Pre-Advisement Checklist for Students with Prior College Credits

To ensure your advising session is productive and addresses your individual needs, follow this checklist.

☐ 1. Determine your career and/or educational goals. (It’s okay if these change later on.)
   - Advisement is based on specific programs of study and individual goals
   - Needed for Admissions and Financial Aid applications

☐ 2. Submit Admissions application online
   (https://www1.cfnc.org/Applications/NC_Community_College/apply.html?application_id=1489)

☐ 3. Create your CPCC Login account
   (https://secure2.cpcc.edu/cpcclogin/)
   - Required for CPCC e-mail account (the official method of communication with CPCC)
   - Required for completing additional enrollment and registration steps

☐ 4. Apply for Financial Aid online
   (https://fafsa.ed.gov)

☐ 5. Submit all official transcripts: official college transcripts from all institutions attended and high school transcript (or equivalency scores, such as GED.) Note: students who have completed an associate degree (or higher) do not need to submit high school transcripts.
   - Provide official documents to Student Records office. Contact them at 704.330.6625 or email records@cpcc.edu if you need help or have questions.
   - High school diploma (or equivalency) or completed college degree required to graduate from degree and diploma programs at CPCC.
   - College transcripts are assessed for transfer credit; students with college-level English and/or math may be exempt from the respective portion(s) of the Placement Test.

☐ 6. Verify whether completion of Placement Test is needed
   - College-level English and math courses from regionally accredited colleges are evaluated by Transcript Evaluation Services when official college transcripts are received by the College. Notification of results is sent to student’s CPCC e-mail. Advisors and Counselors can provide an unofficial assessment of transcripts for advising and registration purposes.
   - Student Records evaluates high school transcripts, based on grade point average and coursework, to determine if students are exempt from the Placement Results of evaluation are viewable in student’s MyCollege account (http://mycollege2.cpcc.edu/) under the “Test Summary” link.
   - Official SAT/ACT scores and/or Advanced Placement (AP) exam scores can be submitted to the Testing & Assessment Center for consideration for Placement Test exemption (go to www.collegeboard.org to learn more about obtaining scores.) Contact Testing & Assessment at 704.330.6737 or testingcenter@cpcc.edu for results of this evaluation.

☐ 7. Prepare for and take English and/or math Placement Test (if not exempt based on Step 6)
   - Study guides and practice tests found on CPCC website
     (http://www.cpcc.edu/testing_assessment/placement-testing)
   - Appointments can be scheduled with CPCC’s Testing & Assessment Center
     (http://www.cpcc.edu/testing_assessment/placement-testing)

☐ 8. Sign up and attend New Student Orientation session
   (http://cpcc.checkappointments.com/)

☐ 9. Meet with Advisor or Counselor to receive course recommendations and address course prerequisite questions
   (http://www.cpcc.edu/ican/contact-us/meet-with-a-counselor-or-advisor)
   - Appointments and walk-ins times are provided
   - It’s helpful to bring copies of transcripts, test scores, etc. or have log-in information

☐ 10. Register for the classes your advisor recommended
   - Plan course schedule using Schedule Builder
     (https://schedule.cpcc.edu/myschedule/)
   - Sign in to Schedule Builder to save your schedule and complete registration steps

For more detailed information, visit CPCC’s “Get Started!” page (http://www.cpcc.edu/getstarted.)