



### Enrollment Checklist

*Students and parents, please utilize this checklist to stay on track with your enrollment. The admissions office is always available to assist so do not hesitate to email or give us a call!*

#### **We encourage students to join us on social media.**

Join the Paul Smith's College Class of 2025 Accepted Student Facebook group (students only)  
Instagram: @futuresmitty      Snapchat: @pscadmissions      Twitter: @admissionspsc

- Complete the [FAFSA](#) The Free Application for Federal Student Aid
- Sign up for SOAR (Orientation)- Fall only
- Log into your PSC Email Account
  - This will be sent to the email we have on file within 2 weeks after your deposit is paid
- Log into your Canvas Account
  - Complete the online orientation course- a link will be sent directly to you inviting you to the course.
  - Students will use the first part of your PSC email.  
ex: [psmith@paulsmiths.edu](mailto:psmith@paulsmiths.edu)
- Log into your Self-Service Account
  - Students will use the first part of your PSC email.  
ex: [psmith@paulsmiths.edu](mailto:psmith@paulsmiths.edu)
- Math Placement Exam
  - You will receive a link via email to complete your placement exam.
- Log into your [Financial Aid Portal](#)
  - You will need your student ID, which can be found on your financial aid award offer. Check status of financial aid, see missing documents and view important messages via this portal.
  - Accept or decline Financial Aid Package via the online portal
- Pay tuition bill or set up payment plans on the Student Accounts page [here](#)
- College Health Insurance: opt in or out & submit proof of health insurance coverage [here](#)
- Alcohol Wise Training
  - you will receive an email with online training close to move in day
- Title IX Training
  - will be done once you are on campus for move in day

- Student I.D.
  - Complete at SOAR or move-in day
- Send final transcript/ AP credits/ IB credits/ college transcript
  - Immediately following high school graduation or completion of college semester
- Accepted Student Page**
- Complete the [Student Enrollment Form](#) ( includes: Emergency Contact, Housing, FERPA)
- Health Services Portal**
- Set up [Health Portal](#)- all required forms can be found through the portal
- Physical Form
- Proof of immunization
- Proof of insurance
- Meningitis Fact & Response Form
- Health History Form
- Permission to treat & share
- Proof of Hepatitis A 1 & 2 for all Culinary and Baking students
- PPD Tuberculosis Test
- Emergency Contacts

#### Important Links

[Accepted Student](#) page where you will find the Financial Aid portal, Health Services, Housing, and important documents

[Good Links](#) where you will find links to all of the webpages you will use as a student

[Webmail](#) your PSC email account

[Self-Service](#) where you register for classes

[Financial Aid Portal](#) all things financial aid related

[Student Accounts](#) where you pay your bill and set up payment plans

#### Important Contacts

<b>Admissions Office</b>	518-327-6227	admissions@paulsmiths.edu
<b>Financial Aid Office</b>	518-327-6248	financialaid@paulsmiths.edu
<b>Student Accounts Office</b>	518-327-6204	studentaccounts@paulsmiths.edu
<b>Health Services Office</b>	518-327-6319	healthservices@paulsmiths.edu
<b>Residence Life &amp; Housing Office</b>	518-327-6493	residencelifeandhousing@paulsmiths.edu
<b>Athletics Office</b>		athletics@paulsmiths.edu

**We are a thriving college, broadly recognized for outstanding experiential education and an adventurous spirit.**

**We are happy you will be a part of this journey!**