

CHECKLIST FOR SUCCESS

No later than
14 days after
the 1st day
of classes

**IT
HELP DESK**
Auburn
(315) 294-8568
Fulton
(315) 593-9300
[helpdesk@
cayuga-cc.edu](mailto:helpdesk@cayuga-cc.edu)

1. **REGISTER FOR CLASSES**
WHEN? Completed!
2. **ACCESS MYCAYUGA,
EMAIL & VIRTUAL CHECKLIST**
HOW/WHERE? my.cayuga-cc.edu
(log-in credentials sent to your personal email)
WHEN? Immediately
NEED HELP? Contact IT at
helpdesk@cayuga-cc.edu
3. **APPLY FOR FINANCIAL AID OR
CHECK YOUR FAFSA STATUS**
HOW/WHERE? **Federal Aid:** studentaid.gov;
School code:002861
Check your federal aid status at my.cayuga-cc.edu
NYS Aid: hesc.ny.gov; **School code:2005**
(*NY State residents only*) or call 1-888-697-4372
WHEN? Immediately (*Before bill due date*)
4. **SUBMIT IMMUNIZATION RECORDS
(MMR, Meningitis Response Form)**
Students with 6 credits or more on campus
HOW/WHERE? Health Services (315) 294-8503
WHEN? Immediately (*Before bill due date*)
5. **SIGN UP FOR BILL REMINDERS BY TEXT**
HOW/WHERE? my.cayuga-cc.edu
WHEN? After classes have been scheduled
6. **CONFIRM YOUR TUITION CHARGES**
Only if financial aid covers your bill in full
HOW/WHERE? my.cayuga-cc.edu
WHEN? Once financial aid has been applied
7. **PAY YOUR TUITION BILL OR
SET UP A PAYMENT PLAN**
Payment plan is needed if aid does not cover costs
HOW/WHERE? my.cayuga-cc.edu
WHEN? Before tuition due date (*to avoid deregistration*)
8. **SIGN UP FOR DIRECT DEPOSIT
FOR FINANCIAL AID REFUNDS**
HOW/WHERE? my.cayuga-cc.edu
WHEN? Before 1st day of classes

9. **COMPLETE A CERTIFICATE
OF RESIDENCY APPLICATION**
All non-Cayuga County, NYS residents
HOW/WHERE? [cayuga-cc.edu/admissions/
tuition-and-fees/resident-costs](http://cayuga-cc.edu/admissions/tuition-and-fees/resident-costs)
WHEN? Within 60 days of the start of classes,
and no later than 14 days after the 1st day of class
 10. **OBTAIN A STUDENT ID**
*Needed to apply aid for textbooks and borrow
library materials*
HOW/WHERE? Public Safety
WHEN? Before 1st day of classes
 11. **BUY YOUR TEXTBOOKS & SUPPLIES**
HOW/WHERE? College Bookstore
cayuga-cc.bncollege.com
WHEN? Two weeks before classes begin
 12. **SIGN UP FOR RAVE ALERT/CLASS CANCELLATIONS**
HOW/WHERE? my.cayuga-cc.edu
WHEN? Before 1st day of classes
 13. **COMPLETE NEW STUDENT ORIENTATION** *Mandatory*
HOW/WHERE? cayuga-cc.edu/students/orientation
WHEN? See website for details
 14. **CHECK IN WITH A STUDENT SUCCESS ADVOCATE**
HOW/WHERE? On your respective campus
studenteng@cayuga-cc.edu or call (315) 294-8523
WHEN? Anytime
- OTHER
ITEMS**
- STUDENT-ATHLETES**
Forward a current physical examination
HOW/WHERE? Athletics Office (315) 294-8861
liddell@cayuga-cc.edu
Health Services (315) 294-8503 or wilson@cayuga-cc.edu
WHEN? Immediately
 - STUDENT-VETERANS**
HOW/WHERE? Veteran-Certifying Official
AUBURN & FULTON (315) 294-8841
WHEN? Immediately
 - STUDENTS IN ONLINE COURSES** *Access Blackboard*
HOW/WHERE? ccc.open.suny.edu
WHEN? Before 1st day of classes
 - STUDENTS WITH DISABILITIES**
HOW/WHERE? Contact Accessibility Resources
(315) 294-8422 AUBURN; (315) 593-9327 FULTON
WHEN? Immediately
 - STUDENTS SEEKING HOUSING**
HOW/WHERE? Lattimore Hall lattimorehall.com
Additional housing cayuga-cc.edu/off-campus-housing