

Enrollment Checklist *What you'll need to complete before starting classes...*

Apply

- Apply for Admission online - www.cccnj.edu (click Admissions tab).
- If seeking financial assistance, you may apply for financial aid online at fafsa.ed.gov.
 - CCC's Federal/Title IV School Code: 002601.
 - Submit all financial aid requirements by the **priority deadline (June 1st)** to ensure your award is processed by payment deadline.
 - Be sure to follow up and submit all financial aid documentation to the Financial Aid office prior to the CCC payment due date.

Submit

- Submit official sealed high school/college transcripts.
 - **First time college students:** Submit your official high school transcript showing your date of graduation from high school or your official GED transcript/scores.
 - **Transfer students:** Submit official transcripts from all colleges ever attended. You will also need to submit your official final high school transcript or official GED transcript/scores.

IMPORTANT

High school/college transcripts must be received and evaluated prior to starting classes in order to receive a financial aid award.

- Submit your immunization record to the Admissions office.

Log-In

- Log-in to your WebAdvisor Portal account via CCC website.
 - You must be admitted to CCC before creating your WebAdvisor Portal account. Your Portal account will be available 5-7 business days after you submit your application.
 - WebAdvisor is your personal Portal page that connects you to many resources that you will need as a student at CCC. Via your Portal account you will be able to obtain very important information regarding registration, billing, financial aid, and course selection and planning, etc.
- Log-in to your CCC Gmail account via your Portal.
 - CCC's primary method of communication is via your personal CCC student Gmail. Be sure to set up your Gmail and check it regularly. User name information and passwords are noted in your letter of acceptance from CCC.

Please see attached information sheet with specific log-in instructions.

Take

- Accuplacer Exam: Drop-in sessions are available for the placement test. Visit the CCC website for information regarding the Accuplacer Exam, test preparation, or for information regarding placement test exemptions.
 - (Click the tab Future Student, then scroll to Accuplacer Testing).

Attend

- Attendance at a New Student Orientation (NSO) is required for all new incoming students and optional for transfer students with 9 or more transfer credits completed at another institution. The NSO schedule is available online beginning May 1 for Summer and Fall students and December 1 for students wishing to begin in Spring. To register for your NSO, please visit our website during the appropriate times indicated and click the NSO link.
 - Please be sure that your WebAdvisor Portal Account and your CCC Gmail are set up prior to attending the NSO.
 - During the NSO, you will learn about career options, campus resources, and review features of your WebAdvisor Portal account. You will also meet with an advisor to discuss your program requirements and schedule classes

Register

- Register for classes via your WebAdvisor Portal account.
 - New students may register after attending an NSO
 - Returning and transfer students may visit the Advisement Center for registration assistance
- Pay tuition - **Payment due date for Fall is first Tuesday of August and for Spring, first Tuesday of January.**
 - You may pay in-person or online.
 - You may pay with your financial aid award.
 - If awarded, your authorized financial aid will be applied directly to your account balance. You are responsible for any remaining balance.
- Be sure to review and print your schedule for future reference.

Visit

- Visit the Fitness Center to receive your CCC Student ID card.
 - You will need your course schedule and another form of picture ID.
- Visit the campus Barnes & Noble bookstore to purchase your books.
 - You will need your CCC Student ID card and a copy of your course schedule to purchase your books.
 - If you are eligible for financial aid or any other scholarship(s), your book purchases may be covered in full or partially. You are responsible for any remaining balance.
- Visit the Security desk to receive your parking decal.
 - You will need your CCC Student ID card.

Go

- You're ready! Be sure to follow your schedule and show up for your classes! Learning begins day one.
 - You are required to attend the first day that each class meets or you may be dropped from your class(es) and will be responsible for the cost of the class(es).

*Questions? Visit our website at cccnj.edu or
contact our Call Center
at 856/691-8600, ext. 1336*