

# VISITING STUDENT

## REGISTER TODAY

### STEP 1

#### APPLY AS A VISITING STUDENT

Visit [www.ccm.edu/admissions/](http://www.ccm.edu/admissions/) to fill out our online application and pay the \$30 application fee. When you are choosing your academic program, be sure to select "Visiting Students - Non-Matriculating/Non-Degree."



ADMISSIONS

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### STEP 2

#### REVIEW YOUR ADVISING AND REGISTRATION EMAIL

Shortly after your application is processed, you will receive an email with a campus-wide login and password. You can use that to access various campus technology such as Titans Direct (to register for classes), Blackboard (to manage online coursework) and your CCM student email (to communicate with the college community).



TITANS DIRECT

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### STEP 3

#### SEARCH AND REGISTER FOR COURSES

You may search and register for classes by logging on to **Titans Direct**. For assistance using Student Planning on Titans Direct, view our **Helpful Videos**. You can also learn more about how to search, plan and register for classes by going to our **Visiting Student Planning Link**. Scan QR codes to left.



HELPFUL VIDEOS

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### STEP 4

#### SEND US YOUR COLLEGE TRANSCRIPT

A transcript is required only if you wish to take a course with a prerequisite that you have completed at another college. Make sure the transcript shows the prerequisite course and the grade you received. If you do not have the necessary prerequisites, you can submit a letter from your academic advisor at your home college or university giving you permission to enroll in a CCM course. Exemptions and pre-requisites may also be granted based on SAT/ACT scores or based on a review of high school transcript for students graduating within the past three years.

Email these items to [registrar@ccm.edu](mailto:registrar@ccm.edu). Make sure to include your full name, CCM ID number, and the specific course ID, title and term of the course you wish to take in the body of the email.



PLANNING LINK

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For additional information, contact the Admissions office at **973-328-5100** or [admiss@ccm.edu](mailto:admiss@ccm.edu)