

Admission Process

1. Residency Determination

Each prospective student must complete the North Carolina Residency Determination Service (RDS) [online application](#). This is used to determine whether a student qualifies for in-state or out-of-state tuition as defined per Session Law 2013-360. Upon completion of the RDS application, students receive a personal Residency Certification Number (RCN). Students should retain this number for their records.

2. Application

Prospective students [apply online at the Craven CC website](#) by choosing the educational status that best describes them. Former Craven Community College students who were previously enrolled but have not attended the College for one year or more, may be required to complete a new residency and admissions application. Former Craven Community College students should contact Admissions before completing a new application.

Important Note: Student Email

Each student taking significant steps to enroll at the College receives a student Outlook email account, the college's official means for contacting students. Information about this email is included in the congratulatory email sent to each qualifying applicant. Additional information critical to student success, financial aid, and academic standing is communicated through student email accounts. Students are responsible for regularly checking this email.

3. Transcripts

High School, Homeschool, and High School Equivalent Transcripts: An official High School or High School equivalent transcript from an accredited institution recognized by the Department of Education is required of each prospective student. The transcript must show the official graduation or High School Equivalent certification date. In addition to the official transcript, graduates of a home school within the state of North Carolina must submit a copy of the home school's approved registration form.

GED transcript requests may be made by [requesting your transcript online at the GED website](#) (click "Request your official transcript here").

The requirement to provide a High School transcript or High School Equivalent certificate may be waived if an applicant has an Associate degree or higher verified by an official transcript.

Please note: Official High School transcripts are those received by mail, by email sent directly from a High School Representative (cannot be forwarded), or hand delivered to Craven Community College. Hand delivered and mailed transcripts must be in the original, sealed envelope from the awarding institution. Electronic High School transcripts should be sent to admissions@cravencc.edu by a school official of the awarding school or through the College Foundation of North Carolina (CFNC) if the prospective student graduated from a public North Carolina High School.

College Transcripts: Prospective students must submit an official copy of transcripts from all previous post-secondary institutions if they are using VA educational benefits, applying for a health science program, or wish to receive transfer credit. Only previous college courses completed with a grade of "C" (2.0) or higher will be eligible for transfer consideration. Please mail all official college transcripts to the Registrar's Office.

Transfer applicants who have attended foreign institutions must submit their transcripts to a credential evaluation agency that is a member of the National Association of Credential Evaluation Services (NACES) for translation and a course-by-course evaluation. The evaluation agency must send an official transcript evaluation in English to the College. See a [list of NACES member agencies](#).

Please note: Official college transcripts must also meet certain criteria. Hand delivered and mailed transcripts must be in the original sealed envelope from the awarding institution. Please have electronic transcripts sent to

studentrecords@cravencc.edu. Transcripts submitted by email must be sent using an official system such as Parchment®, E-Script®, or Scribbles®.

4. Placement Testing

Some students may be required to take the College Placement Test prior to registering for courses. The Placement Test assesses students' readiness for college-level courses by evaluating their reading, writing and mathematics skills.

The College Placement Test is computerized. Students may retake the test only once and only with permission from an Academic Advisor. Students with documented disabilities may make special arrangements to take the test by contacting the ADA Coordinator.

Placement tests may be waived based upon various qualifying scores, such as unweighted high school GPA, High School Equivalent score, SAT, ACT, or College transfer credit.

5. New Student Orientation

Applicants seeking to earn a certificate, diploma, or associate degree must complete new student orientation. During orientation, new students learn valuable information about Craven CC and the resources available to assist them in reaching their goals. Students will acquire tips to help them succeed in college and information to assist them with the advising and registration process. Information regarding available methods of new student orientation is available at <https://cravencc.edu/NSO>

6. Advising

New students and enrolled students with less than 12 college credit hours must meet with an advisor to discuss their personal and professional goals and to develop an academic plan. Walk-in service is available as well as face-to-face and virtual appointments; virtual [advising appointments may be scheduled online](#).