

Richmond

COMMUNITY COLLEGE

P. O. Box 1189 * 1042 West Hamlet Ave * Hamlet, NC 28345

Application for Admission

APPLICATION PROCEDURES:

- Complete and sign the admission application including residency statement and submit to the Admissions Office in Student Services.
- Have official copies of high school and/or post-secondary institution transcripts mailed to the Admissions Office at PO Box 1189, Hamlet, NC 28345. An official transcript of high school graduation or recognized equivalent is mandatory prior to acceptance to any degree, diploma, or certificate program at RCC. Applicants with an Associate or higher degree from a regionally accredited institution are exempt from providing a high school transcript.
- All applicants must take the college placement assessment, or have approved SAT scores, or have an Associate's degree or higher (from a regionally accredited institution) to meet placement standards. **If you need to take the college placement assessment, please call 910-410-1730 to schedule an appointment.**

IMPORTANT INFORMATION:

- Information provided on the admission application is used solely for our computer data base. If any of the information changes, you must notify the Admissions Office immediately to submit a request for updated student data.
- Information on race and sex is requested for data-gathering purposes only. Social Security number is requested but is not used as any kind of identifier for the student. RCC has taken measures to assist in the prevention of identity theft of its students and employees.
- Directory information may be used for directory purposes unless you request this information to be protected by contacting the Registrar's Office (910) 410-1737.
- Students requesting assistance due to a disability should contact the Special Populations Coordinator at (910) 410-1728 or the VP for Student Services at (910) 410-1722.

FINANCIAL AID AND VETERANS BENEFITS:

- If you wish to apply for financial aid you will need to complete a FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov. Contact the Financial Aid Office for assistance at (910) 410-1726.
- Students eligible for veteran's benefits should contact the Veterans Office at (910) 410-1721. Benefit approval can take up to 12 weeks.

OUT OF STATE AND INTERNATIONAL STUDENTS

- Student residency status must be established by completing a Residency Form obtained from the VP for Student Services.
- International students must have an approved Visa status and are required to be established in the SEVIS system. Other requirements for international students may be found in the college catalog.

PAYMENT OF TUITION AND FEES

- Students are responsible for the timely payment of tuition, fees, and fines. Students who complete a schedule and request it to be entered in the computer system are responsible for dropping classes should they decide not to attend classes. Students must complete a drop form and submit it to the Registrar's Office. **Failure to do so will result in a 25% penalty of your monies paid, including Financial Aid awarded, to the college.** Any monies owed the college must be paid before transcripts are issued or a student may enroll in a future semester. Students receiving financial aid will be penalized from receiving future awards until the debt is paid.
- Students cannot attend a class for which tuition and fees have not been paid.

Richmond

COMMUNITY COLLEGE

PROGRAMS OFFERED: Please place the code from the list below on the application in the Program Code area.

Associate in Applied Science

College Transfer Code

Title

<u>Code</u>	<u>Title</u>
A25100	Accounting
A35100	Air Cond., Heating & Refrigeration Technology
A45110	Associate Degree Nursing
A25120	Business Administration
A40160	Computer Engineering Technology
A25260N	Computer Information Technology
A55180	Criminal Justice Technology
A55220	Early Childhood Education
A40200	Electronics Engineering Technology
A50510	Electric Utility Substation & Relay Technology
A55280	General Occupational Technology
A25170	Global Logistics Technology
A45360	Health Information Technology
A25510	Healthcare Business Informatics
A25200	Healthcare Management Technology
A45380	Human Services Technology
A50240	Industrial Systems Technology
A40320	Mechanical Engineering Technology
A45400	Medical Assisting
A55440	School-Age Education

Certificates

C25100A	Accounting
C25100B*	Accounting/Bookkeeper
C35100C	AHRT/Air Conditioning
C35100H	AHRT/Heating
C25120	Business Administration
C25260	Computer Information Technology
C50210	Computer-Integrated Machining
C55180C	Criminal Justice Tech./Corrections
C55180L	Criminal Justice Tech./Law Enforcement
C25490*	Entrepreneurship
C55220	Early Childhood Education
C35220	Electrical/Electronics Technology
C25200	Healthcare Management Technology
C45380Y	Human Services Tech./At-Risk Youth Technician
C45380G	Human Services Tech./Gerontology
C50240	Industrial Systems Technology

C55290	Infant/Toddler Care
C55430*	Lateral Entry

College Transfer

<u>Code</u>	<u>Title</u>
A10100AH	Agriculture Business and Horticulture
A10100AC	Animal and Crop Science
A10100	Associate in Arts
A10100T	Associate in Arts-Teacher Educ.
A10300	Associate in General Education
A10300N	Associate in Gen.Ed.-Nursing
A10400	Associate in Science
A10400P	Associate in Science/Poultry Science

Diploma

D35100	Air Cond., Heating & Refrigeration Technology
D25260	Computer Information Technology
D50210	Computer-Integrated Machining
D55180	Criminal Justice Technology
D55220	Early Childhood Education/Special Education
D35220	Electrical/Electronics Technology
D50240	Industrial Systems Technology
D40320	Mechanical Engineering Technology
D45660	Practical Nursing
D50420	Welding Technology

Certificates

C40320	Mech. Eng. Tech./Computer-Aided Drafting
C45400	Medical Assisting
C45480	Nursing Assistant
C25370	Office Administration
C50430	Welding Technology

*Certificates are not to be used for Career and College Promise students.

Special Status

T90990	Special Credit
Career and College Promise (by permission only)	

Please remove this sheet and keep for your information.

Richmond Community College is an equal opportunity institution. As such, it does not discriminate on the basis of race, color, gender, creed, sexual orientation, national origin, or disabilities in the administration of any of its policies. Revised 5/28/2012

INSTRUCTIONS:

- Type or print in ink, respond to **all** questions completely.
- Use your legal name and return completed application to a counselor or the Admissions Office.

Last Name _____ First Name _____ Middle/Maiden Name _____

Address _____ City, State, Zip _____

Phone Number: Home _____ Business _____ Cell _____

Social Security Number _____ Date of Birth _____ Gender F M

Email Address _____

Start Year and Semester 20__ Fall Spring Summer Program Code _____
(See back of cover page for code)

- Student Status Freshman Transfer Student Returning to RCC Full-time Part-time
- Education Goal Obtain an Associate Degree, Diploma or Certificate
 Enhance employment skills for a new field of work
 Enhance job skills in present field of work
 Take courses to transfer to another college
 Take courses for personal enrichment

Are you a US citizen? Yes No or Permanent Resident Alien Refugee Non-US Citizen

If no, Country of Citizenship _____

Resident Alien Card Number _____ Issue Date _____ Expiration _____

Non Immigrant Visa Type _____ Issue Date _____ Expiration _____

Residency *North Carolina Law requires that every student must meet established residency requirements for 12 months prior to enrollment.* It is the responsibility of the applicant to prove status as an in-state resident.

Are you a North Carolina Resident? Yes No If yes, County of residence _____

Have you lived in NC continuously for the past 12 months? Yes No

Date you most recently established NC residency _____ Previous State of residency _____

Military Information Branch of Service: _____ I am active military I am a veteran
I am a reservist I am a dependent Not Applicable

Resident: I have been a legal resident of NC, or (if under 18) my parents have been legal residents of NC for the 12 months immediately preceding the date on which I plan to enroll at RCC.

Signature _____ Date _____

Non-Resident: I have not been a legal resident of NC for the twelve months immediately preceding the date I plan to enroll at RCC. I am a resident of _____.

Signature _____ Date _____

Richmond

COMMUNITY COLLEGE

Educational History

High School Status Currently enrolled -- Are you requesting dual enrollment Yes No *
 High School Graduate
 Certificate of Attendance
 GED Graduate
 Adult High School Diploma
 Did Not Graduate *

*Students Requesting Dual Enrollment or
Students who did not graduate MUST (circle)
Highest Grade completed 9 10 11 12

College Status No College Degree Bachelor's Degree
 Associate Degree Master's Degree or higher

High School Attended/Location _____

Dates Attended _____ to _____ Graduation Date/last date attended _____

High School Track of Study College Prep College/Tech Prep General Prep Tech/Prep Unknown

School Granting GED/Adult High School Diploma _____

State _____ Date Completed _____

Other Colleges/Universities Attended

College _____ City/State _____ Date Attended _____

College _____ City/State _____ Date Attended _____

College _____ City/State _____ Date Attended _____

College _____ City/State _____ Date Attended _____

Employment Status Full-Time Part-time

- or -

Unemployed: Seeking Not Seeking Retired

Layoff Plant Closure Employer _____

Date of Unemployment _____

Emergency Contact Information

In case of emergency, please notify:

Name _____ Relationship _____ Contact Number _____

In case of emergency, a physician and/or ambulance may be called at the student's expense to provide medical services.

I hereby certify that the information I have given is true to the best of my knowledge. I further understand that falsification or failure to supply the correct information may be considered grounds for rejection or dismissal.

Applicant Signature _____ Date _____

I understand that if I register for class(es), I am responsible for dropping the class(es) should I decide not to attend. In order to do so, I must complete a drop form and submit it to the Registrar's Office. Failure to do so before the first day of classes will result in a **25%** (of tuition for registered classes) **penalty**. Any monies owed to RCC must be paid before transcripts are issued or, to enroll in future semesters. I may also be penalized from receiving future financial aid awards until the debt is paid.

Applicant Signature _____ Date _____

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