New Student Checklist

✓ Check as completed	ACTION	CONTACT	DETAILS
	Apply to Onondaga Community College	**www.sunyocc.edu** to apply online **OR** **Admission Office** (315) 498-2202 to set up an appointment	Once accepted, continue to the next steps on this checklist
	Apply for Residence Halls ***(if applicable)*** *Availability is limited – so get your application in early!*	**Housing Development Corp.** (315) 498-2351 studentcentral@sunyocc.edu	You must be **at least 18 years old by December 31** and a full-time, **matriculated** student with at least **12+ credit hours**
	Apply for Financial Aid The process can take **6-8 weeks**	**Financial Aid Office** (315) 498-2291 faoinfo@sunyocc.edu *Located in Gordon Student Center*	Go to: **www.sunyocc.edu>Admission & Aid>Financial Aid** Apply as soon as possible at www.fafsa.gov and www.tapweb.org
	Take your Placement Test *Placement testing is done on a walk in basis **ONLY***	**Testing Services** (315) 498-2000 testingservices@sunyocc.edu *Located in Gordon Student Center*	• For information on off-campus testing visit: **www.sunyocc.edu>Admission> Placement Testing** • Placement testing is also available at Onondaga's North Site • If you require accommodations for placement testing due to a disability, contact the Disability Services Office at (315) 498-2245
	Sign up for a Connect @ OCC New Student Session • Meet with an advisor • Register for classes • Visit the Resource Fair • Get a tour of campus **Plan on being here 3-4 hours**	**Student Central** (315) 498-2000 **connect@sunyocc.edu** *Located in Gordon Student Center*	You will receive an email to your personal email account once you have been accepted and have completed testing
	Live outside Onondaga County? Complete and submit your Certificate of Residence to reduce your tuition costs A Certificate of Residence entitles you to pay in-county resident tuition, which is **HALF** that of non-residents	**Student Accounts** (315) 498-2367 studentaccounts@sunyocc.edu *Located in Gordon Student Center*	• All information and forms can be found at http://students.sunyocc.edu/central.aspx under the Reference Section then click on Certificate of Residency • Certificates of Residence must be obtained no sooner than two months prior to the registration for a term or semester and be turned in to the Student Accounts office no later than 30 days after the start of the semester • Certificates are valid for one year and must be obtained annually

✓ Check as completed	ACTION	CONTACT	DETAILS
	Immunization Records	**Student Central** (315) 498-2000 Fax: (315) 469-9270 immunizations@sunyocc.edu *Located in Gordon Student Center*	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
	Pay your Tuition and Fees Last day to pay in person is the Friday before classes begin. Go to Web Access to view your bill	**Student Accounts** (315) 498-2367 studentaccounts@sunyocc.edu *Located in Gordon Student Center*	Sign up for the Payment Plan at: https://occweb.sunocc.edul/payplan/ Make payments online at: http://pay.sunyocc.edu
	Student ID Card and Parking Pass After you register for classes, but before classes begin	**Smart Card Office** (315) 498-7230 smartcard@sunyocc.edu *Located in SRC Arena*	You will always be asked to present your ID for services on campus You can apply funds to your Smart Card at the Student Accounts office Parking is free of charge for **commuting** students; passes can be obtained at the Smart Card Office
	Books and Supplies	**OCC Bookstore** (315) 498-2246 onondagacc.bncollege.com *Located in Whitney Applied Science Building*	The Bookstore is the only place where you can charge your financial aid directly for your textbooks, starting the week before classes begin
	Tours	Contact **Admission Office** (315) 498-2202	Maps are available at: www.sunyocc.edu>CurrentStudents >CampusLife>Maps&Directions

Before the first day of class

Log into your student email	**students.sunyocc.edu**	Same user name and password as your Web Access account All information from the College will be sent to this email account
Transportation • Centro Bus Pass	**OCC Bookstore** (315) 498-2246 onondagacc.bncollege.com *Located in Whitney Applied Science Building*	Centro bus passes for discounted bus fares can be obtained from the Bookstore

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Before the first day of class

Support Services	**Collegiate Science & Technology Entry Program (CSTEP) and Louis Stokes Alliance for Minority Participation (LSAMP)** (315) 498-2352 *Located in Coulter Library*	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) (315) 498-2245 *Located in Gordon Student Center*	Services are available if you have a legally documented disability DSO will help you with access and accommodations
	Educational Opportunity Program (EOP) (315) 498-2428 or 498-2507 *Located in Gordon Student Center*	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 Veteran's Affairs (315) 498-2200 *Located in Coulter Library*	Services include counseling and referral services, assistance in resolving VA pay problems, and other pertinent information for veterans
	Children's Learning Center (315) 498-2346 *Located in Ferrante Hall*	Enrollment is limited to children of OCC students/employees Call to learn about scholarships to reduce cost of child care

Other Services:

Learning Center
(315) 498-2103
Located in Gordon Student Center -G202
Students gain valuable study skills and habits, receive specific group and one-on-one tutoring, and writing assistance for all courses in a comfortable, flexible environment.

Counseling Services
(315) 498-2675
CAT@sunyocc.edu
Located in Coulter Library – C230
The Counseling Center offers a combination of academic counseling, career counseling, and mental health counseling.

Math Lab
(315) 498-2328
Located in Mawhinney M205
Assistance for students who need tutoring, want to refresh their math skills, or merely want to improve their placement test results.

Career & Applied Learning Center (CAL Center)
(315) 498-2585
calcenter@sunyocc.edu
Located in Ferrante –F262
The CAL Center assists students and alumni in a variety of areas including employment services, learning through experience, and service learning & volunteering.