



# 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:*

For more information on the Return to Complete with Debt Relief program: [www.monroecc.edu/go/return](http://www.monroecc.edu/go/return)

## 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 or faxed directly to our Admissions Office [admissions@monroecc.edu](mailto:admissions@monroecc.edu) or fax (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 a SAP appeal.
- Apply for **federal aid** (Pell) at: <https://www.fafsa.ed.gov/>
- Apply for **state aid** (TAP/VTA) at: <https://www.tap.hesc.ny.gov/totw/>
- Complete any forms for missing information at: [www.monroecc.edu/tuition-aid/forms-resources/forms/](http://www.monroecc.edu/tuition-aid/forms-resources/forms/)
- Need help applying? You can make a phone appointment to meet with a financial aid specialist by calling (585) 292-2050 or reach out by email at [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.

## 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.
- Contact Student Accounts with questions: [Studentaccounts@monroecc.edu](mailto:Studentaccounts@monroecc.edu) or (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 utilizing your student success network: <https://www.monroecc.edu/go/starfish>
- Complete financial literacy.