



The Academic Success Center

973-328-5530 • TASC@ccm.edu

214 Center Grove Road, Randolph, NJ 07869

New Student Advisement and Registration (NSAR)

To-Do List High School Challenger Students

- ☐ Make note of your username (last name.first name, i.e. titan.titus) and password (ccm + your Student ID number, i.e. ccm1234567). Your username may contain numbers or may be shortened (if you have a common name or if you have many characters in your first and/or last name).
- ☐ Set up, monitor and begin using your [CCM Student Email](#), as your primary email.
- ☐ Review CCM course offerings for a specific term on your [Titans Direct](#) account. Logon and click on the 'Course Catalog' tile. Click on the '**VIEW AVAILABLE SECTIONS**' button to view a specific section for a course (indicating the day, time, location and availability).
- ☐ **Meet with your high school guidance counselor** and discuss CCM course choices and ideas based on your future college goals.
- ☐ Access here and review CCM's [General Education Course List](#) for course ideas.
- ☐ If you are **trying to enroll in a course THAT REQUIRES MATH, ENGLISH and/or ANY OTHER COLLEGE-LEVEL COURSE PREREQUISITES**, you must show proof of completing the prerequisite by one of the following ways:
 - Meeting the minimum Math and/or English SAT or ACT scores (560M/590E or 23).
 - Passing through CCM's placement Math and/or English Accuplacer test/s – contact testing@ccm.edu to schedule a test.
 - Providing a high school transcript for evaluation that meets the minimum Math and/or English requirements for the class – admiss@ccm.edu.
 - A note from your high school guidance counselor or teacher recommending you take a specific course which will waive the prerequisite. **Access here:** [Placement Information \(Math/English\)](#)
- ☐ To plan and register for your course, click on the 'Student Planning' tile, find the course and SECTION click on 'add the section to your schedule' – the course is now planned. To register, click on the 'accept terms and register now' button.
- ☐ Go to the 'Payment Information' tile to pay for the course.
- ☐ If you are considering enrolling in a CCM degree or certificate after you graduate high school, you can check out course requirements by major. **Access here:** [Curriculum Checklist](#)
- ☐ To help you plan and register for your courses, watch the following: [Titans Direct Video for Non-Degree-Seeking Students](#) and/or review other [Titans Direct/Student Planning Videos for New Students](#).