

# Richmond

## COMMUNITY COLLEGE

P. O. Box 1189 \* Highway 74 West \* 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 Development.
- Have official copies of high school and other post-secondary institutions attended mailed to the Admissions Office at PO Box 1189, Hamlet, NC 28345. An official transcript of high school completion or recognized equivalent is mandatory prior to admittance at the college—students with an Associate or higher degree from a regionally accredited institution are exempt from providing a high school transcript. Provisional admission may be granted for one semester for other post-secondary transcripts and classified as a Special Credit student. Provisional status means that students are not eligible for Financial Aid or Veterans Administration benefits.
- All applicants must take the college placement test or have approved SAT scores to meet placement standards. Students with an Associate or higher degree are exempt from testing with the official transcript from a regionally accredited institution.

#### 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.
- Students requesting assistance due to a disability should contact the Special Populations Coordinator at (910) 410-1728 or the VP for Student Development at (910) 410-1722.

#### FINANCIAL AID AND VETERANS BENEFITS

- If you wish to apply for financial aid or scholarships, you will need to complete a FAFSA (Free Application for Federal Student Aid). RCC does not participate in the college loan program. 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 normally takes 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 Development.
- 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 may not attend a class for which tuition and fees have not been paid.

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

Associate in Applied Science

<u>Code</u>	<u>Title</u>
A25100	Accounting
A45100	Associate Degree Nursing
A20100	Biotechnology
A25120	Business Administration
A40160	Computer Engineering Technology
A25260N	Computer Information Technology
A55180	Criminal Justice Technology
A55220	Early Childhood Associate
A5522B	ECA/Teacher Associate Concentration
A40200	Electronics Engineering Technology
A25490	Entrepreneurship
A25170	Global Logistics
A25200	Healthcare Management Technology
A45380	Human Services Technology
A50240	Industrial Systems Technology
A40320	Mechanical Engineering Technology
A45400	Medical Assisting Technology
A25340	Networking Technology
A25370	Office Administration
A25290W	Web Technologies

College Transfer

<u>Code</u>	<u>Title</u>
A10100	Associate in Arts
A10100T	Associate in Arts – Teacher Education
A10400	Associate in Science
A10300	General Education
A10300N	General Education – Nursing Potential

Diploma

D25260	Computer Information Technology
D55180	Criminal Justice Technology
D35220	Electrical/Electronics Technology
D50240	Industrial Systems Technology
D50300	Machining Technology
D40320	Mechanical Engineering Technology
D45660	Practical Nursing
D25340	Networking Technologies
D25290	Web Technologies

Certificates

C25120	Business Administration
C25260	Computer Information Technology
C55220	Early Childhood Associate
C35220	Electrical/Electronics Technology
C50240	Industrial Systems Technology
C55290	Infant/Toddler Care
C55430	Lateral Entry
C50300	Machining Technology
C40320	Computer Aided Drafting
C25360	Microsoft Application Technician
C25340	Networking Technology/CISCO Certificate
C45480	Nursing Assistant I & II
C25290	Web Technologies/Web Design
C50420	Welding

Special Status

T90990	Special Credit
T90980	Concurrent Enrollment (must have approval)
T90970	Huskies (must have approval)
T90930	Early College High School
T90940	Middle College High School

**You may remove this sheet and keep for your records.**

**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 \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender  F  M

Email Address \_\_\_\_\_

Ethnicity  Hispanic/Latino (HS)  Non-Hispanic/Latino (NHS)

Race (Check all that apply)

- American/Alaska Native (AN)  Asian (AS)  Black/African American (BL)  
 Hawaiian/Pacific Islander (HP)  White (WH)

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 \_\_\_\_\_

Are you active military or a dependent of active military?  Yes  No

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 \_\_\_\_\_

**Educational Status**

- 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 <u>MUST</u> (circle) Highest Grade completed    9   10   11   12
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- College Status  No College Degree
- Vocational Degree
- Associate Degree
- Bachelor's Degree
- Master's Degree or higher

High School Attended \_\_\_\_\_

Dates Attended \_\_\_\_\_ to \_\_\_\_\_ Graduation Date/last date attended \_\_\_\_\_

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

School Granting GED/Adult High School Diploma \_\_\_\_\_

State \_\_\_\_\_ Date Completed \_\_\_\_\_

**Other Colleges/Universities Attended** (RCC's Admission policy requires you to submit an official transcript to RCC from all colleges/universities you have attended. Visit your former college's website for information on how to obtain an official transcript. Failure to submit all official transcripts will affect admission status, transfer credit, and financial aid opportunities.)

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  Unemployed  Retired

**Emergency Status**

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 \_\_\_\_\_