

CPCC STUDENT SUCCESS CHECKLIST (NORTH Campus)
(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. 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 on Tuesdays and Wednesdays.

Step 2 Activate your CPCC login (SNAP account) at <https://secure2.cpcc.edu/snap/>. You will need your CPCC student identification number to activate your log in. Please memorize your username and password. This will allow you to register, pay tuition, access grades, take classes, etc. via the internet.

If you plan to obtain credentials (Certificate, Diploma, or Degree) from CPCC, proceed to step 3.

If you are only taking a couple of courses at CPCC, go to step #7 to register for your classes. If you need prerequisites cleared for a course, please visit the Student Success Center (Monday – Friday 8:00a – 4:30p)

Step 3 Purchase current college catalog for \$2.00 at the cashier's office and select a program of study from page 43.

Step 4 Submit an official high school transcript (unopened) with the graduation date included on the transcript, to the Student Records Office in person 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 the official college transcripts (unopened) mailed directly to you. You will need these when you meet with the Counseling and Student Success Advisors. Please note: official copies will be sent to Student Records for evaluation. Unofficial copies may be used for review purposes only.

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 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 Counselor or Student Success Advisors. You have the option to make an appointment online at www1.cpcc.edu/ICAN or you may drop in for advising. Generally drop in times are Monday through Friday from 8:30am-1:00pm. Drop in times vary so please call (704) 330-4101 to get the hours for the week. You will be given a list of recommended courses for the semester at this meeting. Please bring college catalog, picture ID, copies of official (unopened) college transcripts and placement test scores to your appointment.

Step 7 Register for your classes online at <http://mycollege.cpcc.edu>, telephone using the automated phone system (704-330-6970), 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 & parking decal from cashier's office.