



## ENROLLMENT CHECKLIST

The Enrollment Checklist is provided for incoming new students as a guide to the incoming student experience. For your convenience, this checklist is broken up into three parts. In most cases, you should finish one part before moving on to the next. Often, communication will come from JCC about your next steps, but this guide will help you to better understand what to expect during the process. As you go through the steps to enrolling, please remember that JCC staff and faculty are here to assist you with the process. Thank you for making JCC your educational choice.

### Apply for Admission and Aid

Important Steps	How to Complete	Campus Location/Phone#
<input type="checkbox"/> Apply for admission and North Carolina residency online.	There are two steps to applying for JCC online. First, complete the Residency Determination Process (RDS). Then, complete the application for admission. More information can be found at <a href="http://www.johnstoncc.edu/_future-students/admissions/apply-now.aspx">http://www.johnstoncc.edu/_future-students/admissions/apply-now.aspx</a> .	Enrollment and Student Success Wilson C 1040 919-209-2128  RDS Assistance <a href="https://ncresidency.cfnc.org">https://ncresidency.cfnc.org</a> 844-319-3640 <a href="mailto:rdsinfo@ncresidency.org">rdsinfo@ncresidency.org</a>
<input type="checkbox"/> Request official: <ul style="list-style-type: none"> <li>• High School transcript or GED</li> <li>• SAT/ACT/AP score reports</li> <li>• Other college transcripts, if applicable</li> </ul>	Contact your high school and any previous colleges attended to request transcripts. Any score reports need to be official and from the source (CollegeBoard, ACT, etc.). Send all necessary transcripts and/or scores to:  Office of Enrollment and Student Success Johnston Community College P.O. Box 2350 Smithfield, NC 27577 Or via email to <a href="mailto:jccadmissions@johnstoncc.edu">jccadmissions@johnstoncc.edu</a>	Enrollment and Student Success Wilson C 1040 919-209-2128
<input type="checkbox"/> Apply for Financial Aid and Scholarships.	Complete FAFSA application at <a href="https://fafsa.gov">https://fafsa.gov</a> . More information can be found at <a href="http://www.johnstoncc.edu/payingforcollege/financialaid">http://www.johnstoncc.edu/payingforcollege/financialaid</a>  Apply for scholarships at <a href="https://johnstoncc.academicworks.com">https://johnstoncc.academicworks.com</a>	Financial Aid Wilson C 1062 919-209-2036
<input type="checkbox"/> If required, sign up for and complete NC-DAP placement testing.	You will be notified via email if placement testing is needed. See placement testing policy for list of exemptions.	Enrollment and Student Success Wilson C 1040 919-209-2128
<input type="checkbox"/> Attend an Admissions Connect Session.	Admissions staff will contact you via email with directions to sign up for the session. This 90 minute orientation session will help students connect to technology and resources while also communicating placement and program of study information.	Enrollment and Student Success Wilson C 1040 919-209-2128

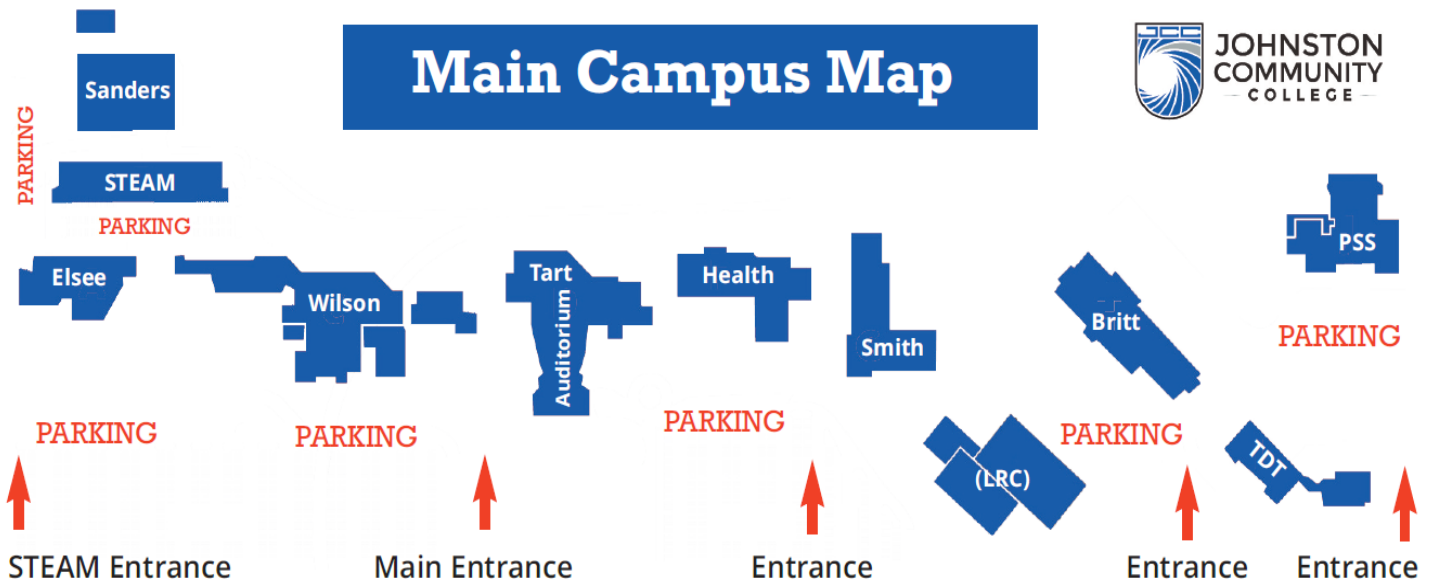
## Complete Advising and Registration

Important Steps	How to Complete	Campus Location/Phone#
<input type="checkbox"/> Make and attend an appointment for your Advisement session.	Schedule your appointment on Appointment Plus at the top of the JCC homepage <a href="http://www.johnstoncc.edu">www.johnstoncc.edu</a> .	Assistance in scheduling your advising appointment will be given during the JCC Admissions Connect session.
<input type="checkbox"/> Register for courses on WebAdvisor.	<p>Webadvisor is a student portal. In it, you can access billing and financial aid information, register for courses, and review your grades and schedule.</p> <p>Using the advising plan, schedule your courses on Webadvisor under Register for Sections. Once completed, print your schedule.</p>	<p>Assistance in setting up your accounts will be provided during the JCC Connect session. For other questions about student accounts, contact JOLT at 919-464-2260.</p> <p>Records and Registration Wilson C 1501 919 209-2018</p>

## Get Ready to Start Classes

Important Steps	How to Complete	Campus Location/Phone#
<input type="checkbox"/> Pay your tuition bill by due date. <ul style="list-style-type: none"> <li>• Verify financial aid.</li> <li>• Set up a payment plan.</li> <li>Or</li> <li>• Make payment in full.</li> </ul>	<p>View payment deadlines and pay for courses through WebAdvisor or at the Cashier's Office. Bills can be found in WebAdvisor and will not be mailed.</p> <p>Financial Aid awards and communication can also be found in WebAdvisor under Financial Aid Self Service.</p>	<p>Cashier's Office Wilson C 1097 919-209-2165</p> <p>Financial Aid Wilson C 1062 919-209-2036</p>
<input type="checkbox"/> Regularly check your Office 365 Student Email.	<p>JCC uses Office 365 email. Both of these use the same login information.</p> <p>Almost all communication from JCC offices will be coming to you through these platforms.</p>	<p>Assistance in setting up your accounts will be provided during the JCC Connect session. For any other questions about student accounts, contact JOLT in the Learning Resources Center, 919-464-2260</p>
<input type="checkbox"/> Get your Student ID card.	<p>Student ID cards are made in the Learning Resource Center. You will need to bring a photo id and a copy of your class schedule.</p>	<p>Library (Learning Resource Center) 919-464-2251</p>
<input type="checkbox"/> Get your parking permit.	<p>Parking permits are available at the Campus Police and Security Office in the Wilson Building.</p>	<p>Campus Police and Security Wilson Building 919-209-2111</p>

<input type="checkbox"/> Purchase or rent your textbooks at the Campus Bookstore.	Visit the Campus Bookstore online at the homepage or on campus in the Wilson Building.	Campus Bookstore Wilson C 1105 919-209-2104
<input type="checkbox"/> Select your refund preference through BankMobile (for funds disbursed to you from Financial Aid awards, grants, refunds, etc.).	Receive a bright green envelope with instructions in the postal mail from Bankmobile. Set up your refund preference online at <a href="https://www.refundselection.com">https://www.refundselection.com</a> .	Cashier's Office Wilson C 1097 919-209-2165
<input type="checkbox"/> Sign up for Jaguar Alerts to receive immediate notifications of campus emergencies and closings.	Sign up at <a href="http://www.johnstoncc.edu/jaguaralerts.aspx">www.johnstoncc.edu/jaguaralerts.aspx</a> .	Available online



**Elsee**  
Basic Skills Programs  
Career and College Promise  
Developmental Studies  
Early and Middle College Classes

**STEAM**  
Frank Creech Art Gallery  
Engineering Programs

**Wilson**  
Administrative Offices  
**First Floor**  
Admissions, Counseling Services, Disability Services  
Bookstore  
Business Office  
Career Center  
Center for Academic Planning (CAP)  
Cosmetology  
Financial Aid  
Records and Registration, Continuing Education

Testing Services  
TRIO  
**Second Floor**  
Business Education Programs  
Computer Lab  
**Tart**  
Auditorium  
Box Office  
Classroom Space  
**Learning Resource Center**  
Academic Skills Center (tutoring, testing, academic workshops)  
Distance Education  
LASER Language Lab  
Library  
**Health Sciences**  
Child Development Center  
Health Programs

**Smith**  
College Transfer Classes  
Johnston County Early College Academy  
**William R. Britt Advanced Technology Center**  
Applied Industrial Technology Programs  
Machine Shop  
Welding Lab  
**Transport Technology**  
NC Truck Driver Training School  
**Public Safety Services**  
Emergency Services  
Fire Services  
Law Enforcement/Basic Law Enforcement Training  
Nursing Assistant  
**Sanders**  
Maintenance Shop  
Grounds and Surplus Equipment Storage