

CPCC STUDENT SUCCESS CHECKLIST (NORTH Campus)  
([WWW.CPCC.EDU](http://www.cpcc.edu))

- Step 1 Complete Admissions form online, found at: <http://www1.cpcc.edu/admissions/admissions> and click on “Apply On-line”.
- Provide Residency Documentation, if needed. Please review the residency (in-state tuition vs. out of state tuition) information at [www.cpcc.edu/Admissions/Admissions/Residency](http://www.cpcc.edu/Admissions/Admissions/Residency). If you have questions, feel free to call Mike Hood at 704-330-4104.
- If applying for 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 2 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 3 Purchase current college catalog for \$5.00 at the cashier’s office and select a program of study from page 43.
- Step 4 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. If you have never attended college, please proceed to step #5.
- If you have attended another college, request to have all official college transcripts (unopened) mailed directly to you. You will need the transcripts when you meet with the Advisors. Please note: official copies will be sent to Student Records to request evaluation. Unofficial copies may be used for review purposes and possible prerequisite permission only. Please note: unofficial transcripts cannot be kept on file.
- Step 5 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 [www1.cpcc.edu/testing\\_assessment](http://www1.cpcc.edu/testing_assessment) 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” or better at another institution, proceed to step #6.
- Step 6 Meet with our Advisors. You have the option to make an appointment online at [www.cpcc.edu/ICAN/contact-us/appointments](http://www.cpcc.edu/ICAN/contact-us/appointments) or you may walk in for advising. Please refer to the calendar for walk in times or call (704) 330-4101. 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 7 Register for your classes online at <http://mycollege.cpcc.edu> or in person at any campus.
- Step 8 Pay for classes by payment due date (classes not paid for by due date will be DROPPED); obtain registration receipt and parking decal from cashier’s office and obtain a student id card.