

ADMISSION PROCEDURES

Applications may be found online on the Johnston Community College website. Applicants who need help completing the online application may visit the Student Success Center in the Tart building on the main campus in Smithfield. All correspondence may be sent to:

Admissions

Johnston Community College
P.O. Box 2350
Smithfield, NC 27577

Telephone: (919) 209-2128

Fax: (919) 989-7862

jccadmissions@johnstoncc.edu

Applicants wishing to be admitted to the College need to take the following steps:

- Complete the NC Residency Determination process and receive an RCN number.
- Submit a complete application for admission through CFNC.
- Submit all required transcripts.
- If needed, complete placement testing.

All applicants are now required to complete documentation for the North Carolina Residency Determination Service (NCDS). Residency determination establishes if students should have in-state or out-of-state tuition. Applicants must complete the NC Residency Determination forms before completing a college application through CFNC. After completing the RDS process, applicants will receive a Residency Determination Number (RCN) that will be needed to complete the JCC Admissions Application through College Foundation of North Carolina (CFNC).

The application for admission, along with the applicant's official high school transcript, should be submitted as soon as possible within one year prior to admission. Accurate and complete information on the application form and supporting information is required. Applicants are notified when they have been accepted for admission and when to report for registration. Falsification, misrepresentation, or omission of information on the application may result in revocation of admission.

A student who desires to enter a particular program of study but is not accepted to pursue that program may be accepted for admission to an alternate program. This may involve admission to

- Another program of study,
- Developmental courses,
- Individualized programmed instruction, or
- A combination of these approaches is designed to help the student overcome academic limitations.

Following receipt of the application for admission and all transcripts, the applicant is invited for placement testing (if needed). Applicants must also submit transcripts from previously attended post-secondary educational institutions if they:

- Wish to receive transfer credits from another institution
- Plan to apply to a Health Science program
- Applied for Veterans Benefits
- Plan to play an intercollegiate sport for Johnston Community College

If a student graduated with an associate degree or higher, the official transcript from the awarding institution may serve as the official transcript on record. The official high school transcript would not be needed for admission to the college unless they plan to apply to a Health Science program and apply for Veterans Benefits or plan to play an intercollegiate sport for JCC.

Applications for readmission of former students are received and processed by the Admissions Office. Students applying for readmission to a curriculum program who have not attended for two or more consecutive semesters must enroll under the current College catalog.

Prior disciplinary records may be considered when students seek admission or readmission to the College. The College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or a disruption of the educational process.

Information regarding admission to continuing education courses may be found in the Continuing Education catalog section.

Testing Services

The EdReady test is the NC community college placement assessment that is designed to provide information about the academic skills of students in English, reading, and mathematics. The primary purpose of placement testing is to determine a student's preparedness for college-level coursework or to assess if the student would benefit from transitional courses. It is administered to applicants pursuing a degree, a diploma, and certain certificates who have GED/HiSet Scores that do not meet the score and year requirements established by the College and have no other admission criteria for placement. Test results are used to place students in the appropriate class level and to determine if transition instruction is needed. The College accepts NCDAP, COMPASS and ASSET placement scores earned at another institution only when accompanied by actual course placement. Scores must be less than ten (10) years old at the time of application to JCC.

Students may be exempt from taking the EdReady placement test or portions thereof and be placed based on the following criteria. The criteria are verified through official transcript or score report:

- Graduation from a US high school with an unweighted GPA.
- SAT scores prior to 3/1/2016 of 500 or higher in critical reading or writing and 500 or higher in math; or SAT scores after 3/1/2016 of 480 or higher in evidence-based reading and writing and 530 or higher in math. Scores must be less than ten (10) years old at the time of application to JCC;

or

- ACT scores earned after 3/1/2014 of 22 or higher in reading or 18 or higher in English, and 22 or higher in math will allow college level placement. ACT scores of 16-17 in English, 20-21 in reading, and a 20-21 in math will allow placement with an addition of a transition support course. ACT scores must be less than ten (10) years old at the time of application to JCC; or
- An associate degree or higher earned from a regional or nationally accredited institution;
- A grade of "C" or better in college-level English and math courses earned from a regional or nationally accredited institution

Placement Assessment Retest Policy

A student may take the placement test twice for the duration of studies. Only one retest is allowed and must adhere to a minimum 10-day waiting period between tests. Before retesting, students are highly encouraged to utilize all available study resources to include the College's transition programs. During registration, first-time testers will have priority over retest students.

TEAS

TEAS (Test of Essential Academic Skills) is an assessment used as part of the admissions process for nursing, radiography, medical sonography, and cardiovascular sonography. The computerized assessment contains four parts: reading, math, science, and English. There is a fee to take this assessment. Students are scheduled after a program-specific application or intent to apply form is submitted and the student has met all program admission requirements.

If you require services/accommodation for testing due to a hearing, visual or physical impairment or another disability, please contact our Accessibility Services Coordinator prior to testing. The Academic Skills Center offers a free preparatory program for the TEAS.

CLEP

CLEP (College Level Examination Program) offers testing for course credit through an online computerized assessment. Johnston Community College is a national test center for the program. The exam allows a student to receive credit and exemption for a course if a minimum score is obtained.

DSST

DSST (Dantes Subject Standardized Test) is a nationally recognized test program that offers opportunities for students to receive college credit for learning acquired outside the traditional college classroom.

Students who wish to obtain credit for a course not offered through CLEP and DSST testing should refer to the Credit by Examination or Credit by Experience policies.

NCRC

The ACT Work Keys National Career Readiness Certification (ACT Work Keys NCRC) is an assessment-based credential issued at four levels. The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations. A National Career Readiness Certificate is earned by completing the three Work Keys Assessments Applied Math; Workplace Documents & Graphic Library. There is a cost associated with each Work Keys Assessment.

Proctored Testing for Other Colleges and Universities

Johnston Community College offers test proctoring for students enrolled at other colleges and universities. Test proctoring is offered through the Academic Skills Center for a fee of \$15 per test. To ensure availability of a proctor, students are encouraged to contact the Academic Skills Center at least two weeks prior to the desired testing date.

Special Arrangements for Students with Disabilities

If a disability may prevent an individual from taking the test under standard conditions, the Accessibility services coordinator can be contacted at (919) 209-2074 prior to reserving a testing time. ADA accommodations that require special testing environments should be scheduled well in advance of the start of the term. Requests in the four weeks prior to the start of the term may not be possible to schedule.

Persistence and Graduation Rates

Information concerning persistence and graduation rates is available upon request from the Student Services Office, on the College's website, and in other publications.

Students Transferring to JCC

Applicants for admission as transfer students may be admitted and granted advanced standing based on acceptance of course work completed at other regionally accredited colleges, universities, or post-secondary institutions. All courses for which transfer credit is possible are evaluated in terms of the curriculum to be pursued at the College. The application for admission and all official transcripts being evaluated must be received before an application can be processed.

Student transcripts reflecting credit not originating from JCC are initially reviewed by an Admissions, Testing and Placement (ATP) Specialist for determination of credit. For external courses in which the comparability of the nature, the content, and the level of the learning experience cannot be equated to a JCC course offering, the ATP Specialist and/or the Registrar's Office will reach out to qualified program faculty and/or associated administrative faculty (department chairs and program directors) for the discipline under review. The academically qualified instructional representative is provided all official documentation along with a copy of the credit/course description and content for the external course(es) under review and then makes the final decision regarding course equivalency.

Course credits earned at other institutions will be accepted for transfer subject to the following criteria:

- The course work must be applicable to the program of study the student desires to pursue.
- A minimum grade of "C" must have been earned for a course to be considered for transfer.
- Grade points for transferred courses are not calculated in the GPA, but credit hours will transfer toward graduation.
- Credit will be granted only for work completed at regionally accredited institutions.

Special Credit Students

Students who do not wish to apply for a degree, diploma, or certificate program may enroll for individual curriculum courses upon completion of an application for admission and documentation (transcripts) of prerequisite coursework, if applicable.

Credits earned as a special credit student may be applied to program requirements, if appropriate. Special student enrollment status does not qualify for federal financial assistance. Special credit students may be limited to 16 credit hours before they must officially choose a program of study.

Admission of Undocumented Immigrants

In accordance with regulations prescribed in the 1D SBCCC 400.2 Admission to Colleges, undocumented immigrants may enroll as outlined below.

An undocumented immigrant, any immigrant who is not lawfully present in the United States, must have attended or graduated from a United States high school, private high school or home school that operates in compliance with state or local law. An undocumented immigrant with a diploma from an Adult High School located in the United States that operates in compliance with state or local law is also eligible to be admitted. All undocumented immigrants must be admitted as out-of-state students for tuition purposes whether they reside in North Carolina. Undocumented immigrant students are not eligible for federal financial aid. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

Distance Learning

In order to obtain a certificate, diploma, or degree at Johnston Community College, a student will need to follow the general admissions process. If they are offered, distance learning courses may be taken instead of on-campus courses. Once admitted to the College, students will be assigned an advisor who will assist in the selection of courses and in the progression of their chosen curriculum.

Notice Regarding Online Offerings

The Higher Education Act requires legal authorization for the delivery of distance learning degrees, programs and courses to students whose physical presence is in a state other than North Carolina. Johnston Community College's ability to offer distance learning or correspondence education to students who reside in another state may be limited due to compliance with state authorization. If you wish to enroll in one of our online offerings and are in a state other than North Carolina, please inquire before enrolling to determine if we have permission to offer online courses in your state. Johnston Community College is unable to enroll a student in an online course from a state for which it does not have authorization. You may direct inquiries to Assistant Director of Admissions at (919) 209-2228.

Student Grievance Procedures

Johnston Community College desires to resolve student complaints in an expeditious and fair manner. Students residing outside of the State of North Carolina while attending JCC who desire to resolve a grievance should follow the College's Student Grievance Procedure. Please try to exhaust all possible avenues of complaint resolution before going outside of the College. For assistance with the grievance procedure, please contact the vice president of student services.

However, if an issue cannot be resolved internally, you may file a complaint with the appropriate agency in your state. You may also contact our state agency, the North Carolina Community College System. The student complaint process can be found at <https://studentcomplaints.northcarolina.edu/>. Johnston Community College is accredited by the Southern Association of Colleges and Schools/Commission on Colleges.

International Student Admission

Johnston Community College has approval by the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement for

attendance by international students. The application and documentation deadline for international students for the Fall term is March 30.

Applicants for the Spring semester must submit applications and documentation by August 30. Any applicants that have not submitted all required documentation by August 30 will not be able to attend in the Spring semester. Any applications that have not been submitted by this date with all required documentation will not be processed for the upcoming term. International students are treated as nonresidents of the state of North Carolina with respect to tuition and fees. The College is unable to provide financial aid to international students; therefore, international students must have sufficient funds to cover all living expenses, tuition, and fees while attending the College. Student housing is not provided by the College. International students are expected to make their own arrangements for housing.

The following items are required for admission:

- Application for Admission and Residence Status Application. These forms are provided by the College and should be completed and returned at least six months prior to the date of proposed admission to initiate the admission process.
- Academic Records. A certified copy of the original educational records, to include all previous academic experiences, is required. If the original copy of this record is written in a foreign language, a certified English translation is required.
- The Test of English as a Foreign Language (TOEFL). TOEFL scores are required of all applicants, except those from countries where English is the only official language, as evidence of adequate proficiency in English. The minimum acceptable TOEFL score is 550.
- Placement and Testing Interview. Applicants must complete placement testing and personal interviews before they can be accepted for admission.
- Financial Statement. A signed financial statement is required of all applicants. This should be a detailed statement of the applicant's financial situation, including the amount of money available per year, source of income, and any other pertinent information. The availability of funds sufficient to meet expenses for the first academic year must be certified. The inclusion of any false information constitutes grounds for dismissal from the College and reporting to SEVIS.
- Student medical form. A student medical form, completed and signed by a physician, must be submitted on the form provided by the College. The student must have completed the hepatitis B series.
- Responsibility Statement. Each applicant must furnish a certified statement from a United States citizen stating that the citizen agrees to accept responsibility for sponsoring and assisting the applicant as may become necessary for the applicant to pursue his or her educational objective.

Upon receipt of all of the above items, the applicant's file will be reviewed by the PDSO and DSO for the College. The applicant will be informed by mail of the decision. Form I-20 A-B, Certificate of Eligibility, will be prepared on request from the applicants who have been formally accepted for admission to the College.

Health Standards

Some curriculum students are required to complete an individual student health questionnaire. For certain programs, students are required to secure a physical examination prior to initial registration.

Students should be in a sufficient state of health to successfully pursue the program of study chosen. Communicable disease or severe mental illness may prohibit approval to register for classes when health records indicate that attendance would be detrimental to the health and/or safety of the student or others with whom the student may come in contact while pursuing a program of study.

For certain specialized programs of study such as associate degree nursing, basic law enforcement training, cardiovascular sonography, computed tomography and magnetic resonance imaging technology, cosmetology, emergency medical science, mammography, medical assisting, medical sonography, early childhood education, nurse assistant, radiography, therapeutic and diagnostic services and therapeutic massage, a student medical form and titers and immunizations (physical examination by a primary care provider) is required. The North Carolina Truck Driver Training School requires a DOT physical examination form. Early childhood education may also require physical examinations, immunizations and TB requirements. For these programs, students are required to meet health standards specific to the occupation for which they are preparing. These are generally accepted standards of physical ability to perform the requirements of the program and to engage in educational and clinical experiences in such a way as not to endanger the student, other students, or members of the public including patients, patrons, customers, minors, or other persons with whom the student will come in contact as a part of the educational program.

Reportable Communicable Disease

Johnston Community College promotes the good health, safety and well-being of students, to such extent or degree as possible, while prohibiting discrimination against persons afflicted with communicable diseases.

JCC considers a communicable disease to be any condition that is reportable in North Carolina as a communicable disease, or communicable condition, which presents a significant threat to public health. Communicable diseases reportable in North Carolina include but are not limited to influenza; tuberculosis; HIV/Acquired Immune Deficiency Syndrome (AIDS); hepatitis A, B, and C; meningitis; community-associated methicillin-resistant staphylococcus aureus (CA-MRSA); COVID-19 (Coronavirus) and sexually transmitted diseases.

Communicable Disease Procedures

Step 1:

Students who know or have reasonable basis for believing that they are infected, are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of others.

The College shall comply with any instructions provided by the Johnston County Public Health Director.

Step 2:

Students who know that they are infected or have reasonable basis for believing that they are infected should contact their program department associate vice president and the vice president of student services immediately, so that the College can assist in the appropriate response to their health and occupational needs.

All medical information, related to the communicable diseases of students, shall be kept confidential, and no person, group, agency, insurer,

employer, or institution shall be provided any medical information without the prior, specific written consent of a student, unless providing such information is required by state and/or federal law.

Students of the College who may be infected with a reportable communicable disease (whether symptomatic or not), as defined by the North Carolina Division of Public Health, will not be excluded from enrollment or employment, or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other members of the college community, or others associated with the instruction through clinical, intern, laboratory, or other such experiences, involving the general public.

Regional Communicable Disease Occurrence

In the event of a communicable disease occurrence, within the surrounding region or state, that is clearly in excess of normal expectancy or reaches the outbreak classification, the College will monitor the situation by maintaining continual communication with local and state health officials to provide timely and appropriate updates to the College community. Depending on the severity or categorical aspect of a specific event, less serious communicable disease occurrences will be addressed on a case-by-case basis. JCC will also consult with local Johnston County Public Health (JCPH) and North Carolina Department of Health and Human Services (NCDHHS) state health officials to provide any specific instructions for individuals returning to the College following an infection of a reportable communicable disease and/or any mitigation processes the College will need to complete.

Public Health Incidents

Should influenza, or any other communicable disease, reach an epidemic level, the President (and/or designee) shall regularly monitor the situation by communicating with federal, state and/or local health officials.

Should any communicable disease reach an epidemic level, within or near the College's service area, the President, after consulting with local, state or federal health officials, as well as the Board of Trustees, may take the following actions if it is determined to be in the best interest of the College community to prevent the spread of the communicable disease.

1. Close the College or certain College buildings and/or programs temporarily;
2. Limit or prohibit employee travel and/or student travel/field trips;
3. Prohibit those infected with a communicable disease from coming onto the College campus;
4. To the extent allowed by law, requiring or encouraging employees and students to receive immunizations (not already required by the College) that prevent the spread of a communicable disease before coming back onto the College campus; and
5. Other specific actions deemed necessary for the safety of the college community.

Persons who are infected with a communicable disease, that has reached an epidemic level, or know of someone in the College community who is infected, should contact College officials immediately. Students should contact the program department associate vice president and vice president of student services for reporting under this policy. Any actions undertaken pursuant to this policy will be in accordance with the applicable federal and state laws, College policies, and in the best interest of all parties.

Tuition for Residents

Tuition and fees payable by curriculum students who qualify as residents of the state of North Carolina for tuition purposes, are as follows (subject to change):

Credit Hours	Tuition	Activity Fee	Tech Fee	CAPS Fee	Total
1	\$76	\$40	\$48	\$4	\$168.00
2	\$152	\$40	\$48	\$8	\$248.00
3	\$228	\$40	\$48	\$12	\$328.00
4	\$304	\$40	\$48	\$16	\$408.00
5	\$380	\$40	\$48	\$20	\$488.00
6	\$456	\$40	\$48	\$24	\$568.00
7	\$532	\$40	\$48	\$28	\$648.00
8	\$608	\$40	\$48	\$32	\$728.00
9	\$684	\$50	\$48	\$36	\$818.00
10	\$760	\$50	\$48	\$40	\$898.00
11	\$836	\$50	\$48	\$44	\$978.00
12	\$912	\$50	\$48	\$48	\$1,058.00
13	\$988	\$50	\$48	\$52	\$1,138.00
14	\$1,064	\$50	\$48	\$56	\$1,218.00
15	\$1,140	\$50	\$48	\$60	\$1,298.00
16	\$1,216	\$50	\$48	\$64	\$1,378.00

Tuition and fees are subject to change by action of the NC General Assembly. Select classes may require other fees not listed within the table above, such as digital textbook access, uniforms, supply/lab kits, etc.

Residency status is now determined by RDS (Residency Determination System). Please click on this link for more information: <https://ncresidency.cfnc.org/residencyInfo/> (<https://www.ncresidency.org/>)

For purposes of financial aid, a full-time student is defined as one who is registered for 12 or more semester hours of course work. A part-time student is one who is registered for less than 12 semester hours of course work.

A student is officially registered only after all tuition, fees, and other charges have been paid in full or acceptable arrangements for third party billing have been approved by the Business Office.

The rate of tuition charged for auditing a course is the same as the rate charged for taking the course for academic credit. Fees and regulations for courses taken through continuing education are listed in the Continuing Education section of this catalog.

Tuition for Nonresidents

Any student whose legal residence is outside of the state of North Carolina, or, in the case of students who are boarding or living with relatives in the community and whose parents or guardians live outside the state, and who do not otherwise qualify as residents for tuition purposes under General Statute 116-143.1, shall pay tuition and fees as follows (subject to change):

Credit Hours	Tuition	Activity Fee	Tech Fee	CAPS Fee	Total
1	\$268	\$40	\$48	\$4	\$360.00
2	\$536	\$40	\$48	\$8	\$632.00

3	\$804	\$40	\$48	\$12	\$904.00
4	\$1,072	\$40	\$48	\$16	\$1,176.00
5	\$1,340	\$40	\$48	\$20	\$1,448.00
6	\$1,608	\$40	\$48	\$24	\$1,720.00
7	\$1,876	\$40	\$48	\$28	\$1,992.00
8	\$2,144	\$40	\$48	\$32	\$2,264.00
9	\$2,412	\$50	\$48	\$36	\$2,546.00
10	\$2,680	\$50	\$48	\$40	\$2,818.00
11	\$2,948	\$50	\$48	\$44	\$3,090.00
12	\$3,216	\$50	\$48	\$48	\$3,362.00
13	\$3,484	\$50	\$48	\$52	\$3,634.00
14	\$3,752	\$50	\$48	\$56	\$3,906.00
15	\$4,020	\$50	\$48	\$60	\$4,178.00
16	\$4,288	\$50	\$48	\$64	\$4,450.00

Tuition and fees are subject to change by action of the NC General Assembly. Select classes may require other fees not listed within the table above, such as digital textbook access, uniforms, supply/lab kits, etc.

Residency status is now determined by RDS (Residency Determination System). Please click on this link for more information: <https://ncresidency.cfnc.org/residencyInfo/> (<https://www.ncresidency.org/>).

State Residence Reclassifications

STATE RESIDENCE CLASSIFICATIONS FOR TUITION PURPOSES AND CLASSIFICATION APPEAL PURPOSE

North Carolina Statute 116-143.1 requires that curriculum students be classified as a resident or as a nonresident for tuition purposes. This law states that as a minimum, "to qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to their classification as a resident for tuition purposes."

Under the authority and guidance of the North Carolina State Education Assistance Authority (SEAA), the Residency Determination Service (RDS) is charged with implementing the laws governing the classification of residence for tuition purposes. Johnston Community College follows the guidelines published in the NC Residency Campus Responsibility Guide.

RESPONSIBILITIES

1. The student is responsible for providing accurate and truthful information on the residency determination application.
2. It is also the students' responsibility to notify Admissions of any changes to their residency status in a timely manner consistent with the change of status.
3. The student is responsible for ensuring payment of their tuition based on their classification at the time of registration.
4. The Admissions department is responsible for ensuring residency applications are imported with the correct residency status at the time of application submission.

5. Once notified of a change in status, the Admissions department is responsible for importing updated/changed residency status and ensuring correct tuition is charged on the student account. This will be completed by processing the unvalidated in state request report.

- W4 completed by the employer.

DEFINITIONS

1. **Effective Date:** RDS uses the date of the student's submitted request as the effective date of the determination on which eligibility is evaluated.
2. **Eligibility Term:** RDS uses the eligibility term to inform the school the earliest term the residency calculation could be calculated for the student.
3. **Business-Sponsored Student:** North Carolina law provides a special benefit to North Carolina employers choosing to pay the full cost of an employee's community college tuition directly to the college. Even when the employee (student) does not meet the requirements for in-state tuition, the employer pays the tuition at the in-state rate.

PROCEDURES

1. **Initial Classification**
 - a. The student's initial residence classification occurs during the admission process when the student first applies to the College. Classification is based on information provided as part of the Residency Determination application.
 - b. Applicants will receive an appropriate classification immediately upon completion of the Residency Determination Application from the Residency Determination Service (RDS) consistent with the requirements of state law. Applicants determined to be a nonresident for tuition purposes will be informed of their nonresident status from RDS along with steps to appeal.
2. **Reclassification**
 - a. A student who is initially classified as a nonresident and believes they meet the requirements of G.S. 116-143.1 or any other applicable laws may request a reclassification review from RDS.
 - b. Students must notify the Office of Admissions of any residency status changes. Johnston Community College must be notified of the residency status change no later than the last day of the current term to adjust the billing rate for that same term. If Admissions is notified after the term has ended, then the billing rate will be adjusted for the following semester.

Business-Sponsored Students:

Business Sponsorships may be approved for students who are classified as out-of-state for tuition purposes. Students must provide all documentation below every semester to Admissions attesting that they work for a NC employer and that the employer agrees to pay the tuition, fees, and books for the student.

- Letter from the employer agreeing to cover the cost of the tuition, fees, and books for the student.
- Two months of paystubs for the student showing employment.

Other Community College Exceptions:

G.S. 115D-39 grants in-state tuition to certain qualifying students attending a North Carolina community college. Students must provide all documentation to Admissions attesting their eligibility for a specific tuition exception or waiver.

Upon approval by the Office of Admissions, the student type will be changed, and notification will be sent to the Business Office to process the sponsorship.

Students must submit all documentation before the term start date for the sponsorship to be applied and tuition and fees to be adjusted.

All other community college waiver and exception documentation must be submitted to and approved by Admissions before the term start date. All document submissions provided past the term start date will be considered for the following semester.

How to Pay

Johnston Community College, a member of the North Carolina Community College System, offers educational opportunities at low cost to the student. Tuition and fees are subject to change by action of the N.C. General Assembly. Select classes may require fees not listed. Tuition and all fees, including digital textbook fees, are due by each semester's payment deadline. Please see the academic calendar for detailed dates.

Tuition and fees are payable before the beginning of each semester. Tuition rates are established by the General Assembly of North Carolina. The CAPS, Activity and Technology fees are set by the Board of Trustees in accordance with policy established by the State Board of Community Colleges. Tuition and fees are subject to change without notice. Tuition for distance learning education courses is the same as all other curriculum courses. The cost of textbooks, digital materials, and supplies is an additional expense and varies with the program of study. Students who have incurred indebtedness to the College will not be allowed to register or receive grades and transcripts until it is cleared by the appropriate official of the College.

Payment Made by Phone

Please call the Cashier's Office at (919) 209-2165 to remit payment by phone. If the line is busy, please leave a message to include your name and student ID number. A staff member will return your call as soon as possible. Online payment in full:

- Go to the main webpage at www.johnstoncc.edu (<https://www.johnstoncc.edu/>).
- Log into Self-Service by clicking the link at the top right side of homepage.
- Choose the Students Finance tab.
- Choose the appropriate semester balance.
- Click on Make A Payment; Click on Continue to Payment Center
- On the log in page for Office 365, use your school email address, i.e. (username@mail.johnstoncc.edu), and your password.
- Click on Sign In – you will be asked whether or not to remain signed in - you must answer yes or no.
- The sign in process takes a minute. You will be transitioned to TouchNet to finish your payment.

Online payment plan: The Nelnet Payment Plan at Johnston Community College allows students to pay over time for their tuition and fees, making college more affordable. There is no interest. The setup fee is affordable, and it's easy to enroll.

All agreements are made between the student and Nelnet.

- Go to the main webpage at www.johnstoncc.edu (<https://www.johnstoncc.edu/>).
- Log into Self-Service by clicking the link at the top right side of homepage.
- Choose the Students Finance tab
- At the top of the next screen, locate the "Student Finance" drop down at the top of the screen. From there, choose "Payment Plan Management".
- Click "Proceed to Processor" then follow the prompts on the NelNet site. Your account information is already there for you! Additional information on the payment plan may be found at <https://www.johnstoncc.edu/payingforcollege/tuitionfees-expenses/tuition-payment-plan.aspx>.

Payment Made in Person

We accept cash, checks¹ and all major credit/debit cards. The Cashier's Office is located inside the Wilson building on the main campus. Please include student ID # and a contact phone number on checks.

Payment Made by Mail

Mail checks or money orders to:

Johnston Community College
Attention: Cashier
Post Office Box 2350
Smithfield, NC 27577

Cashier's office hours: Monday 8:00 am to 5:30 pm Tuesday - Thursday 8:00 am to 5:00 pm Friday 8:00 am to 3:00 pm (closed on Fridays during the summer). If you have any questions, please contact the Cashier's Office for assistance at 919-209-2165 or jcccashier@johnstoncc.edu.

¹ Out-of-state checks, starter checks or Woodforest Bank checks are not accepted.