

CCP Eligibility Form Instructions

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. Choose the box that applies to you (New Homeschooled CCP Students, New CCP Students, Early College High School Programs, or Continuing CCP Students) and select “learn more” in the yellow box.
5. Go to the “CCP Forms” link located under Quick Links
6. Click “CCP Student Eligibility Form (Electronic Jotform)”
7. Click “Start Filling”
8. Enter your full name
9. Enter the year you are enrolling
10. Enter the term you are entering
11. Enter your home address
12. Enter your county
13. Enter your home phone number and cell phone number
14. Enter your school email address
15. Enter your date of birth
16. Answer “yes” or “no” to NC Resident
17. Answer “yes” or “no” to Hispanic or Latino
18. Select your race/ethnic background
19. Select your gender
20. Select your education goal
21. Enter your expected graduation month and year
22. Select your high school type
23. Enter your high school’s name
24. Select your current grade
25. Select your pathway choice
26. If you are interested in selecting more than one pathway select “yes”, and click your second pathway option. If not, select “no”
27. Use your finger or mouse on your computer to sign your signature
28. Instruct your parent to also sign their signature
29. Enter your school counselor’s email address
 - a. **NOTE:** If you are a homeschool student, you will enter your home school administrator’s email address.
30. Select your respective county’s representative
31. Preview PDF if you would like to keep a copy for your records
32. Submit



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

1. Open Email from Vance Granville Community College
 - a. Subject line of email will have the name of form along with the student's name
2. Open the link under step one
3. Review the form to make sure everything is accurate
4. The form recognizes the signatures as images, so you will not see the signature completed by the applicant and the parent. You should see a small image icon in the top right corner. This indicates that the document has been signed.
5. Scroll to the section titled, "To be Completed & Certified by the High School Principal/Designee" and click the drop-down arrow.
6. Enter the student's unweighted GPA
7. Attach student's **SIGNED** high school transcript to the file upload box
8. If the student has less than a 2.8 unweighted GPA, changing to a different pathway, enrolling in more than one pathway, or continuing classes towards completion of the associated degree or diploma, complete the Special Permission Form.
9. Sign the document with your mouse
10. You may preview the PDF and print for your records
11. Press "submit"
12. Return back to initial email and click "Release to VGCC"
13. Press "complete"