COLLEGE ENROLLMENT CHECKLIST

Smith College

This checklist will provide you with all the steps you'll need to take to successfully enroll in college. As you complete each task in the sections below, mark it completed using the checkbox, to keep yourself on track. In addition to using this guide, make sure that you regularly check your mail, college email address, and college school portal account over the summer.

Smith College Resources

Check out Smith College's Getting Started Guide: https://www.smith.edu/your-campus/new-students

ADMISSIONS AND COMMITMENT FEE

☐ Confirm Admissions

You will receive notification of admissions four to six weeks after you submit your application (after February 1st). If you have any questions regarding your application, contact the Admissions Office at admissions@smith.edu or 413-585-2500 for more information.

For more information, visit: https://www.smith.edu/admission-aid

Contact Info

Admissions Office
Phone: 413-585-2500
Email: admissions@smith.edu

Deadline/Notes

Confirm Admissions by **May 1st.**

☐ Submit Commitment Fee/Deposit

Check the status of your application. Pay your commitment deposit: https://www.smith.edu/admission-aid/apply-smith/first-year-applicants

Contact Info

Admissions Office
Phone: 413-585-2500
Email: admissions@smith.edu

Deadline/Notes

Submit deposit by **May 1st.**

☐ Set Up Email & Activate Portal

After you paid your deposit, you will be sent a welcome email to the email address you used to apply with. This email contains a one time use URL that will allow you to create a password for your new student eCampus account. Once you have that information you can use your eCampus account to access your outlook email, course assignments, important forms such as housing. For more details visit: https://its.smith.edu/account

Contact Info

IT Desk
Phone: 413-585-4487
Email: ithelp@smith.edu

Deadline/Notes

FINANCIAL AID

☐ Accept Financial Aid/ Set Up Payment Plan

If you have not already done so, apply for financial aid as soon as possible, this will allow you to receive need-based grants, federal student loans and federal Work-Study employment. The e-bill will take into account any anticipated financial aid that you are expecting. Pay special attention to any alert messages in eCampus. Visit this page for more info:

https://www.smith.edu/admission-aid/aid-current-students/financial-aid.

Contact Info

Office of Financial Aid
Phone: 413-585-4487

Deadline/Notes

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Smith College

☐ Complete Entrance Counseling/ Sign MPN

If you are taking out any federal loans for college, you will need to complete entrance counseling and sign your Master Promissory Note (MPN) before their loans are disbursed. Entrance counseling and signing the MPN can be completed at https://studentaid.gov/mpn/subunsub/landing.

Contact Info
Office of Financial Aid
Phone: 413-585-4487

Deadline/Notes

☐ Check for Verification

You may need to provide additional information in order for Boston to process your financial aid. This process is called verification. Complete the verification form and also log into your FAFSA to use the IRS link to transfer your family's updated tax forms. If it doesn't work online, you will need to request a copy of your tax transcript at www.irs.gov. For more information, visit https://www.smith.edu/admission-aid/tuition-aid-applicants/first-year-applicants

Contact Info
Office of Financial Aid
Phone: 413-585-4487

Deadline/Notes

ORIENTATION/ CLASS REGISTRATION

☐ Submit Immunization Records and High School Diploma

All students are required to complete the immunization requirement with their physician. *Please note:* You will not be allowed to attend class and may be withdrawn from the University unless these forms are on file with Health Services.

Additionally, before you can be fully enrolled, you must mail in a copy of your FINAL transcript to confirm your graduation.

Contact Info

Deadline/Notes

☐ Sign Up for Orientation

Sign up for First-Year Orientation. Email will be sent out in May to register for the sessions.

Contact Info

Deadline/Notes

☐ Register for Classes

To register for fall classes, visit: https://www.smith.edu/your-campus/new-students/advising-registration

Contact Info

Deadline/Notes

☐ Follow-Up on Individual Education Plan

If you have a disability and think you require some type of accommodation, please visit: https://www.smith.edu/your-campus/offices-services/accessibility-resource-center.

Contact Info
Disability Services Office
Phone: 413-585-2071
Email: arc@smith.edu

Deadline/Notes

HOUSING FORMS

COLLEGE ENROLLMENT CHECKLIST

Smith College

☐	**Submit Housing Forms** If you submitted your commitment deposit, you will receive a notification to submit housing forms. Visit: https://www.smith.edu/your-campus/residence-life/smith-houses	*Contact Info*	Deadline/Notes Submit agreement by **May 1st.**

FIRST DAY OF CLASS

☐	**Confirm First Day of Class** Take a look at the academic calendar to determine important dates. https://www.smith.edu/academics/academic-calendar	*Contact Info*	Deadline/Notes

SPONSORS:

COLLEGE BOUND INITIATIVE