

CCP Registration Form Instructions

The School Counselor, Principal, High School Designee, or Homeschool Administrator and the student must complete this form together. Refer to the CCP Pathway Guide for a breakdown of each pathway and their required courses. Have courses selected prior to completing this for quicker completion

Steps to finding the VGCC Course Schedule:

1. Go to www.vgcc.edu, Vance-Granville's home page.
2. Click on campus links at the top of the screen
3. Click "schedules"
4. Scroll down to "Course Schedules" tab and click "Search myVGCC Course schedules" in green
5. Search for courses in the search bar
 - a. Once you find the course, it will give you the course name, credit number, and course description.
6. Click the tab reading "View Available Sections for..."
 - a. Pay attention to the times, days, and locations.
 - b. Online course sections will begin the letter "Z"

To be completed by the student:

1. Visit www.vgcc.edu
2. Click "Areas of Study" at the top of the page
3. Select "High School Dual Enrollment"
4. Go to the "CCP Forms" link located under Quick Links
5. Click "CCP Registration Form"
6. Click "Start Filling"
7. Enter your full name
8. Enter your VGCC Student ID if you have it
9. Select term
10. Select year
11. Select pathway
12. Enter high school's counselor/designee address
 - a. **NOTE:** If you are a homeschool student, you will enter your home school administrator's email address.
13. Enter the CCP Liaison's email
14. **Follow the model of the example above for completing the course selections**
15. "Course ID" input not required
16. Enter number of credits being taken
17. Sign the document with your mouse and enter your school email
18. You may preview the PDF and print for your records
19. Press "submit"

CCP Registration Form Instructions

To be completed by School Counselor, Principal, High School Designee, or Homeschool Administrator

1. Open email received from Vance Granville Community College
 - a. Subject line of email will have the name of form along with the student's name
Open the link under step one
2. Review the form to make sure everything is accurate
3. The form recognizes the signatures as images, so you will not see the signature completed by the applicant. You should see a small image icon in the top right corner. This indicates that the document has been signed.
4. Sign the document with your mouse
5. Enter the date
6. You may preview the PDF and print for your records
7. Press "submit"
8. Return back to initial email and click "Release to VGCC"
9. Press complete