

New Student Admissions Checklist



Below are the steps for enrolling at CCC&TI. For more information about the admissions process, visit cccti.edu or contact Student Services at (828) 726-2200.

□ Explore Programs

Visit our catalog online at cccti.edu to view CCC&TI's available programs. If you are unsure about your career path or which program to select on your application, schedule an appointment with a Career Counselor by calling (828) 726-2746.

□ Complete an Admissions Application

- [Apply online](#) at cccti.edu, under Admissions.
- **Students are encouraged to apply EARLY.** Apply at least three weeks prior to the start of the term in which you want to begin.
- Establish your Residency Status through the online North Carolina Residency Determination Service to receive your Residency Certification Number (RCN), which is a required field on the CCC&TI Admissions Application.
- A welcome packet will be mailed to you with your student identification number and login instructions to your student portal, [MyCCCTI](#).
- *Please note – there are additional admission requirements for [health science programs](#), [BLET](#), and [Biomedical Equipment Technology](#).*

□ Submit Official Transcripts

- Submit to the Records Office an [official transcript](#) from High School, Adult High School or high school equivalency.
- Submit [official transcripts](#) from any other colleges where you have completed coursework.
- High School and college transcripts will be evaluated to determine developmental English and math needs or exemption.

□ Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) online at fafsa.gov and include CCC&TI's school code (**004835**). Regularly check your CCC&TI student email for information and requests from the Financial Aid Office. For more information, visit cccti.edu/finaid or call **(828) 726-2713**. The target deadline to complete your FAFSA is typically 2 months before the start of the semester, so act early!

- Complete the 2018-2019 FAFSA if attending 2018 Fall and 2019 Spring and Summer semesters
- Complete the 2019-2020 FAFSA if attending 2019 Fall and 2020 Spring and Summer semesters

□ Activate Online Student Accounts – Refer to Handout



□ Register and Pay for Classes

Meet with your Advisor or support staff in Student Services to register for classes.

Summer & Fall 2019 Registration

March 27 – May 3 Summer tuition is due by May 3rd at 5 PM (Caldwell), 12 noon (Watauga).

□ Payment Options

- **Cash, check, money order, Master Card and Visa accepted or pay online through WebAdvisor account.**
- **Nelnet Payment Plan** \$25 non-refundable fee to set up. Payments drafted on the 20th of each designated month.
 - **Summer tuition** – payment plans available through May 3
 - **Fall tuition** – payment plans available through August 1

Note - Students not awarded Financial Aid by the payment deadline should utilize the Payment Plan. Failure to pay tuition and fees by the deadline will result in being dropped from classes.

□ Complete New Student Orientation

New students must complete New Student Orientation. On campus and online versions are available at cccti.edu. Click **Admissions**, then #7 – Complete [New Student Orientation](#).

□ Purchase Books and Supplies

Print a copy of your class schedule from WebAdvisor and take it to the campus Bookstore to purchase books and supplies.

□ Begin Classes

Summer semester begins Thursday, May 16th.

Fall semester begins Thursday, August 15th.

Congratulations on starting classes!

If you need help at any time, for any reason, please feel free to see a member of Student Services.

We care about your success as an individual and as a student!

Caldwell (828) 726-2200 | Watauga (828) 297-2185