Admissions Office
444 Western Boulevard  |  Jacksonville, North Carolina 28546
(910) 938-6394  |  Monday – Thursday, 8:00 a.m. - 7:30 p.m.  |  Friday, 8:00 a.m. – 5:00 p.m.

Admissions Checklist

☐ COMPLETE A RESIDENCY DETERMINATION REQUEST
All applicants (except Career and College Promise applicants) must complete a Residency Determination request to determine their tuition status (in state or out of state) prior to Admission. Complete your Residency Determination Request online at: https://ncresidency.cfnc.org/residencyInfo/

☐ APPLY FOR ADMISSION
The application for admission begins the process. Applications can be obtained by visiting the Admissions Office or at www.coastalcarolina.edu/admissions.

☐ TAKE ANY REQUIRED PLACEMENT TEST
Students may take the entire placement test only twice within a 12 month period. Note: Placement test scores are valid for 60 consecutive months from the month administered.

☐ REQUEST OFFICIAL TRANSCRIPTS
Make arrangements for official high school transcripts showing proof of graduation or High School Equivalency scores, which qualify as a high school equivalency certificate within the fifty states, to be sent to the Admissions Office. If you previously attended a college, university, or technical school Coastal requires that you submit official transcripts from those educational institutions.

☐ MEET WITH AN ACADEMIC COUNSELOR TO BE OFFICIALLY ADMITTED
All prospective students are required to meet with a counselor as the final step of the application process. The counselor will help you choose a curriculum and discuss registration options.

☐ APPLY FOR FINANCIAL AID
The College provides a number of financial assistance programs, ensuring educational opportunities for individual students. Grants, scholarships, and employment opportunities are included in such programs. Start your process by going to www.fafsa.gov. After completion, you will receive next steps from Coastal’s Financial Aid Office before eligibility can be determined.
Application Process

1. **Complete a Residency Determination Request**
   All applicants (except Career and College Promise applicants) must complete a Residency Determination request to determine their tuition status (in state or out of state) prior to Admission. Documentation may be required during this process. View the Helpful Hints Guide for Residency Classification on our web site to see what documents may be needed (http://www.coastalcarolina.edu/cms/wp-content/uploads/2017/09/Tips-for-Residency-Classification.pdf). Please have these documents on hand prior to starting your Residency Determination Application. You can complete your Residency Determination Request at: https://ncresidency.cfnc.org/residencyInfo/

2. **Complete the Application for Admission**
   Complete all the requested information, sign, and return the application to the Admissions Office in the Student Center. You may mail it, submit it in person, or complete the application on line. No application fee is required.

3. **Determine English and Mathematics Placement Requirements**
   Assessment of all applicant's competencies in English and mathematics is required for placement into college level courses. Students may not need placement if they are former Coastal students; have taken the SAT/ACT within five years; meet multiple measures for placement; have transfer credit in English or mathematics; or have recently taken a placement test at another community college.

   Applicants who meet any of the above criteria should come in to visit us at the Student Center to speak with an Academic Counselor. For applicants who are required to take placement tests, the College provides this service on a regular basis at no cost. Performance on placement tests in reading, writing, and mathematics determines initial placement into college level mathematics and English. Information about placement testing, including a study guide in reading/writing and mathematics, is available in the Admissions Office.

4. **Submit Transcripts**
   Submission of official High School or High School Equivalency transcripts is mandatory for admission to a program. Students may be accepted under a provisional status and allowed to register for classes in cases where official transcripts will arrive after the semester begins. Only official transcripts in sealed envelopes or that are emailed directly to Coastal are accepted.

   **High School Students**
   Applicants need to provide an official copy of their final high school transcripts (showing date of graduation) to Coastal Carolina Community College Admissions Office. Contact your high school if you do not have an official copy to provide. Students still in high school should make this request upon graduation. Request Onslow County high school transcripts at https://onslownc.scriborder.com/application.

   **AHS or HSE Diploma Recipients**

   **College Transfers**
   In addition to submitting an official high school transcript, students transferring into Coastal Carolina Community College should contact all previously attended colleges/universities/technical schools and request that official transcripts be forwarded directly to the Admissions Office. You can contact the Registrar's Office of your previous institutions to submit transcript requests.

   Official Transcripts from College Board showing College Level Examination Program (CLEP) and Advanced Placement (AP) scores should also be sent if applicable. Request CLEP scores at https://secure-media.collegeboard.org/digitalServices/pdf/clep/clep-transcript-request-form.pdf. Request AP scores at https://apscore.collegeboard.org/scores/#/.

   Electronic Transcripts must be submitted to: etranscripts@coastalcarolina.edu

   Printed Transcripts can be sent to:
   Coastal Carolina Community College  |  Admissions Office  |  444 Western Boulevard  |  Jacksonville, NC 28546  |  (910) 938-6394

   To check on the status of your transcripts you can call: (910) 938-6255

5. **Meet with an Academic Counselor to be Officially Admitted**
   Visit the Admissions Office and meet with an Academic Counselor to be either provisionally or fully admitted. The counselor will assist in planning a program of study and help with class registration.
Coastal Carolina Community College
Programs of Study

Coastal Carolina Community College awards associate degrees in arts, science, engineering, art, theatre, and music for students who plan to transfer to a four-year college or university after completing a full two-year program of study. Associate degrees in applied science are for students who plan to enter the workforce upon graduation. Coastal offers the following programs of study:

### College to University Programs — Lead to the completion of a four year degree from a College or University

- Associate in Arts
- Associate in Science
- Associate in Engineering
- Associate in Fine Arts in Music
- Associate in Fine Arts in Theatre
- Associate in Fine Arts in Visual Arts

### College to Career Programs — Lead to the completion of an Associate in Applied Science Degree, Diploma, or Certificate

#### Business Technology
- Accounting
- Business Administration Entrepreneurship
- Financial Services
- Medical Office Administration
- Office Administration
- Paralegal Technology

#### Construction Technology
- Air Conditioning, Heating & Refrigeration Technology *
- Electrical Systems Technology *

#### Engineering Technology
- Architectural Technology *
- Electronics Engineering Technology *

#### Health Sciences
- Dental Sciences:
  - Dental Assisting *
  - Dental Hygiene *
- Emergency Medical Science *
- Health and Fitness Science
- Medical Laboratory Technology *
- Nursing:
  - Associate Degree (Registered Nurse) *
  - Practical Nurse (Licensed Practical Nurse) *
- Surgical Technology *

#### Industrial Technology
- Welding Technology *

#### Public Service Technology
- Cosmetology *
- Culinary Arts *
- Early Childhood Education
- Hospitality Management *
- Manicuring/Nail Technology *

#### Transportation Systems Technology
- Automotive Systems Technology *
- Collision Repair and Refinishing Technology *
- Diesel/Heavy Equipment Technology *

#### Public Safety Technology
- Basic Law Enforcement Training (must be 21 years old) *
- Criminal Justice Technology
- Criminal Justice Technology - Forensic Science
- Emergency Management
- Fire Protection Technology

#### Computer Technology
- Information Technology - Information Systems
- Information Technology - Computer Programming
- Information Technology - Network Management
- Information Technology - Web Administration & Design

New degree and certificate programs are being added all the time. Visit us online at [www.coastalcarolina.edu](http://www.coastalcarolina.edu) for an updated list of program offerings.

*Limited enrollment programs have additional admission requirements and deadlines.*
Coastal Carolina Community College Application

Please print or type. Answer all questions.


☐ New student application  ☐ Re-admission application

Section I. Personal Information

1) Name

last  first  middle  last name at birth (if different)

(2) Social security number

Providing your Social Security Number will enable Coastal Carolina Community College to uniquely identify your records. Additionally, if you are applying for financial aid, you are required by the federal government to provide your Social Security Number. Your Social Security Number is also needed to permit Coastal Carolina Community College to file certain tax information returns with the Internal Revenue Service and furnish a statement to you about your tuition. The information contained on the statement will help to determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim and education credit to reduce federal income tax. You can be assured that Coastal Carolina Community College has appropriate measures in place to protect the confidentiality of student's records and application materials.

(3) Local mailing address

street  city  state  zip

(4) Home telephone  Cell Phone  ☐ I give the College permission to send me text message notifications.

(5) E-mail address (optional)

(6) Gender

☐ female  ☐ male

(7) Date of birth

(8) Employment status (choose one)

☐ retired  ☐ unemployed - not seeking employment  ☐ unemployed - seeking employment

Hours per week

☐ employed 1-10  ☐ employed 11-20  ☐ employed 21-39  ☐ employed 40 or more

(9) U.S. citizen

☐ yes  ☐ no  If no, country of citizenship _________________________________ please complete #10 below

(10) Visa status

☐ permanent resident alien  ☐ student visa  ☐ other visa  visa expiration date

(11a) Ethnicity

☐ Hispanic or Latino

(11b) Race (If Non-Hispanic) (check all that apply)

☐ American Indian or Alaska Native  ☐ Asian  ☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander  ☐ White

RCN# ________
Section II. Academic Program/Date of Entrance

Indicate below the academic program to which you wish to be admitted. Academic programs are listed on page 3. Please note that there are application deadlines for some academic programs.

(12) Academic program of study (see page 3)

(13) Entry term (choose one)  □ fall (August-December)  □ spring (January-May)  □ summer (May-August)  calendar year 20____

(14) Long-term goals  □ obtain degree, diploma, certificate  □ enhance job skills for current field of work
□ enhance job skills for new line of work  □ take courses to transfer  □ take courses for personal interest

Section III. Academic History  (Final/official transcripts required) Give complete answers to ALL items.

(15) Did you, or will you graduate from high school?  □ Yes  □ No (If no, please proceed to question 19)

(17) High school  □ public  □ private  □ home school

name  city  county  state/country

(18) Graduated  month __________ year __________  Will Graduate  month __________ year __________

(19) If you did not graduate from high school, did you receive an Adult High School Diploma/High School Equivalency Diploma/GED?
□ Yes  Date Issued  month __________ year __________ (Please submit official transcripts)
County and State Where Issued (required)
□ High School Equivalency/GED  □ Adult High School
□ No

(20) List all colleges you have attended or are currently attending. Attach list on a separate sheet if necessary.

College/University  City/State  Attended From  To  Degree Received

(21) Highest Degree Earned
□ Adult High School Diploma/High School Equivalency Diploma/GED  □ High School Diploma
□ Vocational Diploma  □ Associate Degree  □ Bachelors Degree  □ Masters Degree or Higher

Failure to furnish full information may jeopardize academic program classification, eligibility for graduation, and/or financial aid awards/VA benefits.
Section VI. Active Duty Military and Active Duty Military Dependents Information

This section should be completed by all active duty military personnel and all dependents of active duty personnel regardless of legal residency.

(26) Active duty military status

Are you currently active duty military?  [ ] yes  [ ] no  (If yes, complete Part A only)

Are you currently a dependent of active duty military personnel stationed in NC?  [ ] yes  [ ] no  (If yes, complete Part B only)

Complete the section that is applicable. Give complete answers to ALL items.

Part A - Active Duty Military

(27) Anticipated active duty separation date (required)  

State of residence as indicated on your LES  

mm/dd/yy

(28) Your branch of service  

[ ] Air Force  [ ] Army  [ ] Coast Guard  [ ] Marine Corps  [ ] Navy

(29) Name and location of your unit

Part B - Active Duty Military Dependents

(30) What is your relationship to your sponsor?  

[ ] spouse  [ ] child  [ ] other (specify)

(31) Do you live with your sponsor?  

[ ] yes  [ ] no

(32) Your sponsor's name

last  first  middle  last name at birth

(33) Your sponsor's anticipated active duty separation date (required)  

State of residence as indicated on your sponsor's LES  

mm/dd/yy

(34) Your sponsor's branch of service  

[ ] Air Force  [ ] Army  [ ] Coast Guard  [ ] Marine Corps  [ ] Navy

(35) Name and location of unit
Section VII. In Case of Emergency *(all applicants must complete)*

<table>
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<tr>
<th>(36) Person to contact</th>
<th>Name</th>
<th>Relationship to the applicant</th>
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<tr>
<th>(37) Address</th>
<th>(38) Telephone</th>
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*Coastal reserves the right to offer transport to the nearest medical facility in the event of an emergency.*

Section VIII. Criminal Record

| (39) Have you been convicted of a felony or misdemeanor? If yes, please explain. |
|-----|-----|
| ☐ yes | ☐ no |

Section IX. Selective Service Registration

| (40) If you are a male and are required to register with Selective Service, have you done so? |
|-----|-----|
| ☐ yes | ☐ no |

Section X. Request for Accommodations

Coastal attempts to comply with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If you have a disability and wish to request an accommodation, contact the Admissions Office and ask for the ADA Coordinator. If an accommodation is not requested in advance, so as to provide the college sufficient and adequate time to meet your needs, we cannot guarantee the availability of a reasonable accommodation when you need it.

This form is an application for admission, not a guarantee of admission.

I certify that all the information given on this application is correct to the best of my knowledge, pursuant to reasonable inquiry where needed, and I am aware that any knowing falsification herein may result in disciplinary action including denial of admission or dismissal after admission. Coastal reserves the right to require documentation of information contained on, or changes made to, this application.

<table>
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<tr>
<th>(41) Signature of applicant</th>
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<th>(42) Date</th>
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<th>(43) Signature of parent or guardian <em>(if applicant is under 18)</em></th>
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<tr>
<th>(44) Date</th>
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