COLLEGE ENROLLMENT CHECKLIST

SUNY Brockport

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.

SUNY Brockport Resources

Check out the Student Checklist for enrollment that can be found at: https://www.brockport.edu/graduate/students/checklist.html

ADMISSIONS AND COMMITMENT FEE

Confirm Admissions

You will receive notification of admissions four to six weeks after you submit your application (after February 1st). You can also check on the status of your application at http://www.brockport.edu/admissions/apply/status.html.

Contact Info

Office of Admissions
Phone: 585-395-2751
Email: admit@brockport.edu

Deadline/Notes

Commitment Fee/Deposit

Submit your $150 tuition and $100 housing deposits once you have decided to attend. Submitting early will hold your spot and deposits are fully refundable until May 1st. See this site for more information.

Contact Info

Office of Student Accounts & Accounting
Phone: 585-395-2473
Email: bursar@brockport.edu

Deadline/Notes
Brockport Login

Set Up Email

Once you have been accepted, make sure you set up your college email account at https://brockport.teamdynamix.com/TDClient/ Check this account daily since important information will be communicated.

Contact Info

IT Service Desk
Phone: 585-395-5151
Email: help@brockport.edu

Submit Ticket

Deadline/Notes

TESTING

Take Placement Exams

Computer skills tests and foreign language tests are offered for all entering freshmen. There are practice materials online for the exam and you can register for the test at https://www.brockport.edu/support/institutional-assessment/foreign-language-exam/ Students will need an Angel account and a Photo ID before being allowed to take the test.

Contact Info

Frances Dearing
Phone: 585-395-5954
Email: fdearing@brockport.edu

Deadline/Notes

Review Test Scores and Enroll in Summer Workshops (if necessary)

You will receive your scores within a week or two. If you do not pass, you can retake the exam which you must pass by the end of your first year. There are review sessions and tutoring available.

Contact Info

Frances Dearing
Phone: 585-395-5954
Email: fdearing@brockport.edu

Deadline/Notes

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SPECIAL OPPORTUNITY PROGRAMS

☐ **Submit Forms and Attend Orientation/ Summer Programs**

If you were accepted into the EOP program, you should call to make sure you do not need to provide additional information and to find out when the mandatory summer program begins. See https://www.brockport.edu/academics/educational_opportunity_program/summer_program for additional information.

Contact Info

Richard Harris,
Assistant Director of EOP,
Phone: 585-395-5844
Email: rharris@brockport.edu

Deadline/Notes

FINANCIAL AID

☐ **Accept Financial Aid/ Set Up Payment Plan**

If you have loans or additional scholarships, you may need to accept your financial aid package online. For step by step on how to accept your financial aid visit: https://www.brockport.edu/support/

For more financial aid information visit:
https://www.brockport.edu/admissions_aid/financial_aid/

Once you have received your financial aid package please go over the cost of attendance with your parents or legal guardians. If you need help in understanding FAFSA please click here for a helpful guide.

Contact Info

Teresa Major,
Director of Student Accounts,
Phone: 585-395-5859
Email: tmajor@brockport.edu

Deadline/Notes

☐ **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. The Subsidized/Unsubsidized Master Promissory Note (MPN) is a legal document in which you promise to repay your federal student loan(s) and any accrued interest and fees to your lender or loan holder. There is one MPN for Direct Subsidized/Unsubsidized Loans and a different MPN for Direct PLUS Loans. Most schools are authorized to make multiple federal student loans under one MPN for up to 10 years. There is no deadline for you to have completed your Master Promissory Note And entrance counseling. However, you are advised to complete them over the summer in order to receive your full financial aid package. Entrance counseling and signing the MPN can be completed at https://studentaid.gov/mpn/ . See https://www.brockport.edu/admissions_aid/financial_aid/ for additional information.

Contact Info

Marilyn Crosby,
Financial Aid Loan Coordinator
Phone: 585-395-2501
Email: mcrosby@brockport.edu

Deadline/Notes

☐ **Check for Verification**

SUNY Brockport may contact you about verifying information on your FAFSA. 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. See: https://www.brockport.edu/scholarships-aid/financial-aid/forms-center/ for more information and for downloadable forms.

Contact Info

Thomas Hickey,
Customer Service Coordinator
Phone: 585-395-2501
Email: thickey@brockport.edu

Deadline/Notes

For more information contact Glenda Tesalona at gtesalona@newvisions.org

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SUNY Brockport

ORIENTATION/ CLASS REGISTRATION

☐ Submit Immunization Records and High School Diploma

Proof of immunization must be documented by a healthcare practitioner. For more information see https://www.brockport.edu/life/health-center/immunizations/
Contact the Admissions Office to see if you need to submit your final transcript.

Contact Info
Health Center
Phone: 585-395-2559
Email: healthce@brockport.edu

Deadline/Notes

☐ Sign Up for Orientation

Students are required to attend a mandatory summer orientation session and complete online orientation modules.

For more information visit:
https://www.brockport.edu/admissions_aid/orientation/first_year/

Contact Info
Orientation Office
Phone: 585-395-5397
Email: orientation@brockport.edu

Deadline/Notes

☐ Register for Classes

You are able to register for classes during Orientation. In advance of the orientation, access the Freshman Course Preference Request by logging in through Brockport's Self-service Web Banner
To help you understand and complete the freshman course preference request survey, you should download and read the Freshman Registration Manual.

Please note, you will need to submit your Seat Deposit and Immunization Form prior to registration. Contact your First Year coordinator for additional information, visit:
https://www.brockport.edu/support/registration-records/preparing-registration/

Contact Info
Seth Johnson,
Registrar,
Phone: 585-395-2531
Email: smjohnst@brockport.edu

Deadline/Notes

☐ Follow-Up on Individual Education Plan

A student is responsible for declaring his/her disability to The College at Brockport in order to be eligible for accommodation and services. A student declares his/her disability to the College by providing OSD with current (within three to five years) written documentation of disability by a recognized authority. Contact the Office for Students with Disabilities with any questions. See:
https://www.brockport.edu/life/accessibility-services/

Contact Info
Student Accessibility Services
Phone: 585-395-5409
Email: sasoffice@brockport.edu

Deadline/Notes

HOUSING FORMS

☐ Housing Deposit

Before you can get your dorm assignment, you may need to submit a $100 housing deposit (often paid when the tuition deposit is due). See https://www.brockport.edu/life/residential-life/housing-selection/incoming/ for additional information. EOP students receive a waiver for this deposit.

Contact Info
Office of Residential Life
Phone: 585-395-2122
Email: housing@brockport.edu

Deadline/Notes

For more information contact Glenda Tesalona at gtesalona@newvisions.org

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SUNY Brockport

☐	**Submit Housing Forms** SUNY Brockport has on campus living. For more information about housing options and the process visit: https://www.brockport.edu/life/residential-life/housing-selection/incoming/	*Contact Info* Office of Residential Life Phone: 585-395-2122 Email: housing@brockport.edu	Deadline/Notes Housing Portal Login

FIRST DAY OF CLASS

☐	**Confirm First Day of Class** The first day of classes is in late August. See the academic calendar for more information: https://www.brockport.edu/academics/calendar/2023-2024.html First Day of Classes: Aug 25, 2025	*Contact Info*	Deadline/Notes

SPONSORS:

COLLEGE BOUND INITIATIVE