Central Campus Tours for Prospective Students

The College encourages individuals and groups to visit for a tour with a guide from Outreach and Recruitment. Open tour days are Tuesday and Wednesday at 3:00 p.m. When possible, faculty will explain their instructional areas and laboratories in response to special interests indicated by participants when the tour is scheduled. Call 704.330.6040 to arrange a tour.

Admissions

Central Piedmont Community College follows an “open door” policy which welcomes all students without regard to color, creed, disability, race, national origin, or sex. Admission to the College, however, does not mean that students will be admitted immediately to a program with specified admissions requirements.

Steps in admissions vary, depending on what a student plans to accomplish at CPCC. Students are encouraged to contact the College early in order to complete the steps outlined here before the registration period begins. Questions should be directed to any CPCC campus or area center or by calling 704.330.CPCC. The College is also described through a home page on the Internet at http://www.cpc.edu.

A. Degree seeking students

Admissions

1. Complete and submit a CPCC admission form available at the Welcome Center on Central Campus, Admissions Offices at any CPCC campus or area center, by mail, in College catalogs and class schedules, and at www.cpc.edu. Indicate the program you are considering or plan to enter. (Students planning to transfer to a four-year college or university should select either the Associate in Arts, Associate in Fine Arts, or Associate in Science Degree.)

2. Apply for financial aid and scholarship consideration, if planning to do so, by filing the FAFSA (Free Application for Federal Student Aid). It is the key application necessary to receive full consideration for federal aid, state grants, most college scholarships and many other private (outside) aid programs that require demonstrated financial need, and there is absolutely no risk. Filing and applying for aid is the best way to get a full picture of your likely annual costs and the options available to meet them. (Applications are available from the Financial Aid Office and the Welcome Center on Central Campus, all CPCC campuses, area libraries and high school guidance counseling offices.)
Complete and mail the paper FAFSA or apply online at http://www.fafsa.ed.gov. The Financial Aid Office will contact you within two weeks once the electronic student aid report has been transmitted by the U.S. Department of Education’s processor.

File the FAFSA as soon as possible after January 1st of the year in which you will be entering CPCC and before the Financial Aid Office’s priority filing date. In order to provide adequate time for processing and awarding aid prior to the start of classes, priority dates are identified for each semester. If you submit your financial aid application after the priority date, be prepared to pay for tuition, fees and books. (Priority dates are: fall semester, June 1; spring semester, October 15; summer semester, March 1.)

3. Have official transcripts from each high school and college previously attended mailed to: CPCC Admissions, PO Box 35009, Charlotte, NC 28235-5009. Admission to a degree program requires proof of high school completion confirmed by an official high school transcript with a graduation date. However, students who provide an official college transcript with an associate’s degree or higher do not have to submit a high school transcript. The student’s current name and social security number should appear on each transcript. In addition, home schooled students must provide evidence of completion of a state approved home school program.

Students applying for certificate programs are not required to submit high school transcripts unless required by specific programs. However, students who decide to continue their studies and apply for a diploma or degree program should refer to the above paragraph. (Students applying for financial aid/veterans affairs benefits will need a high school transcript on file in any case.)

Students who are unable to produce official high school transcripts must present acceptable evidence of high school completion.

4. Complete and submit a request for college transcript evaluation if you have completed college level course work at another institution. Forms are available in Student Records at any campus and in this catalog.

5. Take placement tests as needed for the degree, certificate, or certificate programs you plan to enter. Appointments for placement tests are made at Admissions on all campuses or by calling 704.330.CPCC.

6. Meet with an academic advisor after testing. The advisor will provide an overview of test results, program information, an educational plan, and recommend courses for the first term at CPCC.

7. Attend a general orientation. These are held during the term, and attendance is critical to your success. Orientations provide in-depth information on College resources and requirements, program and career options as well as many useful tips to help you meet your college goals. For more information, call 704.330.5013.

B. Career/Life Planning Assistance: Students who need career/life planning assistance should do the following:

1. New students should complete admissions processing as described in steps 1-8 above and meet with an academic advisor before registering to discuss test results, program of study choices and to receive assistance in developing an educational plan that correlates with life goals and objectives.

2. Currently enrolled students who need career counseling may schedule an appointment with the career/life planning counselor by calling 704.330.6359.

C. Program changes: Students who want to change their programs need to meet with a college counselor before registration begins.

D. Non-degree students: Students wanting only to take special interest courses who do not plan to pursue a degree, diploma or certificate should:

1. Complete and submit an admissions application, available at any CPCC campus or center, in the College catalog and class schedule and online at www.cpcc.edu.

2. Meet course prerequisite requirements, if any, before registering. (Catalog course descriptions list these. English and math prerequisites can be satisfied through placement testing. Contact Admissions at any CPCC campus, or call 704.330.2722 for information.)

E. High School Completion Students: For students who plan to complete high school (grades 9-12), CPCC offers the Adult High School Program (HSD) and the Tests of General Educational Development (GED).

1. The Adult High School Diploma (HSD) Program leads to an earned diploma granted by the Charlotte/Mecklenburg Board of Education. For graduation, the board requires four units of English, three units of mathematics (including algebra and geometry), one unit of government and economics, one unit of United States history, one unit of world cultures/history, one unit of biology, one unit of physical science, one unit of earth science/ecology, five electives (including Health, Computer Literacy) and a passing score on the North Carolina Competency Test. For more information, call 704.330.6864.

2. The Tests of General Educational Development (GED) offers another opportunity for students who have not completed high school. A High School Diploma Equivalency is awarded by the North Carolina Department of Community Colleges after a student passes five individual tests in writing skills (including a written essay requirement), social studies, science, literature and arts, and mathematics. A pre-test is used to evaluate performance levels and instructional needs before testing. GED classes are available at each campus and at several off-campus locations. The off-campus classes are self-paced and allow students to progress at their own learning rates. There is no charge for pre-testing or GED classes; however, there is a $7.50 fee for final GED testing. For more information, call 704.330.6949.

F. Adult Basic Education Programs

1. Adult Basic Education (ABE) is available for students whose schooling stopped short of the ninth grade and provides instruction in basic reading and mathematics. Upon completion of the ABE program, students may enter the Adult High School Diploma Program or GED Program. There is no charge for these classes, and they are offered at numerous locations. For
H. International Students

1. Student Visas (F-1 visas): Students on F-1 visas must have a TOEFL (Test of English as a Foreign Language) score of at least 500 (or computerized test score of 173) before entering a degree or diploma program. When the TOEFL score is below 500, the student is required to take English as a Second Language (ESL) courses until retesting at CPCC establishes the required proficiency level.

Any international student (non-immigrant) who is admitted to CPCC under an F-1 student visa must purchase medical insurance prior to registration each semester.

Applications for international student enrollment at CPCC are available in the Office of International Programs and Services, Terrell, 2nd floor, 704.330.6456. A non-refundable, $35 fee will be charged for all applications.

2. Permanent resident aliens or other visa holders: Alien registration card holders and others holding certain valid work visas are admitted to the College in the same manner as native citizens of the United States. Those needing English as a Second Language are referred to the International Office, Terrell Bldg., room 224, phone 704/330.6838. (Restrictions may apply to some visa types regarding residence classification for tuition purposes.)

I. Reasonable accommodation(s): Reasonable accommodations will be made for students with disabilities who feel they need assistance and/or accommodation(s) in the admissions and enrollment process or in the educational environment or requirements of a course, program, activity, or service.

Central Piedmont Community College does not discriminate against qualified individuals with disabilities. Moreover, as required by law, the College will provide reasonable accommodation(s), based on reported disabilities, to otherwise qualified applicants for admission or students in all education programs, activities, services, and practices, including application procedures, admissions, student assignment, course assignment, the awarding of degrees, discipline, and dismissal. Educational opportunities will not be denied to an otherwise qualified applicant or student because of his or her disability or because of the need to make reasonable accommodation(s) for the physical or mental disability of such individuals.

Applicants or students with disabilities who feel they need such assistance should contact Services for Students with disABILITIES, 704.330.6621. Students may also contact the Director of Compliance, Terrell 522, 704.330.6424, if they have any questions or concerns about reasonable accommodation(s).

Registration

The College year consists of three terms. Fall and spring semesters are 16 weeks each, and summer term is 8 weeks. Though shorter, summer classes carry the same course credit as those in other terms. (See Academic Calendar.)

Students entering a degree, diploma, or certificate program should complete the admissions process prior to registration.

Returning CPCC students or new students who have completed the admissions process may register from a touch-tone phone at 704.330.6970 or online at www.cpcc.edu. Registration dates and information on telephone and web registration can be found in each CPCC class schedule. Registration services are offered at six locations: Central Campus, North Campus, Levine Campus, Southwest Campus, West Campus, and Northeast Campus.

Students are encouraged to register as early as possible to avoid the heavy traffic of final registration and to help ensure they get a schedule that meets their needs.
ADMISSIONS/CHANGE OF ADDRESS FORM

Please detach Admissions/Change of Address Form and return to: CPCC Admissions, P.O. Box 35009, Charlotte, NC 28235 or fax to: 704.330.6136

Please Print

| 1. Social Security Number                     | __________-________-________ |
|                                               | (Used for information purposes only. If you do not wish to reveal this information, please contact the admissions office at any CPCC campus for alternatives.) |
| 2. Last name                                  | ____________________________ |
| 3. First name                                 | ____________________________ |
| 4. Middle initial                             | ____________________________ |
| 5. Street number & name / Apt. No. / P.O. Box | ____________________________ |
| 6. City                                      | ____________________________ |
| 7. State                                     | ____________________________ |
| 8. Zip                                       | ____________________________ |
| 9. You are a resident of what state?          | ____________________________ |
| If North Carolina, what county?               | ____________________________ |
| 10. Home phone (_____), (_____), (_____), (_____)| ____________________________ |
| 11. Work phone (_____), (_____), (_____), (_____)| ____________________________ |
| 12. Emergency phone (_____), (_____), (_____), (_____)| ____________________________ |
| 13. E-mail address                            | ____________________________ |

PERSONAL INFORMATION

(For statistical purposes only. Data is collected voluntarily and will not be used in admissions decisions.)

| 14. Birth date: Month/Day/Year | __/___/____ |
| 15. Sex: F, M (Check one)      |               |
| 16. Ethnic group: (Check one)  |               |
| Africa American/Black (B)      |               |
| Asian American/Asian (R)       |               |
| Latino/Hispanic (S)            |               |
| Native American/Alaskan (I)    |               |
| White/Caucasian (W)            |               |
| Other (O)                     |               |
| 17. Employment status while enrolled: (Check one) |               |
| 1. Employed full-time (40 or more hrs/wk) |               |
| 2. Employed part-time (21-39 hrs/wk) |               |
| 3. Employed part-time (1-20 hrs/wk) |               |
| 4. Unemployed and seeking a job. |               |
| 5. Unemployed and not seeking a job. |               |
| 6. Retired                      |               |

CITIZENSHIP INFORMATION

18. Select the appropriate designation:
   - US Citizen
   - Non-citizen, Country of Citizenship
   - Permanent Resident Alien
     Resident Alien Card Number ____________________________
     Issue Date: Month/Day/Year __/___/____
   - Refugee
   - Non-Immigrant Alien
     Non-Immigrant Alien Visa Type: (Check one)
       - B1
       - B2
       - F1
       - H1
       - J1
       - Other (OV)

EDUCATION HISTORY

19. High school attended.
    Enter two digit code from listing:
    Enter two digit code from listing: 
    - 01 East Meck
    - 02 Garinger
    - 03 Harding
    - 04 Independence
    - 05 Myers Park
    - 06 North Meck
    - 07 Olympic
    - 08 South Meck
    - 09 W. Charlotte
    - 10 West Meck
    - 11 Providence
    - 12 Mayfield
    - 13 Wesley
    - 14 Midwood
    - 15 Zebulon Vance
    - 16 David Butler
    - 17 NW Sch. of Arts
    - 18 E.E. Waddell
    - 19 Hopewell
    - 20 Phillip O. Berry
    - 90 Mecklenburg Private:
    - 91 Other NC High School:
    - 92 Out of State:
    - 93 Out of Country:
    - 94 Other (OV)
    - 95 Unknown
    - 96 Other (OV)

20. Highest grade completed: (Including college level courses)
    - High school attended.
      Enter two digit code from listing: 
      - 01 East Meck
      - 02 Garinger
      - 03 Harding
      - 04 Independence
      - 05 Myers Park
      - 06 North Meck
      - 07 Olympic
      - 08 South Meck
      - 09 W. Charlotte
      - 10 West Meck
      - 11 Providence
      - 12 Mayfield
      - 13 Wesley
      - 14 Midwood
      - 15 Zebulon Vance
      - 16 David Butler
      - 17 NW Sch. of Arts
      - 18 E.E. Waddell
      - 19 Hopewell
      - 20 Phillip O. Berry
      - 90 Mecklenburg Private:
      - 91 Other NC High School:
      - 92 Out of State:
      - 93 Out of Country:
      - 94 Other (OV)
      - 95 Unknown
      - 96 Other (OV)

21. Last Date Attended High School: Month __/___/____

22. High School Graduate? Y, N (Check one)

23. Completed GED? Y, N (Check one)

24. Highest educational level completed: (Check one)
    - Vocational Diploma (V)
    - Bachelor’s Degree (B)
    - Associate Degree (A)
    - Master’s Degree or higher (M)

25. Schools attended: If enrolling for a degree or program, you must request that copies of your transcripts (high school included) be sent to the Admissions/Records Center. High school transcript must include date of graduation and social security number. Students who have earned an Associate or higher degree from an accredited institution should submit only college transcripts.
    Name: ____________________________
    Location: ____________________________
    Dates Attended: __/___/____ to __/___/____

26. High school track: (Check one)
    - College Prep (C)
    - College Tech Prep (T)
    - General Tech (G)
    - Other (O)

27. Have you completed with a grade of “C” or better?
    College freshman English: Y, N (Check one)
    College level mathematics: Y, N (Check one)
GOALS INFORMATION

28. What is your main reason for attending? (Check one)
   ❏ 1. Improve reading, writing, math skills
   ❏ 2. Prepare for first job/career
   ❏ 3. Prepare for different job/career
   ❏ 4. Update/improve skills for current job
   ❏ 5. Prepare for transfer to a four-year college
   ❏ 6. Personal interest/self enrichment
   ❏ 7. Other

29. Do you have difficulty with English because it is not your native language? ❏ Y ❏ N (Check one)

30. What is your main educational goal at CPCC? (Check ONE only)
   ❏ 1. Complete selected courses, don't intend to graduate
   ❏ 2. Earn a high school diploma or GED
   ❏ 3. Earn a six-month college certificate
   ❏ 4. Earn a one-year college diploma
   ❏ 5. Earn a two-year associate degree-career program
   ❏ 6. Earn a two-year associate degree-college transfer
   ❏ 7. Other
   ❏ 8. Transfer to another community college

31. I plan to begin classes: (Check one)
   ❏ Term: ❏ Fall ❏ Spring ❏ Summer Year: __ __ __ __

32. I plan to attend: (Check one) ❏ Day ❏ Evening

33. If you plan to pursue a degree at CPCC, what is your Program of Interest? (Select a number from enclosed sheet) __ __ __ __ __

RESIDENCY INFORMATION

North Carolina Law (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence for at least 12 months immediately prior to his/her classification as a resident for tuition purposes."

Domicile—One’s permanent dwelling place of indefinite duration, as distinguished from a temporary place of abode; synonymous with "legal residence."

It is the responsibility of the applicant to prove status as an in-state resident.

34. I have lived in North Carolina since:
   Month/Day/Year __ __ /__ __ /__ __ __ __

35. Have you lived in North Carolina continuously for the past twelve months? ❏ Y ❏ N (Check one)
   IF NO, what state or country? __ __ __ __ __ __ __ __ __ __
   State in which you pay income tax as a resident __ __

36. Drivers License State: __ __ Number: __ __ __ __ __ __ __ __
   Issue Date: ____________________________________
   Expiration Date: ________________________________

MILITARY/VETERANS INFORMATION

37. Are you a veteran? ❏ Y ❏ N (Check one)

38. Are you eligible for VA benefits? ❏ Y ❏ N (Check one)

39. Are you active duty military or military dependent? ❏ Y ❏ N (Check one)

40. If active duty, are you stationed in NC? ❏ Y ❏ N (Check one)

41. If active duty, is NC your Home of Record? ❏ Y ❏ N (Check one)

42. If military dependent, what is Military ID card expiration date:
   Month/Day/Year __ __ /__ __ /__ __ __ __

CERTIFICATION OF ACCURACY

I certify that the responses on this form are true and complete, and I understand that, if found otherwise, it may be cause for delay or denial of admission, loss of credit or dismissal. I agree to abide by the rules of the College.

Applicant’s Signature __________________________________________________________________________________________

Date ________________________________________

For Office Use Only

Accepted at: ____________________________ Date: __________
   __ U.S. Mail Date: __________
   __ Accepted by ____________________________

   _ In State ______ Out-of-State _____________ Initials ______
   _ Master File Created (date) ______________ Initials ______
   _ H.S. Transcript In ______________________ Initials ______
   _ College Transcript In ___________________ Initials ______
   _ Checked for Other File __________________ Initials ______

Notes
   __________________________________________
   __________________________________________
EDUCATIONAL GOALS
Choose the degree and area which most closely represents your area of interest and enter the code number in #33 of the Admissions Form.

COLLEGE TRANSFER (For those planning to transfer from CPCC to a 4-year college, the first two years of a 4-year major)

Associate in Arts (AA) Degree ......................................................... Code A10100
Examples:
Business/Accounting Education Nursing Sociology Undecided College Transfer A10100C
English Humanities Psychology Other

Associate in Science (AS) Degree ...................................................... Code A10400
Examples:
Computer Science Science Other
Engineering Pre-Med/Pre-Dentistry/Pre-Veterinary

Associate in Fine Arts (AFA) Degree ................................................ Code A10200
Art Music Dance

OTHER ASSOCIATE DEGREE PROGRAMS

Associate in Applied Science (AAS) Degree Programs
(These programs are designed for employment. However, some programs may be accepted by senior institutions toward specific degree programs. See program counselor for details.)

Accounting ................................................. A25100
Advertising and Graphic Design ............... A30100
Air Conditioning, Heating and Refrigeration Technology .............. A35100
Architectural Technology ......................... A40100
Automotive Systems Technology .................. A60160
Business Administration ............................. A60120
International Business Conc. ..................... A2512D
Marketing and Retailing Conc. ................. A2512F
Cardiovascular Technology ...................... A45170
Civil Engineering Technology ................... A40140
Computer Engineering Technology ............. A40160
Computer Programming ............................. A25130
Criminal Justice Technology ..................... A55180
Culinary Technology ................................. A55200
Dental Hygiene ............................................. A45260
Early Childhood Associate ......................... A55220
Electrical/Electronics Technology ................ A35220
Electrical Engineering Technology ............. A40180
Electronics Engineering Technology .......... A40200
Fire Protection Technology ................. A55240
Flexography Concentration .................. A3018A
Graphic Arts and Imaging Technology .......... A30180
Human Services Technology ...................... A45380
Information Systems ...................... A25260
Development Disabilities Conc. ................. A4538A
Gerontology ................................................. A4538B
Conc. in Network Admin. & Support ......... A2526D
Health Information Technology ............... A45360
Heavy Equipment & Transport Tech. .......... A60240
Horticulture Technology ......................... A15240
Hospitality Business Technology .............. A25240
Horticulture Technology ......................... A15240
Human Services Technology ...................... A45380
Information Systems ...................... A25260
Office Systems Technology ...................... A25360
Paralegal Technology ............................... A25380
Liberal Arts ................................................. A2538A
Medical Assisting ..................................... A50300
Medical Laboratory Technology ............... A45240
Medical Office Administration ................. A25310
Nursing, Associate Degree ....................... A45120
Office Systems Technology ...................... A25360
Paralegal Technology ............................... A25380
Paralegal Technology ................................ A25380
Physical Therapist Assistant .................. A45640
Physical Therapist Assistant .................. A45640
Respiratory Therapy ................................. A45720
Surveying Technology .............................. A40380
Telecommunications and Network Engineering Technology .......... A40400
Welding Technology ................................. A50420

Associate in General Education (AGE) Degree A10300
(For those not interested in a complete career-oriented program, or who do not intend to transfer to another college, or who want to take courses to meet a special personal or vocational objective.

DIPLOMA PROGRAMS

Air Conditioning, Heating and Refrigeration Technology .......... D35100
AutoBody Repair .................................. D60100
Automotive Systems Technology .............. D60160
Dental Assisting .................................. D45240
Electrical/Electronics Technology .............. D35220
Heavy Equipment & Transport Tech ............. D60240
Horticulture Technology ......................... D15240
Hotel Restaurant Management Diplomas
Hotel Management ................................. D25240-D1
Restaurant Management .......................... D25240-D2
Industrial Maintenance Technology ........... D50240
Machining Technology ............................. D50300
Medical Assisting ..................................... D45400
Medical Laboratory Technology ............... A45240
Medical Office Administration ................. A25310
Nursing, Associate Degree ....................... A45120
Office Systems Technology ...................... A25360
Paralegal Technology ............................... A25380
Paralegal Technology ................................ A25380
Physical Therapist Assistant .................. A45640
Physical Therapist Assistant ................. A45640
Respiratory Therapy ................................. A45720
Surveying Technology .............................. A40380
Telecommunications and Network Engineering Technology .......... A40400
Welding Technology ................................. A50420

Certificate Programs
In addition to the following certificate programs, CPCC offers a specific series of technical/vocational skill courses which usually can be completed in one year or less. See CPCC Catalog for details.

Basic Law Enforcement Training Cert....C55120 Cytotechnology ......................... C45220
Not eligible for financial aid.

SELF-IMPROVEMENT/SPECIAL INTEREST CLASSES ........................................ T90990

CORPORATE AND CONTINUING EDUCATION CLASSES .................................... E
Student Request for Transfer of High School or College Grades

In order to complete your admission to Central Piedmont Community College, you must request an OFFICIAL TRANSCRIPT of your grades from all previous schools attended (high school and college).

Please complete the following information and mail this form to your High School Counselor or College Registrar:

FROM: _______________________________ / _______________________________ / ________________________________
LAST FIRST MIDDLE/MAIDEN

SOCIAL SECURITY NUMBER: _________________________________ BIRTH DATE: _________________________________

ADDRESS: _____________________________________________ / _______________________ / _______ / _____________
Box/Route/Street City State Zip

I GRADUATED FROM OR ATTENDED: ____________________________________________________________________
High School/College/University

GRADUATION DATE OR DATES OF ATTENDANCE: _______________________________ / _______________________
Month Year

Number of Copies Needed:_________________ Amount Enclosed: $____________________

I certify the release of this record: ___________________________________________________________________
Signature of student

Please mail my official grade transcript to:

Director of Admissions
Central Piedmont Community College
P.O. Box 35009
Charlotte, NC 28235

Reminder: Please contact your high school or former college/university to determine their transcript fee. After you’ve contacted your former school(s), mail or present this form and transcript fee to any college/university you have attended.
Request for Transcript Evaluation Form

(Do not request an evaluation until all transcripts have arrived at CPCC)

PLEASE PRINT CLEARLY

NAME: _______________________________ / ______________________________ / ______________________________

LAST / FIRST / MIDDLE/MAIDEN

DAYTIME TELEPHONE NUMBER: ______________________________________________________

SOCIAL SECURITY NUMBER: ____________________________________ TODAY’S DATE: __________

(Student ID Number)

Please evaluate transcript(s) from the college(s)/university(ies) listed below:

1. ______________________________________________  3. ______________________________________________
2. ______________________________________________  4. ______________________________________________

PLEASE NOTE: An Admissions Form and Official Transcripts from all regionally accredited colleges/universities must be on file before an evaluation will occur. It is the responsibility of the student/applicant to provide official transcripts. Student copies will not be accepted. INTERNATIONAL TRANSCRIPTS MUST BE EVALUATED BY AN INTERNATIONAL EVALUATOR BEFORE WE WILL ACCEPT CREDITS.

Check box if you are a V.A. student ☐