

Certificate in General Education Studies

Department of Teaching and Learning

College for Education and Engaged Learning

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CGES Checklist for Fall 2024

Step 1: Let us know you're committing to Montclair! By May 1st
Use this link to complete the intent to enroll form here to let us know you're committing to attend
Montclair this fall! Please review the Scope of CGES Support Policy before completing the form.
Step 2: Set Up your Montclair Email and NetID.
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Use this link to Claim your NetID and set up your email. You will need your CWID # from your
acceptance letter. Then use this link to review how to set up your required Multi Factor Authentication.
Step 3: Submit your 2024 Fall Course Questionnaire. By May 15th
Use this link to complete the questionnaire. This will help your advisor make your Fall schedule. Your
advisor will email you in June to schedule an appointment to meet and review your schedule.
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Step 4: Complete Mandatory Health Requirements. By May 22nd
Use this link to complete the university mandatory health requirements. Within 48 hours of activating
your NetID (set 2 of this checklist), you will be able to access the MyHealthPortal to upload your
vaccination records. Immunization requirements for Montclair students are viewable here . To see
exemption forms, please click <u>here</u> .
STEP 5: Schedule a Welcome Meeting with the CGES Director.
You will receive an email from the CGES Director to schedule a meeting with you in June. This will be a
time to check-in about your preparations for the fall and request peer companions.
Step 6: Register for Disability Resource Center (DRC) Services. By July 1st
Use this link to complete an application to register for services with the DRC. The DRC helps students
receive accommodations in classes and on campus. Be sure to select "CGES" affiliation and
"Montclair" campus when registering. After you submit the application you will be directed to a new
page to upload documentation. Then within two weeks, a DRC counselor will contact you to schedule
an intake appointment. Please review the <u>DRC website</u> for more information and <u>documentation</u>
guidelines.
Step 7: Keep an eye out for Orientation Dates!
Orientation is planned to be at the end of August, you will receive an email when the exact dates are
released!
Step 8: Upload your own photo for your university ID card.
Use this link to review the instructions on how to upload your photo for your University ID card.
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Step 9: Prepare to pay your bill.
Use this link to review information about finding and paying your bill. Bills and the due date are typically
 emailed to students in July. They will also be posted in the student's NEST account.