

Criminal Justice Fellows Program Community College Checklist

- ☐ Complete an admissions application for your community college.
- ☐ Take placement tests if needed.
- ☐ Meet with an advisor and register for classes.
- ☐ Inform your advisor that you are an NC Criminal Justice Fellows Program Fellowship recipient and that you **MUST** graduate within 2 years.
- ☐ Complete new student orientation at your community college if required.
- ☐ Obtain and submit a copy of your course schedule.
- ☐ Obtain and submit a copy of your program of study (a list of all courses required for your degree).
- ☐ Obtain and submit proof that you are designated as an in-state student in the Residency Determination Service (RDS). This documentation must include your Residency Certification Number (RCN).
- ☐ Provide your community college's tuition due date.

Please initial below to certify that you have completed each of the items on this checklist.

Complete and submit this checklist and required documentation (e.g., your class schedule, program of study, proof of in-state student status, and tuition due date) using the [CJFP Onboarding Documents Form](#).

Reminder: Students accepting the fellowship offer should notify the Program Manager via email at cjfellows@ncdoj.gov and complete the [CJFP Orientation Questionnaire](#) **as soon as possible**.