



Return to Complete (RTC) Student Checklist



Monroe Community College
STATE UNIVERSITY OF NEW YORK

Helpful Hints

To Do:

- Apply online for admission to MCC
- Visit the Financial Aid Office to determine your financial eligibility
- Meet with a Professional Advisor for course selection
- Visit the Student Accounts Office to submit your Return to Complete with Debt Relief agreement/contract

Visit the [Return to Complete with Debt Relief program webpage \(www.monroecc.edu/go/return\)](http://www.monroecc.edu/go/return) for more information.

Admissions

- [Apply online for admission \(www.monroecc.edu/quick-links/apply/\)](http://www.monroecc.edu/quick-links/apply/) or speak with an Admissions Counselor. Schedule a phone appointment (585) 292-2200 or join a virtual walk in session.
- Request official transcripts from your high school and any college(s) you have attended to be sent to the MCC Admissions Office if not already on file. Transcripts can be [emailed to our Admissions Office \(admissions@monroecc.edu\)](mailto:admissions@monroecc.edu) or fax directly at (585) 292-3860.

Financial Aid

- Schedule a virtual or phone appointment with a financial aid representative to review your financial aid eligibility (585) 292-2050.
- Check on your status and if you need to complete an SAP appeal.
- Apply for [Federal Student Aid \(FAFSA\) \(studentaid.gov\)](http://studentaid.gov).
- Apply for [New York State Student Aid Payment Application \(https://www.tap.hesc.ny.gov/totw/\)](https://www.tap.hesc.ny.gov/totw/).
- Visit [MCC's financial aid forms and links webpage \(www.monroecc.edu/tuition-aid/forms-resources/forms/\)](http://www.monroecc.edu/tuition-aid/forms-resources/forms/) to complete any forms for missing information.
- Need help applying? You can make a phone appointment to meet with a financial aid specialist by calling (585) 292-2050 or [email MCC's Financial Aid Office \(financialaid@monroecc.edu\)](mailto:financialaid@monroecc.edu).

Advisement and Registration

- Schedule an appointment with your professional advisor to discuss your education and career goals. Reach out to the advisement center at (585) 292-2400 or [email Patty Ornt \(pornt@monroecc.edu\)](mailto:pornt@monroecc.edu), if you have not been assigned an advisor.
- Review academic program requirements and select appropriate courses.
- Register for classes before the registration deadline.



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Student Accounts

- Previous balance due to MCC \$_____.
- Students using VA benefits must meet with the Veterans Office to confirm the use of VA Benefits.
- Students with an approved third-party sponsor billing authorization must provide either the authorization or letter of intent.
- Enrollment in the automated monthly payment plan must be done by the tuition due date.
- Complete the RTC contract and email as a pdf to the Student Accounts Office to have registration hold released. You can ask an admissions counselor for the RTC contract.
- [Email Student Accounts \(Studentaccounts@monroecc.edu\)](mailto:Studentaccounts@monroecc.edu) with questions or call (585) 292-2015.

Next Steps & Beyond

- Meet with an advisor every semester for course selection and graduation requirements. Set up an appointment with your advisor through [Starfish \(www.monroecc.edu/go/starfish\)](http://www.monroecc.edu/go/starfish), utilizing your student success network.
- Complete financial literacy.