

New Student Admissions Checklist

VISITING 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.

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

If needed, submit or request Placement Test scores.

Submit official transcripts from each post-secondary institution attended.

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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

COMPLETE

STEP 3

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 can also meet with a student via phone, email, or virtual meeting. Students can call 252-493-7245 or email pccounseling@email.pittcc.edu to schedule a non face-to-face meeting.

COMPLETE

STEP 4

Register for Classes

Visiting students can register for classes with an Admissions Counselor.

COMPLETE

Welcome to Pitt Community College!



www.pittcc.edu