Enrollment Steps for CMS

These steps are for students who want to remain at their high school and take college courses via Career & College Promise dual enrollment.

1. Attend a Career & College Promise Information Session

Before you begin the process of enrolling in Career & College Promise, parents and students are strongly encouraged, but not required, to attend an [info session](https://www.cpcc.edu/events/dual-enrollment-information-session)for a comprehensive overview of the program.

2. Complete Career & College Promise Application

All students are required to submit a special [Career & College Promise application](https://docs.google.com/forms/d/e/1FAIpQLSf-bZn9p0fMNbE6XNoyY1ETrRnhbvLD3bM6Fw8XN3Bcbr_5Yw/viewform?usp=sf_link). Once we have processed your application, you will receive an admissions letter by email from the email address ccp@cpcc.edu. This letter will include your student ID number, which you will need when creating your Central Piedmont login. If you do not receive an email with your student ID within three business days of submitting your Career & College Promise application, please check your junk or spam email folder. If it is not there, please email ccp@cpcc.edu inquiring about the status of your application.

3. Request High School Transcripts

To submit a copy of your most recent high school transcripts to Central Piedmont, you will need to create a CFNC username/password:

* + Go to [CFNC.org](http://www.cfnc.org/).
	+ Hover on "Apply."
	+ Click "To College."
	+ Click "Application Hub"
	+ Click "Request a Transcript."
	+ Complete the fields accurately.
	+ Enter Central Piedmont Community College in the "Search Campuses" field.
	+ Click "Request My Transcript" in the "Selected Schools" field.

4. Meet with your High School Liaison

CMS students must meet with your school's Career Development Coordinator (CDC) or Career and College Promise Liaison to determine your eligibility for participation in Career & College Promise. The Career Development Coordinator or Guidance Counselor will notify Central Piedmont of your eligibility and assist you in selecting your pathway. CMS students must see their Career Development Coordinator prior to enrolling in Career & College Promise for any subsequent semesters to confirm that they want to continue on their current pathway or to switch pathways. Be aware that each school may have their own additional participation guidelines as well.

5. Create Your Central Piedmont Login and Activate Your Email

You will use the Central Piedmont ID number that was assigned to you to [create a Central Piedmont login](https://secure2.cpcc.edu/cpcclogin/). You will be assigned a username and must create a password to complete your login. This login is required to access your personal information such as registration, bills, academic records, and student email account. It is also required to log on to the computers at any Central Piedmont campus.

Wait 24 hours after creating your Central Piedmont login and then [activate your Central Piedmont email address](https://mail.google.com/a/email.cpcc.edu). Central Piedmont provides an official student email account to every student. Your Central Piedmont login is also your Central Piedmont email. This Central Piedmont email is our official means of communicating with students, the Cashiering Office, instructors, advisors, and for campus alerts. Check your Central Piedmont student email every day.

6. Attend CCP Checkpoint - It is **MANDATORY** that new students complete CCP Checkpoint, and then take the Checkpoint quiz so that you get credit for completion. You can register to attend an in-person session (currently being offered via WebEx) where you will be able to ask questions of a CCP coordinator and will also receive academic advising. You may also opt to view the presentation online and complete the quiz. You are responsible for the information covered. You may refer back to the presentation at any time, but you only need to complete this and the quiz once. Failure of first time students to complete this will result in you being dropped from classes. You may access registration on [our website](https://www.cpcc.edu/programs/dual-enrollment) under the enrollment steps.

7. Take Central Piedmont Placement Tests (if needed)

If you do not have a 2.8 GPA and you do not meet the minimum qualifications on a test you have already taken, you will need the Central Piedmont Placement test. You can take the test by appointment only on any of our six campuses at no charge. You are encouraged to review the practice test on the website to study and prepare for the test.

* + [benchmark placement test scores (PDF)](https://www.cpcc.edu/sites/default/files/2019-09/career-and-college-promise-benchmark-scores.pdf)
	+ [schedule placement testing](https://www.cpcc.edu/admissions/testing-and-assessment/placement-testing)

8. Register for Classes

Once processed, you will receive an email to your Central Piedmont student email account, after which you may register for classes online using Student Planning in [MyCollege.](https://mycollege.cpcc.edu/) You may only register for courses from your approved pathway; otherwise, you will be considered out of pathway and will be dropped from the course(s).

* + [tutorial video: how to register using MyCollege](https://centralpiedmont.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=32b610da-a9e5-41cf-91c0-aa4800c87fdb)

Notes about Registration

* Online Classes: You must first complete the [Online Learning Introduction](https://www.cpcc.edu/admissions/online-learning/online-learning-introduction) before you can register for your first online class.
* Granted Petitions: First priority for classes with granted petitions are for the group/cohort indicated. Some classes may allow other students in once their students are registered, but others may not. You can see granted petition information under additional information in the course description. You may email the contact listed to request permission for registration and if no contact is given, you may email the instructor.

9. Check and Pay College Fees (Summer Semester Only)

CMS students are responsible for student fees during the summer semesters. Student fees must be paid before the first day of the semester to prevent being dropped from courses. Check your balance and pay your bill through your MyCollege account. Fees are non-refundable once the semester starts. For questions about the fee structure, please contact the Sponsored Programs office at 704.330.4262.

10. Pick Up Your Parking Permit

11. Pick Up Your Student ID (All Students)

Your Central Piedmont student ID serves as your library card and may be used in the community for a variety of discounts. Even if you are only taking online classes, you need a student ID. You will need to bring a photo ID in order to obtain a student ID card.

12. Get Books and Supplies (All Students)