

New Student Admissions Checklist

INCOMING TRANSFER STUDENTS

STEP 1

Complete a form to verify residency status through the Residency Determination Service (RDS).

For more information about RDS and to complete Residency Determination, applicants should visit the following link: *Residency Information* <https://ncresidency.cfnc.org/residencyInfo/>

(If you already have an RDS Number, you can use that same number for your PCC Application.)

Complete online application at www.pittcc.edu. Click 'Apply Now'.

Once your application is processed, you will receive a welcome letter from PCC with further information. Please note that this letter will be sent to the address listed on the application. If more than two weeks have passed, you can check on the status of your application by emailing pittadm@email.pittcc.edu.



COMPLETE

STEP 2

Submit an official high school transcript or high school equivalency scores.

High school transcripts can be submitted through your CFNC account, by working with your high school counselor or county school board.

You can request your GED transcript from <https://ged.com/>.

Submit official transcripts from each post-secondary institution attended.

Transcripts are necessary if transfer credit is to be awarded and/or for students to meet necessary course prerequisites.

Submit transcripts one of three ways:

1. Mail to: Office of the Registrar
P.O. Drawer 7007
Greenville, NC 27835 or
2. Fax to: 252-321-4209 or Email to: transcripts@email.pittcc.edu
3. For additional questions call 252-493-7232



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STEP 3

Complete a FAFSA (Free Application for Federal Student Aid) form.

The fastest method of completing a FAFSA is online. Online FAFSA can be found at the following link: *FAFSA* <https://fafsa.ed.gov/>

In section H of the FAFSA, please list Pitt Community College and the Title IV Code 004062. You will need to use information from your federal income tax form.

A helpful FAFSA tutorial can be found at the following link: *FAFSA Tutorial* <https://www.finaid.ucsb.edu/fafsasimplification>



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STEP 4

Make an appointment to meet with an Admissions Counselor.

To schedule an appointment with an Admissions Counselor, click [HERE](https://myportal.pittcc.edu/studentresources/StudentForms/Pages/SuccessCounseling.aspx). <https://myportal.pittcc.edu/studentresources/StudentForms/Pages/SuccessCounseling.aspx>

Admissions counselors will also meet with a student via phone, email, or virtual meeting. Students can call [252-493-7245](tel:252-493-7245) or email pccounseling@email.pittcc.edu to schedule a non face-to-face meeting.

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STEP 5

Schedule a placement test. *(Placement Testing may not be needed for transfer students)*

Admissions Counselors can assist with determining if you need to take a placement test. Placement tests are scheduled by appointment only. Students can schedule a placement test using the following link: [Schedule a Placement Test](https://pittcc.edu/admissions/placement-testing/). <https://pittcc.edu/admissions/placement-testing/>

Schedule your Placement Test one of three ways:

Call [252-493-7561](tel:252-493-7561) OR Email pcctesting@my.pittcc.edu OR Schedule a placement test at <https://www2.registerblast.com/pittcc/Exam/List>

Placement Testing is located in the Warren building, Room 2402.

*Photo ID will be required.

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STEP 6

Attend a New Student Orientation (NSO) session.

NSO is mandatory for students who are new to Pitt Community College. To learn more about NSO and to register for a session, please use the following link: [NSO Registration](https://pittcc.edu/admissions/student-orientation/orientation-registration/). <https://pittcc.edu/admissions/student-orientation/orientation-registration/>

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Most students will be ready to register for classes after attending NSO. NSO can be completed in a traditional face-to-face format or online.

Welcome to Pitt Community College!



www.pittcc.edu