

# CCP Enrollment: Next Steps Checklist

(Keep this document and refer to it in order to check off required steps until your classes begin!!! **Carteret CC classes may start before your high school classes**)

- \_\_\_\_\_ 1. Complete your application on CFNC (new students only).
- \_\_\_\_\_ 2. Complete and sign Parent/Student CCP Agreement (new students only).
- \_\_\_\_\_ 3. Complete Enrollment Form all students each semester.
- \_\_\_\_\_ 4. Watch for an acceptance/admission letter in the mail from CCC. If you have not received a letter within 30 days, please email [ccp@carteret.edu](mailto:ccp@carteret.edu) to determine your status. Note: Re-enrolling students will not receive a letter; however, you will receive an email confirming enrollment prior to the start of the next semester.
- \_\_\_\_\_ 5. Check your high school email address for a confirmation of your registration from [ccp@carteret.edu](mailto:ccp@carteret.edu). It will contain your class schedule and other important information.
- \_\_\_\_\_ 6. Read your letter to locate your Carteret Community College email address. Write your email address here: \_\_\_\_\_
- \_\_\_\_\_ 7. You will begin by resetting your password at the top of the Carteret CC homepage. Use the username provided and answer the questions in the reset portal in order to make your own password. Write your password here: \_\_\_\_\_
- \_\_\_\_\_ 8. Go to the Carteret Community College website ([www.carteret.edu](http://www.carteret.edu)). On the blue banner across the top of the screen, look for “Email.” Click on the link to access your email. Make sure you can log in.
- \_\_\_\_\_ 9. Go back to the Carteret Community College website, and on the same blue banner, click on “Carteret Compass.” Log in using the **first part of your email address** before the @ symbol, as your username. Your password will be the same as the one you wrote above. NOTE: If you cannot log in, try resetting your password by clicking on “Reset Password” on the blue banner. If this doesn’t work, contact IT Support at 252-222- 6196.

\_\_\_\_\_10. Continuing in Carteret Compass, click the small house icon on the upper left of your screen. Click “Student Planning,” then “Plan Your Degree and Register for Classes.” You should be able to access your course information here, including required books and supplies. Make note of the starting dates for your classes, understanding that it **may be prior to the first day of high school**:\_\_\_\_\_

\_\_\_\_\_11. Go back to the Carteret Community College website, and on the same blue banner, click on “Moodle.” Then click on the “Log In” button in the upper right corner. You will use your CCC email and password to log in. You should be able to log in and access a dashboard. This is where your class materials will be when classes begin. **Classes DO NOT populate in Moodle until the first day of class.** NOTE: If you cannot log in, try resetting your password by clicking on “Reset Password” on the blue banner. If this doesn’t work, contact IT Support at 252- 2226196.

\_\_\_\_\_12. Prior to the first day of class, complete the CCC Online Orientation on the CCP website. Review the academic calendar for drop/add dates and payment due dates.

\_\_\_\_\_13. You can purchase textbooks prior to the first day of class, but it is recommended that you consult the syllabus given to you by your instructor first. Take the schedule that you received from Carteret CC [ccp@carteret.edu](mailto:ccp@carteret.edu) to the bookstore in order to get your books.

\_\_\_\_\_14. Once you are able to login to Moodle for your course, make sure to complete the **Attendance Verification** in order verify your enrollment in the course (on-line and hybrid courses). Attendance for seated courses is taken during the class period. Review the syllabus and dates assignments are due. You are responsible for everything mentioned in the syllabus. **Classes do not show up in Moodle until the first day they are suppose to start.**

REMEMBER to check your CCC email as well as your CCPS email on a daily basis and communicate with your instructor if you have any issues. If you choose to change your password, it will change for Carteret Compass and Moodle as well.

Have a successful semester!