

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 CCP Pathway Guide:

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 Pathway Guide” link under Quick Links
6. Find your pathway (s) and click on the green hyperlink
7. Once you have clicked on your pathway, you will see the courses required for that pathway.

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. 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 Registration Form (Electronic JotForm)”
7. Click “Start Filling”
8. Enter your full name

9. Enter your VGCC Student ID if you have it
10. Select term
11. Select year
12. Select pathway
13. 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.
14. Enter the CCP Liaison's email
15. **Follow the model of the example above for completing the course selections**
16. "Course ID" input not required
17. Enter number of credits being taken
18. Sign the document with your mouse and enter your school email
19. You may preview the PDF and print for your records
20. Press "submit"

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