Application for Admission
(Please keep this top sheet for your records)

APPLICATION PROCEDURES:

 Written below are instructions for completing the Admission application and information regarding Admission procedures for incoming students.   Please contact the Admissions Office at 910-410-1736 if you have questions or need assistance completing your application.

· Complete and sign the admission application including residency statement and submit to the Admissions Office in Student Services. After you submit your application, you should receive a letter indicating receipt of your application. You should follow the steps in this letter to complete the admissions process. Please keep for your records.

· 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 degree 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.

· Meet with a counselor after taking the Accuplacer Test.   If the Accuplacer Test was not necessary for any of the above reasons, you will still need to contact a counselor. You may do so in person (Student Services Center, Lee Building, Main Campus) or by phone (910-410-1730).

· Students requesting assistance due to a disability should contact the **Disabilities Services Counselor, Debbie Spurlin, at 910-410-1867 or dbspurlin@richmondcc.edu** before taking the Placement Test

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Although a Social Security Number is not required, without it, entry of your application will be delayed. In addition, Social Security Numbers are required for financial aid processing. Please be advised that applications submitted without a social security number will require additional processing. If you choose not to disclose your SSN, entry of your application will be delayed. In addition, you should be aware that for some purposes (such as IRS tax credits or deductions, entry to health science programs, Federal Financial Aid) social security numbers are required.

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) 410-1735.

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.

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

Associate in Applied Science

Code	Title
A25100	Accounting
A35100	Air Cond., Heating & Refrigeration Technology
A45110	Associate Degree Nursing
A25120	Business Administration
A40160	Computer Engineering Technology
A25260	Computer Information Technology
A55180	Criminal Justice Technology
A55220	Early Childhood Education
A40200	Electronics Engineering Technology
A50510	Electric Utility Substation & Relay 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
A40350	Mechatronics Engineering Technology
A45400	Medical Assisting
A25370	Office Administration
A55440	School-Age Education

College Transfer

Code	Title
A10100	Associate in Arts
A10400	Associate in Science

Transfer Degree Pathways

Poultry Science
Agricultural Science
Pre-Pharmacy Pathway
(For all RCC College Transfer Pathways please visit our website at www.richmondcc.edu)

Diploma

Code	Title
D35100	Air Cond., Heating & Refrigeration Technology
D25260	Computer Information Technology
D50210	Computer-Integrated Machining
D55180	Criminal Justice Technology
D45300	Dialysis Technology
D55220	Early Childhood Education/Special Education
D35130	Electrical Systems Technology
D50240	Industrial Systems Technology
D40320	Mechanical Engineering Technology
D45660	Practical Nursing
D45970	Therapeutic and Diagnostic Services: Nursing Assistant
D50420	Welding Technology

Certificates

Code	Title
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
C35130	Electrical Systems 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
C40320	Mech. Eng. Tech./Computer-Aided Drafting
C45400	Medical Assisting
C45480	Nursing Assistant
C25370	Office Administration
C45970	Therapeutic and Diagnostic Services: Nursing Assistant
C50420	Welding Technology

Special Status

T90990	Special Credit

Career and College Promise (High School students and with approval only)

<mark>Please remove this sheet and keep for your information.</mark>

INSTRUCTIONS:
· Please type or print legibly, in ink, and 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 _____ Gender ☐ F ☐ M Date of Birth _____

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

Out of State (For On-line Classes Only) Prior authorization may be required from your State of residence. You will be notified by Richmond Community College if this applies to you.

Education Goal ☐ Obtain an Associate Degree, Diploma or Certificate
☐ Take courses to transfer to another College/University -**Please specify**_____
☐ Enhance employment skills for a new field of work
☐ Enhance job skills in present field of work
☐ 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 _____

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Educational History

High School Status   ☐ Currently enrolled -- Are you requesting Career & College Promise Pathway ☐ Yes ☐ No *
     ☐ High School Graduate
     ☐ Certificate of Attendance
     ☐ GED Graduate
     ☐ Adult High School Diploma
     ☐ Did Not Graduate *

> *Students Requesting Career &College Promise Pathways 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 (Please request official transcript if you would like it reviewed for transfer credit)
Foreign college or university transcripts will have to be translated into English as well as having a course-by-course evaluation done before the Registrar's office can evaluate these for applicable transfer credit. Students must contact an official foreign transcript evaluation service to request a course-by-course evaluation. There are fees involved with these services and you must contact them for more information.

College _____ City/State_____ Date Attended _____

College _____ City/State_____ Date Attended _____

College _____ City/State_____ Date Attended _____

College _____ City/State_____ Date Attended _____

Current 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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