



# APPLICATION PROCESS NEXT STEPS CHECKLIST



## APPLY FOR ADMISSION

**WHEN?** Immediately



## INTERNATIONAL STUDENTS

**HOW/WHERE?**

[cayuga-cc.edu/admissions/process/international](https://cayuga-cc.edu/admissions/process/international)

## NURSING PROGRAM APPLICANTS

**HOW/WHERE?**

[cayuga-cc.edu/admissions/process/nursing-admissions](https://cayuga-cc.edu/admissions/process/nursing-admissions)

## SEND TRANSCRIPTS

**High School, College, AP & IB (or GED/TASC)**

**HOW/WHERE?** Please send official documents to:

Auburn Admissions Office

197 Franklin St. Auburn, NY 13021

[admissions@cayuga-cc.edu](mailto:admissions@cayuga-cc.edu) (Official copies must be received directly from your former school to complete your application.

Paper transcripts must arrive in the original sealed envelope.)

## APPLY FOR FINANCIAL AID

**HOW/WHERE?**

**Federal Aid:** [studentaid.gov](https://studentaid.gov); **School code:** 002861

**TAP & Excelsior Scholarship (NYS Aid)**

[hesc.ny.gov](https://hesc.ny.gov); **School code:** 2005

(NYS residents only) or call 1-888-697-4372

**WHEN?** Immediately (you do not need to wait for admission acceptance)

## APPLY FOR SCHOLARSHIPS

**HOW/WHERE?** [cayuga-cc.edu/giving/scholarships](https://cayuga-cc.edu/giving/scholarships)

**WHEN?** Immediately

## APPLY FOR VETERANS BENEFITS

**HOW/WHERE?** Veteran-Certifying Official

AUBURN & FULTON (315) 294-8841

**WHEN?** Immediately

## ACCESS MYCAYUGA & VIRTUAL CHECKLIST

**HOW/WHERE?** [my.cayuga-cc.edu](https://my.cayuga-cc.edu)

User name & password sent same day as admission acceptance to personal email address on your application

For assistance contact: IT HELP DESK (315) 294-8568

or [helpdesk@cayuga-cc.edu](mailto:helpdesk@cayuga-cc.edu)

## REGISTER FOR CLASSES

**HOW/WHERE?** Contact the Centers for Student Engagement and Academic Advisement at 315-294-8523 or

[studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)

(Register early for optimal course and time selection)

**WHEN?** Appointments start Nov. 1 for Spring

Appointments start March 1 for Fall and Summer

## COMPLETE A CERTIFICATE OF RESIDENCY APPLICATION

NYS, Non-Cayuga County residents only

**HOW/WHERE?** [cayuga-cc.edu/admissions/](https://cayuga-cc.edu/admissions/tuition-and-fees/resident-costs)

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**WHEN?** After July 4 & before bill due date – FALL

After Dec. 1 & before bill due date – SPRING

## SUBMIT IMMUNIZATION RECORDS (MMR, Meningitis Response Form)

Students with 6 credits or more on campus

**HOW/WHERE?** Health Services [wilson@cayuga-cc.edu](mailto:wilson@cayuga-cc.edu)

(315) 294-8503

**WHEN?** Immediately (Before bill due date found in MyCayuga)

## PAY YOUR TUITION BILL IN FULL OR SET UP A PAYMENT PLAN

Payment plan may be needed if aid does not cover costs

**HOW/WHERE?** [my.cayuga-cc.edu](https://my.cayuga-cc.edu)

or Student Accounts Office 315-294-8450

**WHEN?** Before bill due date found in MyCayuga

## BUY YOUR TEXTBOOKS & SUPPLIES

**HOW/WHERE?** College Bookstore

[cayuga-cc.bnccollege.com](https://cayuga-cc.bnccollege.com)

**WHEN?** Two weeks before classes begin

## STUDENTS WITH DISABILITIES

**HOW/WHERE?** Contact Accessibility Resources

AUBURN (315) 294-8422 [jeanne.shaw@cayuga-cc.edu](mailto:jeanne.shaw@cayuga-cc.edu)

FULTON (315) 593-9327 [hcrofoot@cayuga-cc.edu](mailto:hcrofoot@cayuga-cc.edu)

**WHEN?** Immediately

## FOLLOW CHECKLIST FOR SUCCESS

**HOW/WHERE?** <https://www.cayuga-cc.edu/pdf/admissions/checklists/checklist-for-success.pdf>

**WHEN?** After course registration