Please note: This document is a checklist that is used by On Point for College staff in a Google form and has been converted to .pdf format for sharing purposes.

Orientation Checklist
For Advisor Use Only
* Required

Staff Member Completing the Form *

- Advisor 1 Name
- Advisor 2 Name
- Advisor 3 Name
- Advisor 4 Name
- Advisor 5 Name

1. Student Full Name *

Your answer

2. College *

Your answer

3. Student College ID

Your answer

4. Student DOB *

Date
5. Major *

[ ]

Your answer

6. My next move complete *

Yes
No
Other:

7. CSBG/CDBG form completed *

Yes
No
Other:

8. Student Schedule Presented (2 year college only) *

Yes
No
N/A
Other:

9. If student provided schedule, are they taking any non credit classes? *

Yes
No
N/A
Other:

10. Certificate of Residency completed *

Only for students attending a 2 year college outside of their county

Yes
No
Other:

11. Student Financial Aid Award Letter has been reviewed *

Yes
No
Other:
12. Does the student have a gap? *
   Yes
   No
   Other:

   If student has a gap, how much is needed?
   
   Your answer

13. Does TAP (New York State Tuition Assistance Program) have anticipated college? *
   Yes
   No
   Other:

14. Is the student living on campus? *
   Yes
   No
   Other:

   If the student is living on campus, has the housing deposit been paid? *
   Yes
   No
   Other:

15. Has the health insurance been waived (4 year college only)? *
   Yes
   No
   N/A
   Other:

16. Has the student completed Entrance Counseling? *
   Only for students that need to take out loans
   Yes
17. Has the student completed the Master Promissory Note?  
Only for students that need to take out loans

Yes
No
N/A
Other: ____________________________

Say Yes (enrolled at anticipated college) *
For Syracuse Students Only

Yes
No
N/A
Other: ____________________________

18. HEOP/EOP *

Yes
No
N/A
Other: ____________________________

19. Is the student registered to vote? *

Yes
No
Other: ____________________________

20. Is the student able to complete a virtual orientation and have their video on during the webinar? *
Please note that the student will be required to have their video on during the webinar orientation, if they are unable, they will need to participate in the in person orientation

Yes
No

21. Date of Student Orientation *
Please note if the student is not ready for orientation please select "follow up needed" check on the bottom

- July 7, 2020, 9:30 am - 12:00 pm (Virtual)
- July 9, 2020, 9:30 am - 12:00 pm (Virtual)
- July 14, 2020, 9:30 am - 12:00 pm (Virtual)
- July 16, 2020, 9:30 am - 12:00 pm (Virtual)
- July 21, 2020, 9:30 am - 12:00 pm (Virtual)
- July 23, 2020, 9:30 am - 12:00 pm (Virtual)
- July 28, 2020, 9:30 am - 12:00 pm (Virtual)
- July 30, 2020, 9:30 am - 12:00 pm (Virtual)
- August 4, 2020
- August 6, 2020
- August 11, 2020
- August 13, 2020
- Follow up needed

22. If student is signing up for an in person orientation, do they need transportation?

Yes
No

23. When does the student leave for school? *

Date

Summarize Additional steps if needed: