

Fall 2005 Accepted Student Pre-Enrollment Checklist

Date Completed

<p>After Acceptance</p>	<p>Apply for Financial Aid or complete the application process</p>	
<p>Make Reservations</p>	<p>Return the Orientation & Class Scheduling reservation form (attached). Must be received by July 14th to participate</p>	
<p>At Orientation</p>	<p>Hand in completed Health Form and immunization information to Health Center</p>	
	<p>New York State Residents submit a valid Certificate of Residence from your home county to MVCC Business Office</p>	
	<p>Secure your class schedule, pay tuition and fees at orientation or by August 5, 2005</p>	
	<p>Get I.D. Card Picture taken</p>	
	<p>Register vehicle(s) with Campus Security</p>	
	<p>Purchase Books and Supplies</p>	
<p>Attend Classes</p>	<p>Thursday, August 25, 2005</p>	<p><input checked="" type="checkbox"/></p>

See the checklist instruction sheet for details on completing each item



Instructions for completing pre-enrollment checklist items

Financial Aid

Financial Aid Office

Utica Campus, Payne Hall Student Service Center, (315) 792-5415

Rome Campus Student Services Office, John D. Plumley Complex, Rm. A30, (315) 334-7709

Any potential student who is requesting financial assistance from either New York State and/or the Federal Government must have applied and been accepted by the Admissions Office in a degree or certificate program of the college (matriculated) prior to the disbursement of any financial aid funds. If you are requesting financial aid assistance, you will need to complete:

- Free Application for Federal Student Aid (FAFSA) or apply on line at www.fafsa.ed.gov
- MVCC Financial Aid Data Form

Placement Testing

Placement Testing Office, Utica Campus, Academic Bldg., Rm. 152, (315) 792-5523

All accepted applicants need to complete MVCC placement testing prior to establishing an academic plan of study and selecting a class schedule with an academic advisor. Applicants whose native language is not English, will be required to take additional English as a Second Language testing for placement.

Transfer applicants and former MVCC non-matriculated applicants may be exempt from all or part of the placement test depending on previously completed course work and grades. Contact either the Admissions Office or Placement Testing Office for placement testing requirements and exemption criteria.

Placement testing can be completed on a number of dates prior to orientation week **or** on the afternoon/evening of the day before you are assigned to participate in orientation and scheduling. Since you have a number of options, including the ability to request accommodative testing due to a disabling condition, we ask all students to confirm a placement testing date and, if necessary, any special accommodations you may need to complete your test by following the instructions on the enclosed placement testing sheet or on the web at www.mvcc.edu/orientation.

Orientation & Class Scheduling 2005

Orientation and Scheduling is for accepted applicants by invitation from July 18-25, 2005. Your invitation to attend orientation and scheduling is set for a specific day/date based on the major you were accepted in. If you want to change your major, you must do it prior to July 14, 2005 with the Admissions Office (315) 792-5354. A change of major may require a change of the day/date, time, and/or campus location for orientation.

Making a reservation – by July 14, 2005 confirm reservation either by mailing your reservation form to us or by filling out the online reservation form at www.mvcc.edu/orientation.

If you can not attend orientation and class scheduling **or** you have special concerns or needs regarding advisement or course scheduling, please call one of the following numbers for alternative advisement and class scheduling options: Utica (315) 792-5608; Rome (315) 334-7725.

Health Information Forms & Immunization Records (MMR)

Utica Campus, Health Center, Alumni College Center, Rm. 104, (315) 792-5451

Rome Campus, Student Services Office, John D. Plumley Complex, Rm. A30, (315) 334-7709

See instructions on the attached Health Center – Health Information Booklet for what to complete.

Payment of Tuition and Fees

Business Office

Utica Campus, Payne Hall Student Service Center, (315) 792-5475

Rome Campus, John D. Plumley Complex, Rm. 117, (315) 334-7708

Students are assessed tuition and fees after they have scheduled classes. For pre-scheduled students, payment of tuition and fees for the fall semester must be received by the Business Office by the end of the business day on August 5, 2005 to secure their class schedule. New York State Residents must provide a valid Certificate of Residence either prior to or at the time of payment to be charged New York State Resident Tuition.

Tuition Examples (Examples are stated for tuition only...see college catalog or our web site for a complete list of fees. Information provided is correct as of January 1, 2005).

Full-time New York State Resident with valid Certificate of Residence..... \$1,425.00 per semester.

Full-time non-New York State Resident..... \$ 2,850.00 per semester.

Full-time International Student \$ 2,850.00 per semester.

Part-time New York State Resident with valid Certificate of Residence..... \$ 115.00 per credit hour.

Part-time non-New York State Resident..... \$ 230.00 per credit hour.

Certificate of Residence - New York State Residents only

A certificate of residence is required from all New York State residents and must be filed with the Business Office prior to completing payment. The Certificate establishes tuition at the New York State rates for part-time and full-time attendance. **A valid certificate cannot be filed with the college more than 60 days prior to August 23, 2005.** A valid certificate need only be filed once each year. **Examples of various Certificates, depending on your N.Y. State county of residence, are available on our orientation web site...www.mvcc.edu/orientation.**

Oneida County residents: Fill out a certificate of residence application form available from the MVCC Business Office or our web site prior to payment. Either have the form notarized before turning it in or bring two proofs of identification with you to the Business Office: one of them must be a picture I.D.

New York State residents not from Oneida County. Contact your county clerk or treasurer's office to obtain a valid certificate of residence. The valid certificate must be submitted either prior to **or** at the time of payment in order to be assessed tuition at the New York State rates.

International Students and non-New York State residents are not eligible to file a certificate and are responsible for tuition at two times the New York State Rate.

Student I.D. Card

Student Activities Office Locations:

Utica Campus, Alumni College Center, Rm. 208, (315) 792-5391

Rome Campus Student Services Office, John D. Plumley Complex, Rm. A30, (315) 334-7709

After you complete your class schedule, you can have your I.D. picture taken at these locations:

Utica Campus, Payne Hall Lobby or Rome Campus, Plumley Complex, Rm. A30

Vehicle Registration - Parking Permits

Utica Campus, Security Office, Academic Building, Rm. 109, (315) 792-5566

Rome Campus, John D. Plumley Complex, Business Office, Rm. 117, (315) 334-7708

Register any and all vehicles that you may have on campus with the Security Office. To complete vehicle registration, you will need to present a vehicle registration form, your vehicle registration, driver's license, and one item with your social security number on it to the Security Office. During Orientation, a Security staff member will be in the Payne Hall Lobby to assist you.

Bookstore – Books and Supplies

Utica Campus, Alumni College Center (315) 735-2945

Rome Campus, Rome Academic Building, Rm. 210, (315) 339-1437

Bring a copy of your schedule print out to the bookstore staff. It will help them provide you with the correct books for your classes **or** go to our web page www.mvcc.edu. Then check out "Quick Links" on the home page for the MVCC On-line Bookstore.

Residence Halls – Utica Campus

Residence Life Office, Alumni College Center, Rm. 208, (315) 792-5361

Students who have reserved a room in the residence halls for the Fall 2005 semester will receive information from the Residence Life Office to help them plan their arrival on campus to begin the Fall semester. Questions regarding residence hall policies, procedures, reservations or arrival dates should be directed to that office.

Classes begin on Thursday, August 25, 2005

For online info, forms, campus maps, etc.

www.mvcc.edu/orientation