

GUIDELINES

for FRESHMEN WHO LIVE OUTSIDE OF THE FIVE BOROUGH

All Student Services offices will work to assist you with the admissions, testing, advisement, financial aid and registration process. Please pay special attention to the following information.

■ SET UP YOUR EMAIL ACCOUNT TODAY

The College will be communicating **exclusively** with you using **your new John Jay email account**. Thus, it is very important that you access your account now so that you do not miss out on any important information that could delay your admission to the College. Please go to www.jjay.cuny.edu/freshman to activate your account, to review CUNY Assessment Test exemptions, Immunization documents and for additional information.

We will email a web link to you at your John Jay email address so that you can submit:

- 1) Fall 2010 Freshman Admissions Confirmation Form (Please submit this form promptly.)
- 2) Freshman Orientation RSVP link (Freshman Orientation will be held on Wednesday, August 18th, 2010 (last names A–L) and Thursday, August 19th, 2010 (last names M–Z))

■ PREPARE TO TAKE THE CUNY ASSESSMENT TEST AS SOON AS POSSIBLE

Make sure that you are familiar with the CUNY Assessment Test and have received enough practice before your test date. Visit <http://www.jjay.cuny.edu/fye/cat> for information, tips and resources.

You will need to demonstrate academic proficiency in one or more CUNY Assessment Tests. You will receive a CUNY letter identifying which test you will need to take, along with the date and time of your test. To reschedule your test date, you may email the Testing Office at testing@jjay.cuny.edu and in the subject section enter "Fall 10 Freshman" or you may call **212.237.8108**. If John Jay College is not your test site, please contact the Testing Office at the college where you are assigned to take the test.

■ HOW TO REGISTER FOR COURSES FROM YOUR HOME

- 1) Submit your Fall 2010 Freshmen Admission Confirmation Form.
- 2) Submit Immunization documents to the Health Office and submit the online Meningitis Form. Fax number: **212.237.8026**
- 3) If you need to take the CUNY Assessment Test in Mathematics for Placement Purposes ONLY, you would need to take this test before the first day of class. The first day of class is August 26, 2010.
- 4) If you need to take the CUNY Assessment Test in Reading, Writing and /or Mathematics, you will need to make arrangements with the Testing Office to come in and take the test.
- 5) **FYE Academic Programs:** John Jay College offers several programs specifically designed for first-year students to ease the transition to college and to expose new students to a variety of academic disciplines and practices. Explore these programs and select the one that best suits your needs and interests. Visit the First Year Experience (FYE) website at <http://www.jjay.cuny.edu/fye>, and click on **Common Experience Programs** prior to speaking with an academic advisor.
- 6) Contact the Academic Advisement Center to schedule an advisement and registration appointment via email at freshmenadvising@jjay.cuny.edu or by calling **212.237.8120**.

■ FINANCIAL AID PROCESS

- 1) If you have not filed the Free Application for Federal Student Aid (FAFSA) and /or New York State Tuition Assistance Program Application (NYSTAP – applies only to NYS residents) please do so. The filing of the FAFSA is required if you plan to take out any student loans.
- 2) If you have applied for FAFSA, check your personal email for your Student Aid Report (SAR). Download the Student Aid Report (SAR) and read it carefully. If the Student Aid Report (SAR) states that you need to verify information that you entered on the FAFSA, you will need to submit the required document in addition to your income documentation. Below is a list of acceptable income documentation that you will need to submit along with the 2010 – 2011 Verification Form.
 - a) Signed copies of your parents' and your 2009 Federal tax forms (1040, 1040A or 1040EZ, including W-2 forms)
 - b) Social Security award letter for 2009 (Form 1099)
 - c) Public Assistance (PA) budget letter, dated 2009, listing all family members in the case
 - d) Veteran's benefits award letters for 2009
 - e) Pension award notices for 2009
 - f) Birth or baptismal certificates for siblings not listed on tax returns or PA budget letter
- 3) Documentation may be submitted in person to One Stop or mailed to Michael Scaduto or Rachel McTursh, Financial Aid Office, John Jay College, 445 West 59 Street, Room 1280, New York, NY 10019.
- 4) **To download 2010 – 2011 Verification Form**, go to: www.jjay.cuny.edu, click on **The Jay Stop**, click **Money Matters**, choose **Getting Financial Aid**, scroll down to **Financial Aid Forms** and click on either **2010 – 2011 Dependent** or **Independent Verification**.
- 5) You will receive an Award Notification Letter specifying the type and amount of your Financial Aid award. While you wait for your award letter, you can use the **Financial Aid Estimator** to find out the kind of financial aid you may expect. You can find the link for the **Financial Aid Estimator**, on the "**Getting Financial Aid**" website. For more Financial Aid information, you should click on **Financial Aid TV**.
- 6) **Student Loans to cover Student Housing Costs:** You need to apply by June 30, 2010, to use your student loan to cover your housing costs. It takes 4 weeks for student loans to be processed and to show up on your Award Notification Letter.

■ TUITION AND FEES

Please visit <http://www.jjay.cuny.edu/500.php> to view the Undergraduate Tuition and Fees Schedule for in-state and out-of-state. In most cases, to be eligible as an in-state resident for tuition purposes, you must have continuously resided in New York State for at least 12 consecutive months immediately preceding the first day of classes, and be a U.S. citizen, permanent resident or have other qualifying immigration status. If you are under the age of 24, you are generally considered dependent upon your custodial parent(s) or legal guardian(s) and proof of residency is determined (in most cases) by their residency status.

■ HOUSING INFORMATION

Educational Housing Services: www.studenthousing.org - 1.800.297.4694

To reserve a space for JUST Fall 2010 semester, 50% plus membership fee is due at the time of reservation, and the balance is due on or before August 1, 2010. For 9 months or 12 months reservation, 50% plus membership fee is due at the time of reservation and the balance is due on December 1, 2010.

The Towers at the City College of New York Campus contact information:
www.ccnytowers.com - 917.507.0070

Applications for the Fall 2010 semester are reviewed beginning March 23, 2010. If you use their five-installments payment plan, the first payment is due in July. Full payment is due in August.

If you have any questions or concerns, please email admission@jjay.cuny.edu and in the Subject section enter **FA 10 Outside of 5 Boroughs**. We will direct your email to the appropriate department.