

Pre-Advisement Checklist for First-Time College Students

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 (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 official high school transcript or high school equivalency scores (such as GED); submit official college transcripts if college-level work completed in high school
 - 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 is required to graduate from degree and diploma programs
 - Transcripts are assessed to determine if Placement Test is required
- 6. Verify whether completion of Placement Test is needed
 - Student Records evaluates high school transcripts, based on grade point average and coursework, to determine if students are exempt from the Placement Test. Results of evaluation are viewable in student's MyCollege account (<http://mycollege2.cpcc.edu/>) under the "Test Summary" link.
 - Alternatively, 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.
 - College-level English and math courses from a regionally accredited college 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.
- 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. Sign up and attend First Year Advising session (<http://www.cpcc.edu/ican/contact-us/meet-with-a-counselor-or-advisor>)
 - It's helpful to bring copies of transcripts, test scores, etc. or have log-in information available
- 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

For more detailed information, visit CPCC's "Get Started!" page (<http://www.cpcc.edu/getstarted.>)