



## CAREER AND COLLEGE PROMISE

APPLICATION PACKETS ARE DUE MARCH 8, 2019

### Johnston Community College – Career and College Promise (CCP) Application Instructions

Thank you for your interest in the Career and College Promise Program at Johnston Community College. The most important part of the application process is to successfully complete and submit an application to JCC's Admissions Office. Below is a list of step-by-step directions; however, it is important that you DO NOT jump ahead, but rather follow instructions explicitly and complete every required part before moving to the next page. All students must meet with their CCP school representative prior to submitting a JCC Application Packet.

1. Go to the Johnston Community College website at [www.johnstoncc.edu](http://www.johnstoncc.edu)
2. Click on "APPLY ONLINE TODAY" located on the right hand side in the yellow box.
3. Click on Step #2 Complete your CFNC application. (Skip Step #1. CCP applicants do not need a RDS#)
4. If you have a CFNC account username and password, use it to log in as a RETURNING USER then jump to **step 15**, otherwise click "NEW USER."
5. Enter your First Name, Middle Name, and Last Name. Use your legal name and not nick names.
6. Enter your email address in the first box (check for accuracy). Reenter the same email address again in the second box.
7. Select your appropriate gender and role (high school student) from the drop down menus.
8. Type in your birthdate.
9. Click "Find" and type in the name of your school. When your school name appears in the checklist, click on it. If your school is not listed, click "not listed".
10. In the drop down box, click on the year that you will graduate from high school.
11. Type in your "mailing address", "city", and "zip code". Please make sure this is accurate because this will be where all of your official JCC documents and letters will be mailed. Select North Carolina from the "State" drop down box. If this information is already populated in the blanks, make sure that it is accurate. Make any corrections as needed.
12. Follow the guidelines to create your username and password. Write down your username and password once you create it. You will need to use it for CFNC applications or activities in the future.
13. Select a password *hint question* from the drop down box and type in the answer. The answer should be something easy to remember. Click "I Am Not A Robot" and follow any other instructions.
14. Click "Create My Account". (If you are not directed to the CFNC login page after clicking "Create My Account", return to step 2 on this list and follow the directions as a RETURNING USER.)

### Name and Address Information:

15. Click "Name and Address" on the left side menu.
16. Your name box should be populated. Check it for accuracy and make any corrections as needed.
17. You are not required to put any information in the "Suffix" or "Preferred Name" box.
18. Leave "Former Names" blank.
19. Select "United States" in the country box. Check the accuracy of "street", "city", "state", and "zip code" and make corrections if necessary.
20. Type in the "telephone number" where you can be reached. You do not have to complete the work number or cell number.

21. Your “Email Address” will be populated in the first box. Check for accuracy. Retype your email address in the second box.
22. Click “Copy from Student Permanent Address.”
23. Click “Save Application.”

#### **Personal Information:**

24. Click “Personal Information” on the left side menu.
25. Type in your social security number CORRECTLY if you know it. If you do not know it, leave this area blank.
26. Leave the “NC Student ID number” area blank.
27. Check the accuracy of your “date of birth”. Make corrections if necessary.
28. Click the appropriate answer for “Gender”. You may select your “Ethnicity” and “Race”, however, they are not required.
29. Click “US Citizen” for Citizenship. If you click one of the other choices, have your document numbers ready.
30. Respond to the question about having a driver’s license.
31. Select the appropriate answer for your primary language.
32. Select “No” for the answer to the armed forces question.
33. Select “No” for the active duty question unless you are a military dependent.
34. Select “No” you are not applying for financial aid. (CCP students do not qualify for financial aid).
35. For “Emergency Contact” information, “name” and “telephone number” responses are required, however, physician and physician telephone number are not required.
36. If you know your parents educational level, select the appropriate answer for each. However, you are not required to provide this information.
37. Click “Save Application.”

#### **Enrollment Information:**

38. Click on “Enrollment Information” on the left side menu.
39. Click the appropriate “enrollment term” that you are applying. 10<sup>th</sup> grade students who are applying in the spring should select the next fall term.
40. **IMPORTANT: You must select “Career and College Promise” as your entrance status.**
41. Select “No” for returning student.
42. Click “College Transfer Pathway” (if your pathway is Associate in Arts, Associate in Science, or Associate in Engineering) **or** click “Career and Technical Education” Pathway (if your pathway is a CTE pathway such as Welding, Cosmetology, etc.)
43. **IMPORTANT: Select your specific CCP pathway as your program of study.**
44. Click “Part Time” and “Day” for the next two questions about enrollment.
45. Select “Degree, Diploma, or Certificate” as your Education Goals.
46. Answer the question about your employment status.
47. Select the appropriate answer for how you learned about Johnston Community College.
48. Select “No” as the answer about being expelled from another college/university.
49. Click “Save Application.”

#### **Educational Information:**

50. Click “Educational Information” on left side menu.

51. In the box below the school name, select the appropriate type of school: Public, Private or Home School that you attend.
52. Click on the box for high school name and begin typing the name of your high school in the search box. When you see your high school name appear under the box, click on it. The school information will be populated in the appropriate boxes. If your school is not listed, click on the link within the question and complete the necessary information for your school's name and address.
53. Select "Johnston" under County.
54. Type in the month that you will graduate from high school in this format: mm/yyyy
55. Select "College Prep" or "College Technical Prep" as your high school track.
56. Select "Current High School Student" for high school graduate question.
57. For highest grade completed, select your *current* grade level.
58. Select "Neither" for receiving your high school diploma.
59. Skip the section about other colleges attended.
60. If all sections of the application have been completed, you will see a check mark to the right of the section name on the menu to the left:
  - \* Name and Address ✓
  - \* Personal Information ✓
  - \* Enrollment Information ✓
  - \* Educational Information ✓
- If a check mark (✓) is missing, click on the incomplete section and complete the missing information.
61. Click "Save Application."

#### **Student Statement:**

62. Once all sections have check marks, click "Student Statement" on the left side menu.
63. Type in your full name in the box provided.
64. Click "Submit Application" on left side menu.
65. Click "No Payment Necessary" and click submit.
66. You will be redirected to a confirmation page for your application. **Print the confirmation page** for you and a parent to sign and return to your CCP representative. **This page is required to complete your application packet for Johnston Community College.** If you do not have a printer, copy the confirmation number or take a picture and email it to your CCP representative.

Congratulations!! You have officially applied as a college student at Johnston Community College.

All students must meet with a CCP representative. Please remember, to be considered for the Career and College Promise Program, you must complete and submit a JCC Application Packet which includes:

1. JCC application (submitted to Admissions Office)
2. JCC Application Confirmation Page (signed by student and parent)
3. Student Eligibility Form (submitted via online form)
4. Transcripts and Test Scores
5. Official Non-Public School Registration Record (Home school students only)
6. Principal Letter of Support (If accepted under provisional status).
7. Signature of CCP Representative (Homeschool Students, Private School Students, Students Outside of Johnston County Only).

**If you do not submit a completed JCC Application Packet by the deadline March 8, 2019, your application packet will be considered incomplete, and you will not be able to participate in the Career and College Promise Program.**