

## **North Campus New Student Checklist**

- Step 1 Complete Admissions form online, found at: <http://www1.cpcc.edu/admissions/admissions> and click on “Apply On-line”.
- Step 2 Review residency information at <http://www.cpcc.edu/admissions/admissions/residency> to determine in-state vs. out of state tuition. If you have questions, please contact the registration office.
- Step 3 To initiate financial aid, complete (FAFSA) form at <http://www.fafsa.ed.gov/>. CPCC title IV school code is 002915. A Financial Aid/Veterans Affairs Representative is available at the North campus Monday – Thursday in Claytor building Room 1106.
- Step 4 Activate your CPCC login at <https://secure2.cpcc.edu/cpcclogin>. You will need your CPCC student identification number to activate your log in. Please memorize your username and password. You will need your CPCC login to access your account to register for classes, pay tuition, access grades and take classes all via the internet.
- Step 5 Purchase current college catalog for \$5.00 at the cashier’s office and select a program of study on pg.43. You may also view online at the following website <http://www3.cpcc.edu/programsofstudy/>
- Step 6 To declare a major, please submit an official (unopened) high school transcript (with the graduation date included on the transcript) in person to the Student Records Office or have it mailed to: PO Box 35009, Charlotte, NC 28235.
- Step 7 If you have attended another college, request to have all official college transcripts (unopened) mailed directly to you or the college. After you have confirmation that it has been received by the college please complete transcript evaluation request form (online). <http://www.cpcc.edu/admissions/student-records/transcripts>
- Step 8 Schedule an appointment to take the placement test at the North Campus Testing Center in the Claytor building, Room 1108 or by phone 704-330-4106. Make sure you review the Accuplacer Study Guide at [http://www.cpcc.edu/testing\\_assessment/placement-testing](http://www.cpcc.edu/testing_assessment/placement-testing) as retests are generally not permitted. Please bring a picture ID with you to the testing center. If you have completed college level English and Math courses with a grade of “C” you may not need to take the placement test.
- Step 9 Meet with our Advisors. Call or leave a message at (704) 330-4101 for availability of advisors. You will be given a list of recommended courses for the semester and the steps to register for classes at this meeting. Please note: Advisors cannot register students for classes.
- Step 10 Register for your classes online by logging in to mycollege using your cpcc login and password <https://mycollege2.cpcc.edu> or in person at any campus.
- Step 11 Pay for classes by payment due date classes not paid for by due date will be DROPPED.
- Step 12 Obtain registration receipt and parking decal from cashier’s office and obtain a student id card.