Admissions and Enrollment Checklist – Summer 2013

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, Practical Nursing, Medical Assisting, Motorcycle Mechanics, and Veterinary Medical Technology.

☐ **STEP 2 - Submit an official high school transcript or official GED 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 - 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.
  - Please call the appropriate campus to schedule an Accuplacer testing appointment.

☐ **STEP 4 - Apply for financial aid and CCCF 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. The priority filing deadline for the summer is March 15, 2013. Our FAFSA school code is 005449.
  - The financial aid process can take up to 6 weeks and requires all admissions requirements be met.

☐ **STEP 5 – Register online and attend a new student orientation session (June, July, or August).**
  - 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. (April 29 – May 3 at 12:00PM)**
  - Come into Student Development Services to be advised and registered by an Admissions Counselor.

☐ **STEP 7 - Pay tuition and fees.**
  - Tuition and fees must be paid by Friday, May 3 at 12:00pm. Students who fail to make payment by the deadline may be deregistered from their course(s).
  - Tuition payments can be made online through WebAdvisor or at the Business Office on any campus.
  - The deferred payment plan (FACTS) is not available for the summer semester.

☐ **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.
  - The first day to purchase books using financial aid/sponsorship is May 13, 2013. Students can charge books to their financial aid until May 22, 2013.

☐ **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 summer semester is May 16, 2013.
  - 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) 545-6495

**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) 814-8802  
Pittsboro: (919) 545-8054

**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) 814-8802  
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) 814-8863  
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.