✓ Checklist for Enrollment

Learn more about the following at Orientation!

Complete each and you will be prepared for the start of classes on Tuesday, January 20, 2015. For additional information please call 315-792-7530.

1. Confirm Attendance: Submit Tuition Deposit
   • Full-time students, return card with $50 tuition deposit. Those requiring housing, return card with $200 deposit.
   • Part-time and U.S. veteran students, return card only (no monetary deposit is required).

2. Set Up Computer Access
   Activate your SITNet ID to access computer and network resources. Follow the instructions provided on the “Instructions to Activate Your SITNet ID” insert included in your Welcome packet. Welcome packet will be mailed after you submit your deposit.

3. Complete the 3 Step SUNY Poly Essentials
   1. Login to the SUNY Poly Essentials website to get important information about attending SUNY Poly.
      Login with SITNet ID at: http://sunyit.edu/essentials
      Follow the instructions for Undergraduate students
      Go through the *Essentials for Matriculated Students’ pages
   2. Complete the SUNY Poly Essentials survey in Banner to make sure you understand the essentials for attending SUNY Poly. Login with SITNet ID at: http://banner.sunyit.edu
   3. Review your completed SUNY Poly Essentials survey in Banner prior to the beginning of the semester to refresh your memory on the essentials.

4. Apply for On-Campus Housing
   SUNY Poly offers residential complexes that are top-rated in the SUNY system for quality and safety. Living on campus provides a supportive, comfortable environment close to your academic pursuits and out of class activities. Our first year and sophomore year students are required to reside on campus unless a waiver is obtained. Information about the availability of on-campus housing and the residency application are available at www.sunyit.edu/residential_life.

5. Receive SUNY Poly Card (Campus ID Card)
   A valid identification card is required for access to computer labs, residence halls, meal plans, and other campus services.

6. Register Vehicle/Receive Parking Permit
   Register your vehicle with University Police by showing your vehicle registration. Parking fees are pre-billed to your student account. The full-time rate is $55.00 plus tax and the part-time rate is $27.50 plus tax.
   If you are not parking on campus during the semester, you must complete a waiver to remove the charge from your account. Waivers cannot be accepted after the end of the add/drop period.

7. Register with the Disability Services Office
   Feel free to stop by the Disability Services Office in B101 Kunsela Hall. Students with disabilities requiring reasonable accommodations must register with the Disability Services Office at 315-792-7170 and provide written documentation to support the request for accommodations. For more information regarding services go to http://sunyit.edu/disability-services.

8. Mandatory Health Requirements
   Submit your mandatory health requirements by January 1 to the Health and Wellness Center. You may fax this information to 315-792-7371, or call for more information, 315-792-7172. Non-compliance with these health requirements will result in deregistration. Department of Nursing students and student athletes have specific health requirements. Please contact those respective departments for details.

   • Measles, Mumps & Rubella (MMR) – NY State law requires all students registered for 6 or more credits provide proof of immunity to MMR.
   • Meningitis – NY State law requires all students on or off campus, regardless of credits, provide proof of either having the meningococcal vaccine or acknowledge receiving information about meningococcal disease and vaccination, including availability and cost. The meningitis disease information, along with the Meningitis Information Response Form, are sent to your home upon deposit.
   • Health History and Physical Examination – All students registered for 12 or more credits must submit a health history and physical examination completed within the past two years by either a physician, nurse practitioner or physician assistant. You may use the Examination Form sent to your home upon deposit or a health history and physical exam form used by your health care provider.

9. Mandatory Medical Insurance and Waiver (if applicable)
   All students taking 12 or more credits or nursing students taking 4 or more credits are required to have current medical insurance. You will be automatically enrolled and billed for SUNY Poly’s designated medical insurance UNLESS you complete the electronic waiver your first semester at SUNY Poly and EACH fall semester thereafter, PRIOR TO ATTENDANCE. Completion of the waiver for the fall semester remains effective for that entire academic year (fall and spring semesters). If you have other medical insurance (under a parent, employer, etc.), submit the waiver on the web at http://healthwaiver.sunyit.edu. A PIN number is required to complete the waiver, which new students receive at their initial registration. Completion of the waiver for the spring semester is ONLY EFFECTIVE FOR THE SPRING SEMESTER.

10. Submit Any Final Transcripts as Requested by the Admissions Office
    Transfer students who have not earned an A.A. A.S., or A.A.S degree should submit a high school transcript with proof of graduation, or a GED prior to registration. You may be restricted from the course registration session during Orientation if this proof has not been received. Any refund you are eligible for as part of your financial aid will be held until your degree documentation has been received and verified. Students failing to submit final transcripts from all previous colleges by January 23, 2015, will lose their matriculation status and any financial aid or campus services (including housing) that they are receiving. Check with the Admissions Office to confirm your documents have been received.

11. Accept Your Charges
    To complete your enrollment, you must formally accept your charges and pay your bill before the due date. Making full payment or enrolling in a payment plan will automatically confirm your charges. If you have more financial aid than the amount you owe (a negative balance) you must still confirm your attendance to avoid deregistration. Please see sunyit.edu/confirm for more information. Remember: if you don’t pay your bill or confirm your attendance by the due date, you will be deregistered and lose your class schedule and campus housing assignment.

12. Pay Your Bill On Time to Avoid Deregistration
    Payment for the spring semester is due on or before January 7. If you register after that date, payment is due at the time of registration. When your billing statement is available online, a notice will be sent to your sunyit.edu e-mail account. Complete information about paying your bill online is available at sunyit.edu/payment.