Form Lifecycle: CCP Eligibility Form

Counselor/High School Designee

Student

Liaison

Admissions

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Navigating to the Form

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”

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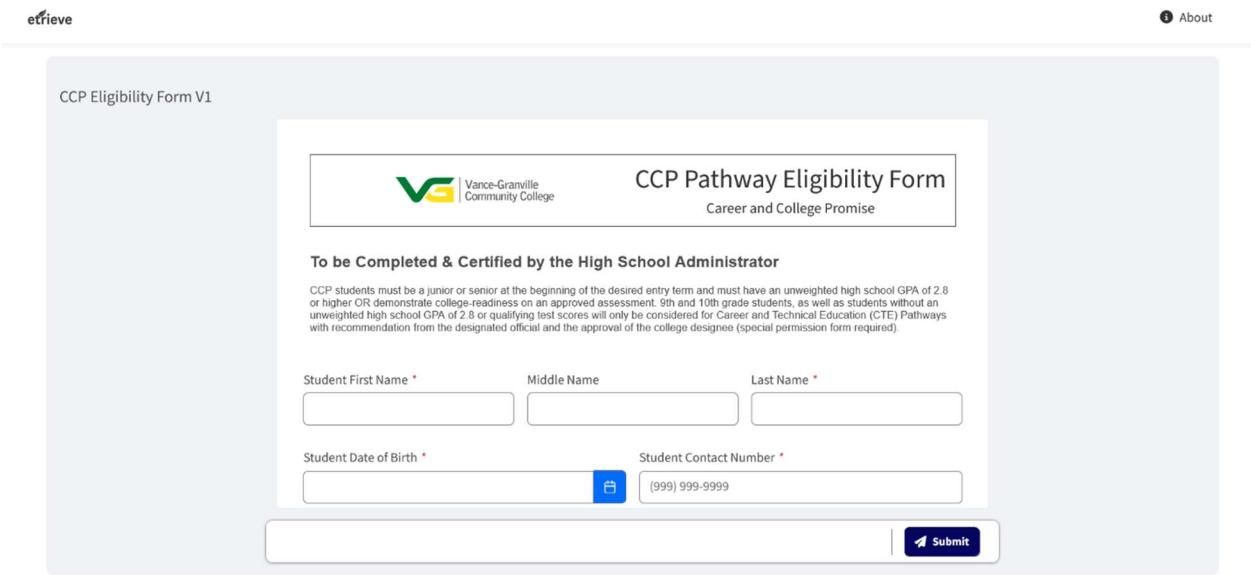
1. Below you will see a photo of the form. HS Administrator / Counselor initiates this form. The HS Administrator/Counselor will fill out the information required as well as attach the transcript. The HS Administrator/Counselor also selects the liaison. Once completed, the form is submitted to the student for their signature.



2. Student receives an email like the one shown below. The subject line will be "CCP Eligibility Form – Student Name is awaiting your e-signature". The email will come from "VGCC Softdocs". The student will then follow the link in the email, signs the form, and submit.

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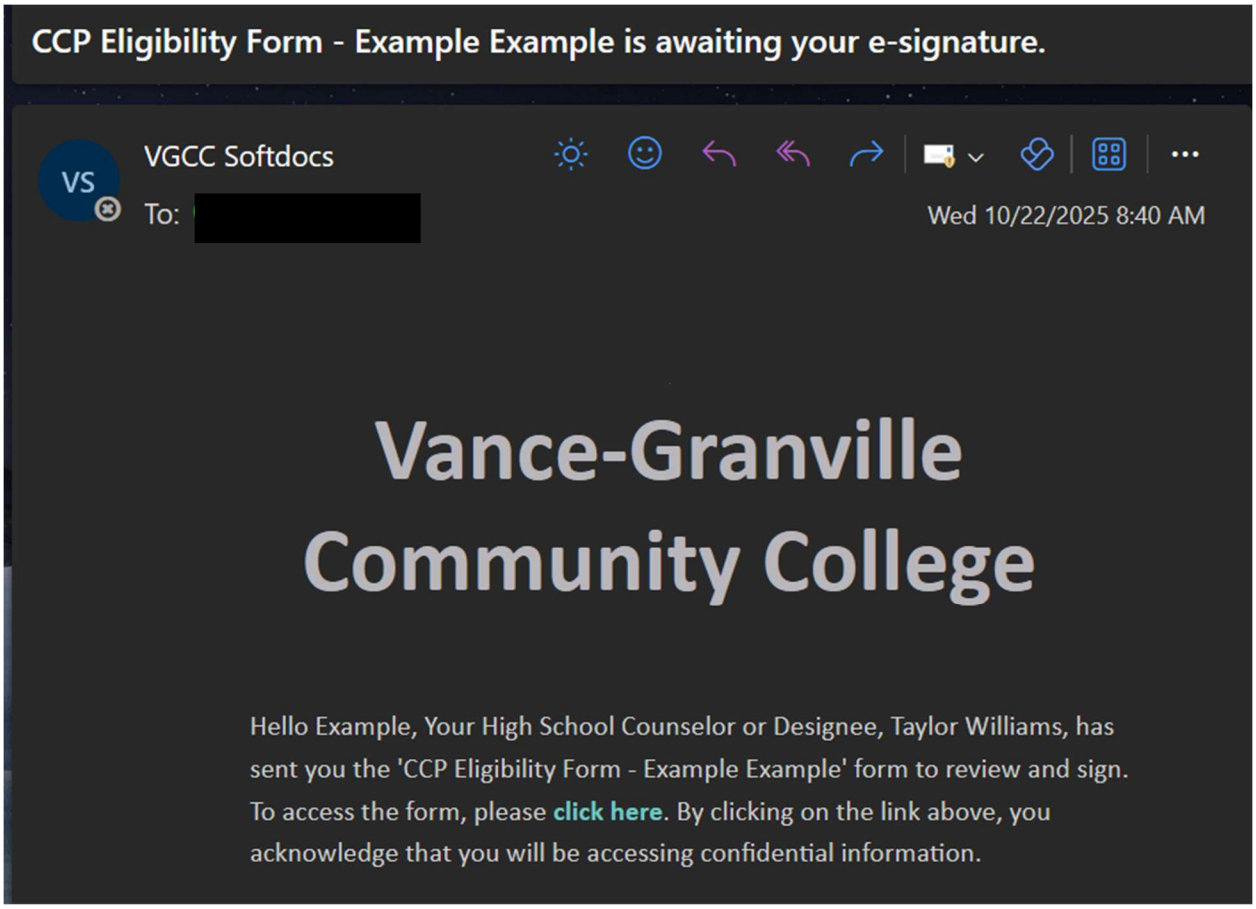
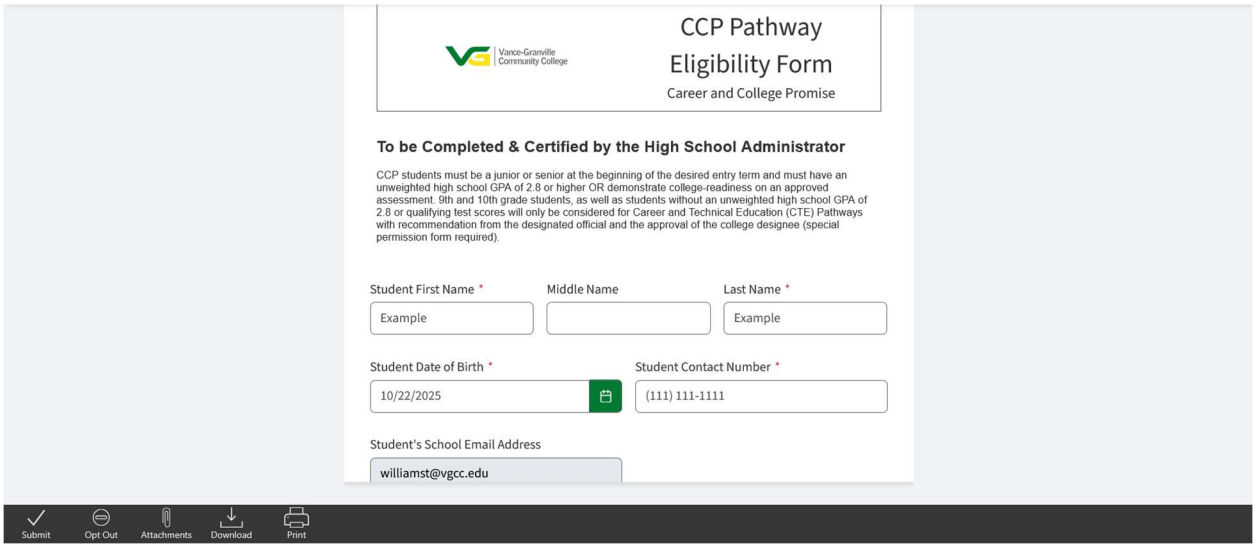


2a. The link will show what the HS Administrator/Counselor completed. The student will not be allowed to make changes. Please see the photo below.



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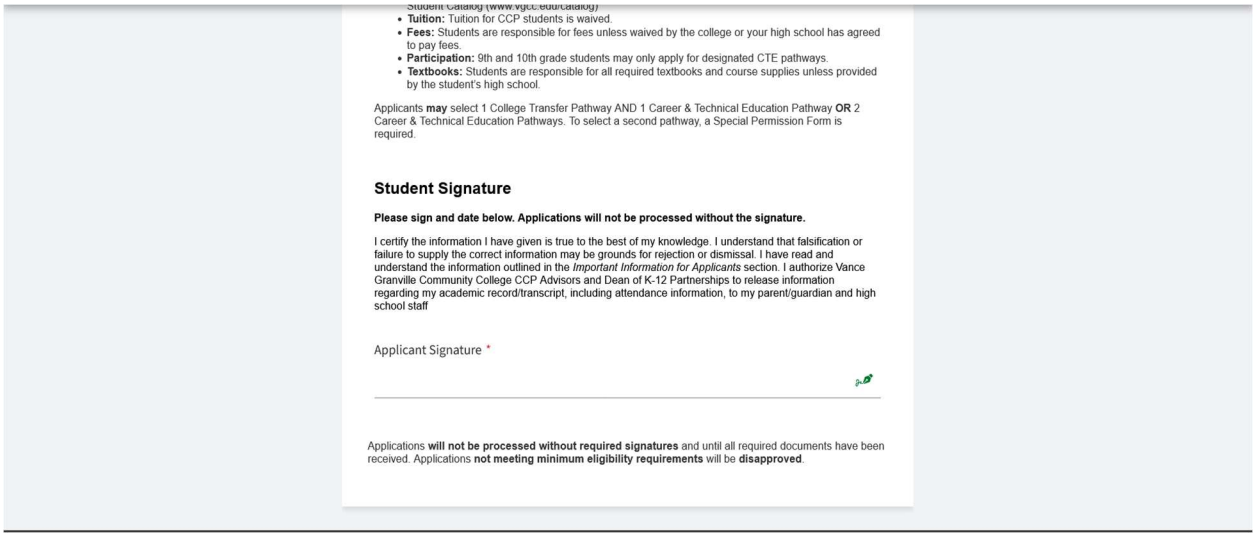
2b. Once the student scrolls to the bottom, they will see the area for them to insert their electronic signature.



Student Catalog (www.vgcc.edu/catalog)

- **Tuition:** Tuition for CCP students is waived.
- **Fees:** Students are responsible for fees unless waived by the college or your high school has agreed to pay fees.
- **Participation:** 9th and 10th grade students may only apply for designated CTE pathways.
- **Textbooks:** Students are responsible for all required textbooks and course supplies unless provided by the student's high school.

Applicants **may** select 1 College Transfer Pathway AND 1 Career & Technical Education Pathway **OR** 2 Career & Technical Education Pathways. To select a second pathway, a Special Permission Form is required.

Student Signature

Please sign and date below. Applications will not be processed without the signature.

I certify the information I have given is true to the best of my knowledge. I understand that falsification or failure to supply the correct information may be grounds for rejection or dismissal. I have read and understand the information outlined in the *Important Information for Applicants* section. I authorize Vance Granville Community College CCP Advisors and Dean of K-12 Partnerships to release information regarding my academic record/transcript, including attendance information, to my parent/guardian and high school staff

Applicant Signature *

Applications **will not be processed without required signatures** and until all required documents have been received. Applications **not meeting minimum eligibility requirements** will be **disapproved**.

2c. After signing, it will ask the student to verify their electronic signature. After verifying, the student will select the check mark at the bottom left of the screen labeled “submit”. After clicking “submit”, it will ask the student accept signing the form electronically.

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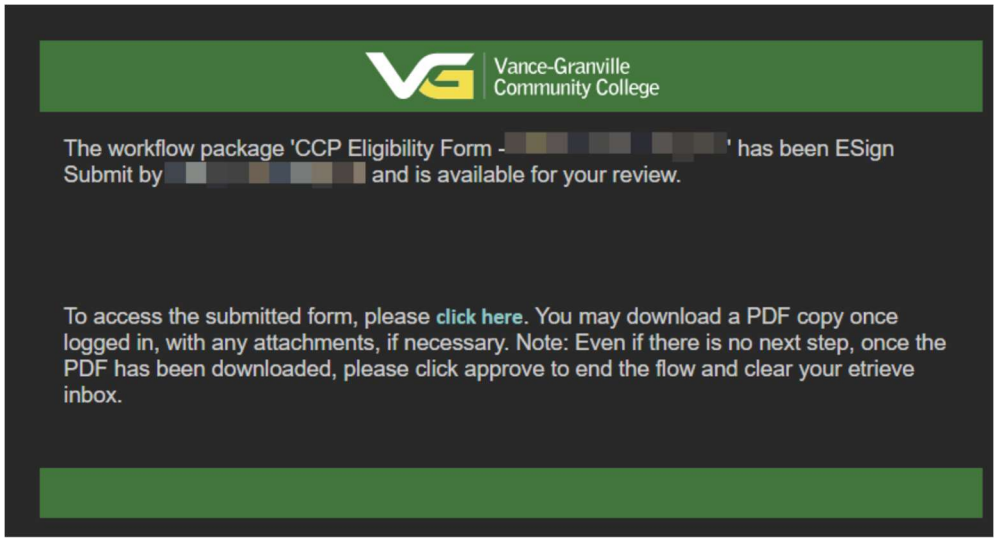
3. After the student submits, the form is routed to the Liaison selected by the HS Administrator /Counselor. The Liaison will receive an email like the one shown below:



4. Once the Liaison approves the form, the student & HS Administrator/Counselor will receive an email stating the document has been provided to Admissions for processing. It also reminds them to submit the HS Dual Enrollment Application (CFNC), Leon's Law form, and their CCP Registration form (see the example below).

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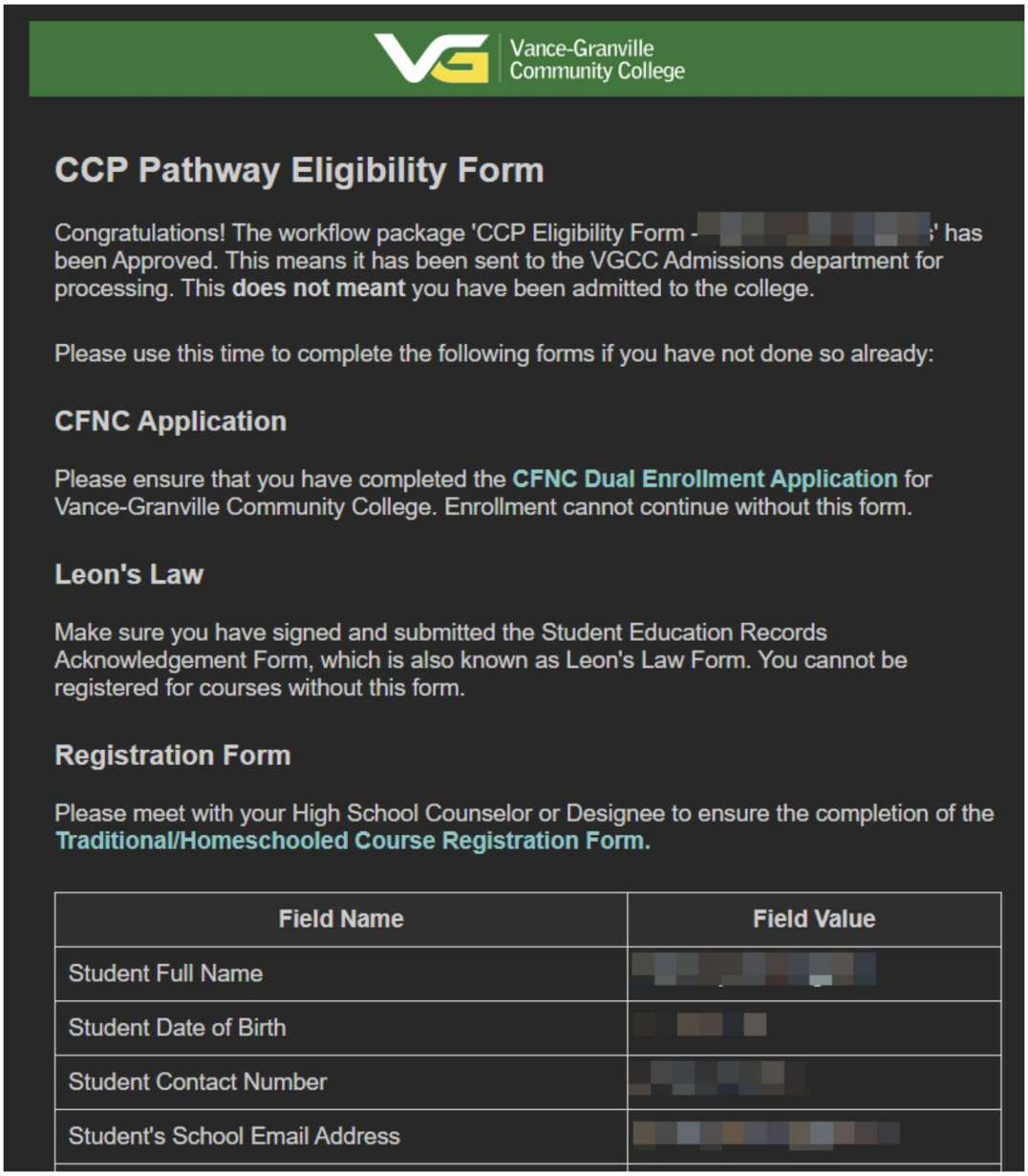

Vance-Granville Community College

CCP Pathway Eligibility Form

Congratulations! The workflow package 'CCP Eligibility Form - [redacted]' has been Approved. This means it has been sent to the VGCC Admissions department for processing. This **does not meant** you have been admitted to the college.

Please use this time to complete the following forms if you have not done so already:

CFNC Application

Please ensure that you have completed the **CFNC Dual Enrollment Application** for Vance-Granville Community College. Enrollment cannot continue without this form.

Leon's Law

Make sure you have signed and submitted the Student Education Records Acknowledgement Form, which is also known as Leon's Law Form. You cannot be registered for courses without this form.

Registration Form

Please meet with your High School Counselor or Designee to ensure the completion of the **Traditional/Homeschooled Course Registration Form.**

Field Name	Field Value
Student Full Name	[redacted]
Student Date of Birth	[redacted]
Student Contact Number	[redacted]
Student's School Email Address	[redacted]

5. If the form is denied, the HS Administrator/Counselor & the student receives an email stating why the eligibility form was denied. Please be sure to review comments on the form provided by the Liaison.

End of instructions