

## MVCC -Steps to Enroll [ACCESSIBLE VERSION]

After completing your application and submitting all the necessary paperwork for admission to Mohawk Valley Community College, your application will be reviewed by our Admissions staff and you will be notified in a timely manner. If you require disability related accommodations throughout this process, please contact the [Office of Accessibility Resources](#) at 315-792-5644. Once accepted to MVCC, please follow these Steps to Enroll:

### RETURN YOUR ADMISSIONS RESERVATION FORM (Admissions Office):

As soon as you can, please complete the Admissions Reservation Form that came with your acceptance packet in the mail. You can complete the form at [mvcc.edu/arf](http://mvcc.edu/arf) or return the paper copy found in your acceptance packet. This form serves in place of an admissions deposit and allows the College to prepare your records, as well as mail your Student Information Registration System (SIRS) PIN number, and MVCC email account information.

### APPLY FOR FINANCIAL AID (Financial Aid Office)

You can apply for [financial aid](#) beginning in early January for the upcoming academic year. Tax information is vital to the completion of the Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](http://fafsa.ed.gov) and New York State Tuition Assistance Program (TAP) at [hesc.ed.gov](http://hesc.ed.gov).

### SUBMIT HEALTH FORM AND IMMUNIZATION RECORDS (Health Center)

All students must comply with this requirement, as it is a New York State Law. You will need to show documented proof of receiving immunizations for Measles, Mumps and Rubella, and you are required to complete the Meningitis Response portion of the Health Form. You can find this information at your primary care physician or high school. Download the form at [MVCC Health Form](#)

### PLACEMENT TEST (Assessment and Testing Center)

Our placement test helps the College place you into the appropriate level math and English courses. If you need special accommodations due to a disability, please contact our [Accessibility Resources Office](#).

Schedule Your Test: Chose a day and time to schedule and reserve a seat for the placement test or call the office at 315-731-5802 or [email](#)

Students who do not live locally have a remote testing option available that allows them to take the test closer to home. Learn more at [mvcc.edu/placement](http://mvcc.edu/placement), including whether you may be exempt from parts of the placement test for your major. Residence Hall students complete placement testing and their GPS (Goals Plan = Success) appointment when they come to campus for their STAR day. The housing office will send out information about registration for STAR.

### **COMPLETE NEW STUDENT SURVEY (Advisement)**

All students must complete the new student survey after placement testing (or waiver of testing). This [survey](#) is what the College uses to create your schedule. Information about the Academic Advisement is located at [mvcc.edu/advising](http://mvcc.edu/advising).

### **Attend GPS (Goals plus Plan = Success) appointment**

New students who have completed the admissions steps, have taken placement tests or had them waived, and have completed their new student scheduling survey will be contacted by the College to schedule their required GPS appointment (Goals Plan = Success). At this meeting, students will review their academic goals, course schedule, and completion plan while finishing other enrollment steps. For questions, students may contact Advisement by email ([advisement@mvcc.edu](mailto:advisement@mvcc.edu)).

### **CERTIFICATE OF RESIDENCY (Business Office)**

New York State residents from outside Oneida County must provide the Business Office with a Certificate of Residency from your home county. Certificates can be obtained at your local county treasurer's office and may be submitted no earlier than *60 days prior* to the first day of class and no later than the scheduled payment due date. Failure to complete this requirement will result in a charge equal to the amount of tuition.

Download the form and get more information by visiting: [mvcc.edu/business-office](http://mvcc.edu/business-office)

### **FINALIZE FINANCIAL AID (Financial Aid Office)**

Please ensure that all of your information has been processed by logging into your [SIRS](#) account. Click on the Financial Aid Menu link and you will be able to view your eligibility along with any pending awards.

### **CONFIRM CHARGES AND PAY YOUR BILL (Business Office)**

All bills are prepared electronically and are available through your SIRS and MVCC email accounts. Confirming charges is paying your bill with financial aid, and you must confirm your charges through your SIRS account prior to the payment due date. If you have no/partial financial aid, you must pay the remaining balance by enrolling in a payment plan or providing payment in full prior to the payment due date. If you do not confirm charges, enroll in a payment plan, or provide payment in full, you will lose your scheduled classes.

### **PURCHASE BOOKS AND SUPPLIES (Bookstore)**

You may purchase books with financial aid no earlier than three weeks prior to class by using your student ID. You may use the MVCC [bookstore](#) website to view a list of required textbooks for each class.