |
| ☐ | Apply to **live on campus** in a **Residence Hall**<br>*Availability is limited - so get your application in early.* | **Student Central**<br>(315) 498-2000<br>studentcentral@sunyocc.edu | You must be **at least 18 years** old by 12/31 and a **full-time**, matriculated student. |
| ☐ | Figure out your **Transportation** | **SMART CARD Office**<br>(315) 498-7230<br>smartcard@sunyocc.edu<br><br>**OCC Bookstore**<br>(315) 498-2246<br>sm611@bncollege.com | Parking is free of charge for commuting students. Parking permits can be obtained from the Smart Card Office.<br><br>Centro bus passes for discounted bus fares can be obtained from the Bookstore. |
| ☐ | Check out **Support Services** for which you may be eligible | **Collegiate Science & Technology Entry Program** (CSTEP) and **Louis Stokes Alliance for Minority Participation** (LSAMP)<br>(315) 498-2352 | CSTEP and LSAMP are for students from ethnic groups traditionally underrepresented in technical-related fields and from disadvantaged families interested in careers in science, math, technology, engineering and other licensed professions. Interested students must apply to these programs. |
| | | **Disability Services Office** (DSO)<br>(315) 498-2245 | Services are available if you have a legally documented disability. DSO will help you with access and accommodations. |
| | | **Educational Opportunity Program** (EOP)<br>(315) 498-2428<br>or (315) 498-2507 | EOP is an academic support program for NY State residents in need of supplemental services to reach their full academic potential and who demonstrate the ability to complete a college-level program. Applicants must meet NY State economic guidelines. |
| | | **Office of Veterans' Affairs**<br>(315) 498-2200 | Services include counseling and referral services, assistance in resolving VA pay problems, and other pertinent information for veterans. |
| ☐ | Need **childcare**? | **Children's Learning Center**<br>(315) 498-2346 | Enrollment is limited to children of OCC students/employees. Call to learn about scholarships to reduce costs of child care. |

# Other things you may need/want to do,
## *during your first semester*

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| ☐ | **Take advantage of support services**<br><br>Don't wait until it's too late! There are many offices offering ways to help you do well in school.<br><br>These services are available to all students: | **Career & Applied Learning Center** (CAL Center)<br>(315) 498-2585<br>calcenter@sunyocc.edu | The CAL Center assists students and alumni in a variety of areas including employment services, learning through experience, and service learning & volunteering. |
| | | **Counseling Services**<br>(315) 498-2675<br>CAT@sunyocc.edu | The Counseling Center offers a combination of academic counseling, career counseling, transfer counseling and education counseling. |
| | | **Content Tutoring**<br>(315) 498-2573<br>contenttutoring@sunyocc.edu | The Content Tutoring Center does comprehensive, coordinated, subject-specific tutoring for students in need of tutorial support. |
| | | **Math Support Services**<br>(315) 498-2611<br>occinfo@sunyocc.edu | Students who need tutoring, want to refresh their math skills, or merely want to improve their placement test results can benefit from the various services provided. |
| | | **Study Skills Center**<br>(315) 498-2260<br>mullanp@sunyocc.edu | Visit the Study Skills Center and arrange for ongoing tutoring, short-term help, or take advantage of workshops. |
| | | **Writing Skills Center**<br>(315) 498-2260<br>laportee@sunyocc.edu | The Center serves as a resource for anyone in the college community who is interested in becoming a more competent and confident writer. |
| ☐ | **Get Involved!** | Join a student club or an intramural sports team!<br><br>Check out art exhibits, concerts, and sports events! | For more information, check out announcements and headlines at www.sunyocc.edu. Click on "Current Students" and go to the "Student Life" tab. |

***You're off to a great start – a PowerStart!***