

PUC Alumni Network

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

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"/> Log Into Portal	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"/> Proof of Enrollment	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"/> Orientation	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"/> Placement Testing	Determine when and how to complete any required placement testing (if required). Complete tests as soon as possible.	Be sure to study! Your test results will determine which classes you can take.
	<input type="checkbox"/> IEP/504 Plans	IF YOU HAVE AN IEP OR 504: 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.
Housing	<input type="checkbox"/> Housing Deposit	Pay the required deposit, usually through your portal.	Students demonstrating economic hardship may qualify for a waiver. Call the Office of Financial Aid.
	<input type="checkbox"/> Housing Paperwork	Locate and complete the housing paperwork in your school's portal.	You may contact your campus housing department for support.
	<input type="checkbox"/> Immunization Records	Requirements vary by school. Immunization records are available from your healthcare provider.	UC Immunization Reqs. CSU Immunization Reqs.
Finances	<input type="checkbox"/> Final Award Letter	After appeals and additional scholarships, print off your final award letter.	Find this in your portal.
	<input type="checkbox"/> Entrance Loan Counseling	IF YOU ARE TAKING FEDERAL LOANS: Complete via studentloans.gov (you will need your FSA ID).	StudentLoans.gov
	<input type="checkbox"/> Master Promissory Note	IF YOU ARE TAKING FEDERAL LOANS: This is your loan contract. It is required to receive your federal loans.	StudentLoans.gov
	<input type="checkbox"/> Payment Plan	IF YOU HAVE AN OUT-OF-POCKET COST: 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, (818) 916-8380, Webpage: <https://www.pucschools.org/alumni>

Facebook + Instagram: [@pucschoolsalumni](#)

6/1/2022

CATEGORY	ACTION ITEM	DESCRIPTION	RESOURCES & PRO TIPS
Connect	<input type="checkbox"/> FERPA Authorization	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.	What is FERPA?
	<input type="checkbox"/> PUC Alumni Network	You will be assigned a PUC College Liaison by July 1. This fellow PUC Alumni will check in with you and provide resources to support your transition into college.	Questions? Email alumni@pucschools.org
Housing	<input type="checkbox"/> Packing List	Locate a packing list on your school's website so you do not forget anything. *So many popular retailers provide a discount for students (i.e. Apple, J. Crew, Best Buy, Microsoft, etc.).	<i>Find out all the discounts you can access by being a college student at your school (using your college student ID).</i>
	<input type="checkbox"/> Local Resources	Use Google Maps to locate grocery stores, pharmacies, post offices, and other points of interest.	Google Maps
Transportation	<input type="checkbox"/> Drop Off Plan	Determine how you will get to and from campus for the first day of school, breaks, and visits home.	Talk with family and friends
	<input type="checkbox"/> Daily Plan	Determine how will you get to local points of interest. Investigate local public transportation and walk/bike routes. *Most schools offer discounted public transportation options.	Explore transportation options: LA Metro + Metro LIFE option Access - Free Fare Program U-Pass Program
Academics	<input type="checkbox"/> Academic Calendar	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"/> Summer Bridge Orientation	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, TRIO, and other jump-start programs!
Health	<input type="checkbox"/> Mental Health	You matter! There are people who care and are ready to support you.	Some FREE Resources: Teen Line , 211LA.org and LA County Depart. of Mental Health to name a few.
	<input type="checkbox"/> Physical Health	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: LA County Parks & Recreation , LA Hikes w/no costs , Eventbrite FREE workout events

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

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

Facebook + Instagram: [@pucschoolsalumni](#)

6/1/2022