



# ENROLLMENT CHECKLIST

## School Email

Activate and Manage Email Account: <https://www2.palomar.edu/pages/enrollmentservices/email/>

Palomar Username: \_\_\_\_\_

Palomar Password: \_\_\_\_\_

## Admissions

Login: <https://www2.palomar.edu/pages/enrollmentservices>

## Student Portal

Accept the offer of admission and submit your Intent to Enroll online. Visit the MyPalomar eServices and select the "Intent to Enroll" link to submit the online Intent to Enroll \$400 nonrefundable deposit. This deposit will apply toward your fall basic tuition and fees.

Login: <https://my.palomar.edu/psp/palc9prd/?cmd=login>

## Financial Aid Account

Financial Aid Login: <https://www2.palomar.edu/pages/fa/2020-2021-financial-aid-forms/>

## Pay Acceptance Fee

Pay course registration fees in full within the 5 calendar day deadline \*Deadline is five calendar days from the day that you register for a class.

## Summer Advising Opportunities

Summer Programs: <https://www2.palomar.edu/pages/summeracademies/summer-academy-details/>

## Orientation

Follow these steps to complete your orientation online

**Step 1:** Visit MyPalomar

**Step 2:** Sign in using your Palomar Student ID and Password

**Step 3:** Click on the orientation link under the "To-Do" list section found on the top right corner

**Step 4:** Complete the online orientation and take the short quiz at the end of the final section that will check for understanding

This online orientation should take approximately 30 minutes to complete. When you pass the quiz, your record is automatically updated within 24 hours to show completion of the orientation. If you cannot find the orientation link in your MyPalomar portal, please contact us at (760) 744-1150 ext. 3783 or email us at [studenthelp@palomar.edu](mailto:studenthelp@palomar.edu).

MyPalomar: <https://my.palomar.edu/>

## Placement Tests

Placement Testing Website: <https://www2.palomar.edu/pages/assessment/>

## Verification

Verification is a process in which Palomar CC confirms the accuracy of information provided on the FAFSA. Verification is a federally mandated program to ensure accuracy in the administration of federal financial aid.

If you are selected for verification, Palomar CC will notify you via your university email address. Submit the requested items promptly (within 45 days) or risk losing consideration for some financial aid programs. If you are required to provide your taxes, you can update your FAFSA using the IRS Data Retrieval Tool <https://studentaid.gov/re-sources/irs-drt-text>. If you are unable to use the Data Retrieval Tool, you must provide an official IRS tax return transcript. There are three options to get an official tax transcript: Visit [www.IRS.gov](http://www.IRS.gov) to request a transcript online or by mail; make sure to request an "IRS Tax Return Transcript." The "IRS Tax Account Transcript" cannot be used for verification purposes. Call 1-800-908-9946, Submit IRS Form 4506T-EZ, or IRS Form 4506-T.

Requested items needed for verification will be listed in the To Do List task of Palomar CC MyPalomar eServices. All your federal and need-based aid will be on hold until verification is complete. Once verification is complete, your To Do List will be updated. Palomar CC may adjust your financial aid package based on the results that were determined through the verification process.

## Student Health Insurance

Student Health Insurance: <https://www2.palomar.edu/pages/healthservices/health-insurance-enrollment/>

## Apply for a Federal Work Study Job

Work Study Job Board: <https://www2.palomar.edu/pages/fa/federal-work-study/>

## Transportation

Palomar Parking: <https://www2.palomar.edu/pages/police/parking-permits-student/>

## College Application

College Application: [www.palomar.edu/apply](http://www.palomar.edu/apply)

## Career Assessment

Career Assessment: <https://ccc.emsicc.com/?radius=&region=California>

## Steps to Enroll

Steps to Enroll: <https://www2.palomar.edu/pages/stepstoenroll/>

## Career Center

Steps to Enroll: <https://www2.palomar.edu/pages/careercenter/>

## Pay Fees

Pay Fees: <https://www2.palomar.edu/pages/fiscalservices/home/cashier-services/#new-students>