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, Career and College Promise, Dental Assisting, Dental Hygiene, Medical Assisting, Motorcycle Mechanics, Practical Nursing, and Veterinary Medical Technology.

- **STEP 2 - Submit an official high school transcript or official high school equivalency scores (and official college transcripts, if applicable).** Students wishing to receive credit for prior college work will need to submit official college transcripts. Students pursuing an Allied Health program or using VA benefits are required to submit official transcripts from all colleges attended.

- **STEP 3 – Determine if you meet Multiple Measures waiver, take the placement test, or submit test scores.**
  - Students who have graduated high school within the last 5 years with at least a 2.6 GPA and have a 4th qualifying Math course OR have acceptable SAT/ACT scores within the last 5 years may be exempt from testing.
  - Students can submit acceptable 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.
  - Please call the appropriate campus to schedule a testing appointment. Students should study prior to testing. Study guides can be accessed on our placement test website [http://www.cccc.edu/studentservices/placementtesting/](http://www.cccc.edu/studentservices/placementtesting/).

- **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 [https://fafsa.ed.gov/](https://fafsa.ed.gov/). Our FAFSA school code is 005449.
  - The financial aid process can take several weeks and requires all admissions requirements to be met.

- **STEP 5 – Register online and attend a new student orientation session**
  - Register at [http://www.cccc.edu/admissions/orientation/](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 18 to December 11 at noon).**
  - Come into Student Development Services to be advised and registered by an Admissions Counselor.

- **STEP 7 - Pay tuition and fees.** (Deregistration may occur if tuition and fees are not paid by the assigned date.)
  - Tuition and fees for the spring must be paid by Friday, December 11 at noon.
  - 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, open registration, late registration and the add/drop period. Please check with the FACTS office regarding the dates to use that payment method.

- **STEP 8 - Purchase textbooks.**
  - Current textbooks, prices, and important bookstore dates can be viewed at [http://www.cccc.edu/bookstore/](http://www.cccc.edu/bookstore/).
  - Students using cash/credit can purchase books after they have registered.
  - Please check with the Financial Aid Office or the CCCC Bookstore regarding the dates to purchase books using financial aid/sponsorship.

- **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. Students must pay tuition and fees in order to obtain a parking permit.

- **STEP 11 – Attend classes.**
  - The first day of classes for the spring semester is January 11, 2016.
  - 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](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) 545-6495

**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) 814-8834
- Pittsboro: (919) 545-8054

**College Success Center** – The College Success Center assists students in creating an academic plan and provides academic support.
- Sanford: (919) 718-7485
- Lillington: (910) 814-8856
- Pittsboro: (919) 545-8046

**Distance Education** – The Distance Education Department assists students with online, hybrid, and multi-format courses. For further information, please contact (919) 718-7529.

**Financial Aid Office** – The Financial Aid Office offers individual assistance for students who have questions regarding grants, scholarships, and work study opportunities, please contact (919) 718-7229.

**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) 814-8863
- 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) 718-7416.

**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, and student organizations. 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) 814-8863
- 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.