

## ✔ STEP 5

### PAY YOUR BILL

If your tuition and fees are completely covered by financial aid, you are required to confirm attendance and accept your classes. To do so, go to [sunysccc.edu](https://sunysccc.edu), click "Records and Registration," log in, and click on "Confirm Attendance and Accept Classes."

If you owe a balance you can pay in full with cash, check or credit card at the Student Business Office, Elston Hall, Welcome Center, or you may pay by credit card over the phone at 518-381-1346.

You may set up an online payment plan. To learn more, visit [sunysccc.edu/payment](https://sunysccc.edu/payment).

Whichever option you choose, complete before the deadline or you risk being dropped from your classes.

Questions about paying your bill? Contact the Student Business Office at 518-381-1346.

## ✔ STEP 6

### SUBMIT A CERTIFICATE OF RESIDENCE

Submitting your Certificate of Residence ensures your tuition will be the in-state rate.

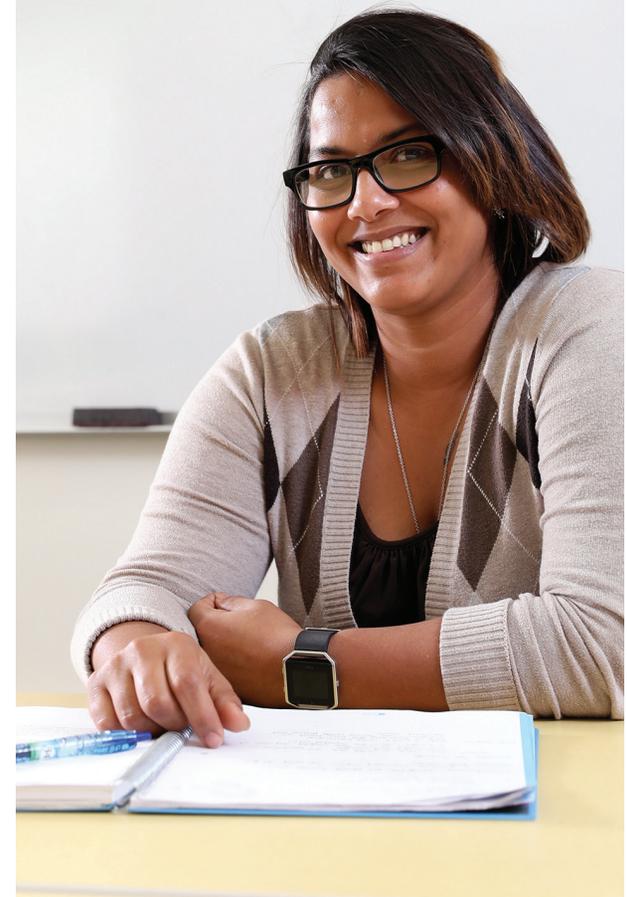
- The Certificate of Residence is required once per year.
- Schenectady County residents can complete the form at the Student Business Office, Elston Hall, Welcome Center.
- Residents of other counties can get the application on our website or at their County Treasurers Office.
- For Schenectady County residents, you will need to provide at least two forms of documentation:
  1. The first proves you have lived in New York for one year, U.S. citizen or a permanent resident of the United State for at least one year.
  2. The second shows where in New York you have lived for the past six months. For a list of what you may use, visit [sunysccc.edu/residence](https://sunysccc.edu/residence).
- All other counties, please visit your county's website for acceptable forms of documentation.

**SUNY**  
SCHENECTADY  
COUNTY COMMUNITY COLLEGE

78 Washington Avenue  
Schenectady, NY 12305

**SUNY**  
SCHENECTADY  
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## ADMISSION TO ENROLLMENT SIX EASY STEPS



# WELCOME TO SUNY SCHENECTADY

## ADMISSION TO ENROLLMENT

Follow these six easy steps to help complete the enrollment process.

### ✔ STEP 1 COMPLETE THE ADMISSIONS PROCESS

- Fill out an application in person or online at [sunysccc.edu/apply](https://sunysccc.edu/apply) and submit it to the Admissions Office.
- On the application form, select the major that matches your career goals. You may change your program at any time before the semester begins.
- Provide us with official high school or GED transcripts.
- If you want to transfer college credits to SUNY Schenectady, provide us with official college transcripts from previous institutions.



### ✔ STEP 2 COMPLETE THE FINANCIAL AID PROCESS

Apply early to ensure you receive the maximum aid possible.

Complete and submit the FAFSA (Free Application for Federal Student Aid) online through the SUNY Schenectady web site or [studentaid.gov/fafsa](https://studentaid.gov/fafsa).

Questions about the financial aid process? Assistance is available at the Financial Aid Office, located in Elston Hall, Welcome Center. Contact the Financial Aid Office at 518-381-1468 or [fa@sunysccc.edu](mailto:fa@sunysccc.edu)

#### 2023-2024 Tuition

**New York state residents who present a Certificate(s) of Residence from their home county or Schenectady County residents who submit a signed affidavit of residency:**

Full-Time (per semester): \$2,412.00

Full-Time (per academic year): \$4,824.00

Part-Time (per semester credit hour or equivalent): \$201.00\*

Full-Time Excelsior (per semester): \$2,412.00

*\*Part-time tuition for students enrolled through the College in the High School Program is \$67.00 per credit hour.*

**New York state residents who do not present a Certificate(s) of Residence:**

Full-Time (per semester): \$3,618.00

Full-Time (per academic year): \$7,236.00

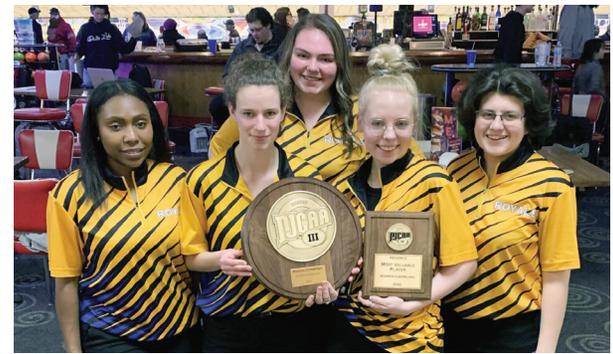
Part-Time (per semester credit hour or equivalent): \$302.00

**Non-New York state Residents:**

Full-Time (per semester): \$3,618.00

Full-Time (per academic year): \$7,236.00

Part-Time (per semester credit hour or equivalent): \$302.00



### ✔ STEP 3 REGISTER FOR CLASSES

After you have been accepted for admission, you will be notified of the steps you need to take regarding registering for classes.

You may be required to take a placement test before registering. If you need to take the placement test, you will be notified by your academic advisor and provided with instructions on how to schedule your test.

Questions? Call the Office of Admissions at 518-381-1366.

### ✔ STEP 4 TURN IN YOUR IMMUNIZATION RECORDS

New York state law requires all students born after January 1, 1957, provide proof of immunization for measles, mumps, and rubella by the first day of classes.

You must submit either:

- A form signed by your doctor
- A copy of your immunization records

If you do not submit these records, you risk being dropped from your classes.

For forms and the most up-to-date immunization requirements, including information about COVID-19 vaccination requirements, visit [sunysccc.edu/immunizations](https://sunysccc.edu/immunizations) or email [immunizations@sunysccc.edu](mailto:immunizations@sunysccc.edu).

EMPOWERING  
YOUR NEXT STEP.

CONTACT THE OFFICE OF ADMISSIONS

Stockade Building, Room 120  
518-381-1366 | [admissions@sunysccc.edu](mailto:admissions@sunysccc.edu)

[sunysccc.edu/Admissions](https://sunysccc.edu/Admissions)