

# Matriculation Checklist | High School to 4-Year University Bound (Commuter)

*This suggested checklist will help graduates transition from being a high school student to young adult.*

CATEGORY	ACTION ITEM	DESCRIPTION	RESOURCES & PRO TIPS
Enrollment	<input type="checkbox"/> <b>Log Into Portal</b>	Reference emails from your school to log into your portal. This is where you will pay tuition, register for classes, and access school resources.	Keep your password somewhere safe. You will use your portal regularly!
	<input type="checkbox"/> <b>Proof of Enrollment</b>	Accept your offer by May 1st and pay enrollment fee. Find this in your portal.	Students demonstrating economic hardship may qualify for a waiver. Call the Office of Financial Aid.
	<input type="checkbox"/> <b>Orientation</b>	Sign up for an orientation date. This is where you will get your student ID, register for classes, and take placement tests.	The earlier the better! Get first pick at classes at early orientations.
	<input type="checkbox"/> <b>Placement Testing</b>	Determine when and how to complete any required placement testing (if required). Complete tests as soon as possible.	Be sure to study! These tests will determine which classes you can register for.
	<input type="checkbox"/> <b>IEP/504 Plans</b>	<u>IF YOU HAVE AN IEP OR 504</u> : Submit all paperwork to your school's Disability Access Center to see what services you may receive at college.	Remember, any accommodations/modifications you received in high school, may not be offered at your university.
	<input type="checkbox"/> <b>Immunization Records</b>	Requirements vary by school. Immunization records are available from your healthcare provider.	<a href="#">UC Immunization Regs.</a> <a href="#">CSU Immunization Regs.</a>
Finances	<input type="checkbox"/> <b>Final Award Letter</b>	After appeals and additional scholarships, print off your final award letter.	Find this in your portal.
	<input type="checkbox"/> <b>Entrance Loan Counseling</b>	<u>IF YOU ARE TAKING FEDERAL LOANS</u> : Complete via studentloans.gov (you will need your FSA ID).	<a href="https://studentloans.gov">Studentloans.gov</a>
	<input type="checkbox"/> <b>Master Promissory Note</b>	<u>IF YOU ARE TAKING FEDERAL LOANS</u> : This is your loan contract. It is required to receive your federal loans.	<a href="https://studentloans.gov">Studentloans.gov</a>
	<input type="checkbox"/> <b>Payment Plan</b>	<u>IF YOU HAVE AN OUT-OF-POCKET COST</u> : Visit your portal and opt into a payment plan via your financial aid account. Visit your school's Financial Aid webpage and/or contact your school's Financial Aid Office for support.	If you are not able to sign up until later in the summer, make note of the date that payment plan registration begins.

**Would you like support? Connect with & follow the PUC Alumni Network:**

Email: [alumni@pucschools.org](mailto:alumni@pucschools.org), (818) 916-8380, Webpage: <https://www.pucschools.org/alumni>

Facebook + Instagram: [@pucschoolsalumni](#)

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	<input type="checkbox"/> <b>Work Study</b>	If Works Study was offered as part of your Financial Aid package, log in to your portal to see how, when, and where to apply for jobs on campus.	Great employment opportunities that work with your student schedule (Library, gym, dining hall & mailroom)!
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Connect	<input type="checkbox"/> <b>FERPA Authorization</b>	Fill out your school's FERPA and follow their instructions about submitting to give your parents and mentors with confirmation of your enrollment so they may provide advocacy and support.	FERPA will pop up when you order transcripts on parchment.
	<input type="checkbox"/> <b>PUC Alumni Network</b>	You will be assigned a <b>PUC College Liaison</b> by July 1. This fellow PUC Alumni will check in with you and provide resources to support your transition from high school to college/career/military/etc.	Questions? Email <a href="mailto:alumni@pucschools.org">alumni@pucschools.org</a>
Housing	<input type="checkbox"/> <b>Living at home</b>	Living at home can feel different when you are no longer a high school student. Be sure to discuss any new terms, rules, or responsibilities with your family.	If you want help with these conversations reach out to <a href="mailto:alumni@pucschools.org">alumni@pucschools.org</a>
	<input type="checkbox"/> <b>If you are living independently</b>	Living on your own can be exciting and sometimes overwhelming! Seek support from your family and friends. Make sure you have a solid financial plan.	Here are some apartment hunting tools... ( <a href="#">Walkscore</a> , <a href="#">Hotpads</a> , <a href="#">Trulia</a> )
Transportation	<input type="checkbox"/> <b>Daily Plan</b>	Determine how you will get to and from school each day.	Explore transportation options: <a href="#">LA Metro + Metro LIFE option Access - Free Fare Program U-Pass Program</a>
Academics	<input type="checkbox"/> <b>Academic Calendar</b>	Locate your school's calendar. Highlight breaks, Add/Drop deadlines, and other important dates (midterms, finals, breaks, events).	Put these dates in your calendar now so you don't forget!
	<input type="checkbox"/> <b>Summer Bridge Orientation</b>	If Summer Bridge is required or offered, sign up through your portal or using instructions provided by your school. They are a great way to make friends and seek support before the school year starts.	Take advantage of summer bridge programs, and other freshmen jump-start programs!
Health	<input type="checkbox"/> <b>Mental Health</b>	You matter! There are people who care and are ready to support you.	Some FREE Resources: <a href="#">Teen Line</a> , <a href="#">211LA.org</a> and <a href="#">LA County Depart. of Mental Health</a> to name a few.
	<input type="checkbox"/> <b>Physical Health</b>	Exercise is so important for one's physical and mental health. Find opportunities online (YouTube has every type of class) and in your community.	Some great resources: <a href="#">LA County Parks &amp; Recreation</a> , <a href="#">LA Hikes w/no costs</a> , <a href="#">Eventbrite FREE workout events</a>

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