

**Central Carolina Community College**  
**Admissions and Enrollment Checklist**  
**Spring 2012**

We are excited that you have chosen Central Carolina Community College for your academic journey. We are committed to helping you reach your educational goals and getting you started on your path towards new levels of success. To begin your journey, just check off these easy steps as you complete them:

- STEP 1 - Apply for admission.** Students enrolling in the following programs will need to contact the appropriate Admissions Counselor for further guidance on admission requirements: Associate Degree Nursing, Basic Law Enforcement, Dental Assisting, Dental Hygiene, Practical Nursing, Medical Assisting, Motorcycle Mechanics, and Veterinary Medical Technology.
- STEP 2 - Submit an official high school transcript or official GED scores and official transcripts from all colleges attended.**
- STEP 3 - Take the placement test or submit an official test score report.**
  - Students can submit acceptable SAT, ACT, Compass, Asset, or Accuplacer test scores (within the 5 year limit) or present an official college transcript showing successful completion of an appropriate English and/or Math course. Students should study prior to testing. A study guide can be accessed by selecting “P” on the A-Z index, can be purchased in our bookstore, or material is also available at [www.testprepreview.com](http://www.testprepreview.com).
  - Please call the appropriate campus to schedule an Accuplacer testing appointment: Sanford (919) 718-7300; Lillington (910) 814-8827; Pittsboro (919) 545-8029.
- STEP 4 - Apply for financial aid and CCCC scholarships.**
  - The first step to applying for aid is to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA application can be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The priority filing deadline for the spring semester is November 3. Our FAFSA school code is 005449.
  - The financial aid process can take up to 6 weeks for processing. Aid will not be awarded until all transcripts are received and admission requirements are complete.
- STEP 5 – Register online and attend a new student orientation session (January & February)**
  - Register at <http://www.cccc.edu/admissions/orientation/> to attend a new student orientation session. The sessions provide information on advising, financial aid, registration, academic assistance, and student resources.
- STEP 6 - Be advised and register for classes. (November 28 – December 16 at 12:00pm)**
  - Come in during the specified time to be advised and registered by an Admissions Counselor.
- STEP 7 - Pay tuition and fees.**
  - Tuition and fees must be paid by Friday, December 16 at 12:00pm. Students who fail to make payment by the deadline may be deregistered from their spring courses.
  - Tuition payments can be made online through WebAdvisor or at the Business Office on any campus.
  - The deferred payment plan (FACTS) will operate for early registration from November 28 at 8:00am to December 16 at 12:00pm. The plan will operate for late registration from January 4 at 9:00am to January 6 at 12:00pm and will reopen for add/drop from January 9 at 8:00am to January 17 at 12:00pm.
- STEP 8 - Purchase textbooks.**
  - Current textbooks, prices, and important bookstore dates can be viewed at <http://www.cccc.edu/bookstore/>.
  - Students using cash/credit can purchase books after they have registered for spring courses.
  - The first day to purchase books using financial aid/sponsorship is January 3. Students can charge books to their financial aid until January 13.
- STEP 9 - Obtain a student ID card.**
  - ID cards are processed through the Library on the Sanford campus. Students must show their tuition payment receipt at the front circulation desk in order to get an ID card.
- STEP 10 - Obtain a parking permit.**
  - Parking permits can be obtained at the Business Office in Hockaday Hall.
- STEP 11 – Attend classes.**
  - The first day of classes for the spring semester is January 9.
  - The student handbook can be obtained through the Student Life website or in Student Development Services.
  - The academic calendar for the semester can be viewed at <http://www.cccc.edu/calendar/academic.php>.

# Central Carolina Community College

## Student Services

**Academic Assistance Center** – The Academic Assistance Center is available for students who request additional assistance with their academic studies. The center offers free tutoring, an open computer lab, and other services.  
Sanford: (919) 718-7361                      Lillington: (910) 814-8809                      Pittsboro: (919) 545-8029

**Bookstore** – The Bookstore offers textbooks, course supplies, seasonal merchandise, and gifts.  
Sanford: (919) 718-7275                      Lillington: (910) 814-8810                      Pittsboro: Textbooks online or at other campuses

**Business Office** – The Business Office collects tuition, fees, parking fines, and issues parking permits.  
Sanford: (919) 718-7310                      Lillington: (910) 893-9101                      Pittsboro: (919) 545-8000

**Career Center** – The Career Center is available to assist students with career exploration, resume building, mock interviews, and educational planning.  
Sanford: (919) 718-7396                      Lillington: (910) 814-8827                      Pittsboro: (919) 545-8025

**Distance Education** – The Distance Education Department assists students with online, hybrid, and multi-format courses. For further information, please contact (919) 718-7511.

**Financial Aid Office** – The Financial Aid Office offers individual assistance for students who have questions regarding grants, scholarships, and work study opportunities.  
Sanford: (919) 718-7229                      Lillington: (910) 814-8802                      Pittsboro: (919) 545-8025

**Housing Assistance** – Please contact (919) 718-7300 for roommate and/or realtor information. The college does not have on campus housing.

**Library** – The Library contains electronic resources, a print collection of over 42,500 titles, and over 240 magazine and newspaper subscriptions. They also have an interlibrary loan service.  
Sanford: (919) 718-7244                      Lillington: (910) 814-8843                      Pittsboro: (919) 545-8084

**Placement Testing** – The Placement Testing Office administers the Accuplacer (CPT) and entrance tests for allied health programs (Nursing and Dental). Students must make an appointment for testing.  
Sanford: (919) 718-7300                      Lillington: (910) 814-8827                      Pittsboro: (919) 545-8029

**Registrar's Office** – The Registrar's Office maintains all student records, evaluates transfer credit, releases official transcripts, and conducts graduation. For further information, please contact (919) 718-7201.

**Security Office** – The Security office is responsible for security and emergency response. For further information, please contact (919) 718-7512.

**Special Populations Office** – The Special Populations Office coordinates services and accommodations between students with disabilities and the college faculty. For further information, please contact (919) 718-7273.

**Special Programs Office** – The Special Programs Office assists eligible students with child care and students who are training in non-traditional occupations. For further information, please contact (919) 718-7276.

**Student Activities Office** - The Student Activities Office oversees student activities such as the Student Government Association, the Student Ambassador Program, Phi Theta Kappa, student athletics, student organizations, and other on-campus activities. For further information, please contact (919) 718-7337.

**Student Development Services** – The Student Development Services Office assists students with admissions procedures, curriculum advisement, and registration.  
Sanford: (919) 718-7300                      Lillington: (910) 814-8827                      Pittsboro: (919) 545-8025

**Veteran Affairs Office** – The Veteran Affairs Office assists veterans and their eligible dependents in processing their applications to receive VA educational benefits. For further information, please contact (919) 718-7233.