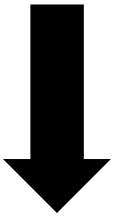
Form Lifecycle: CCP Registration (Traditional/HS)

Counselor/High School Designee

Student



Liaison

Admissions

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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"

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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 Registration Form”

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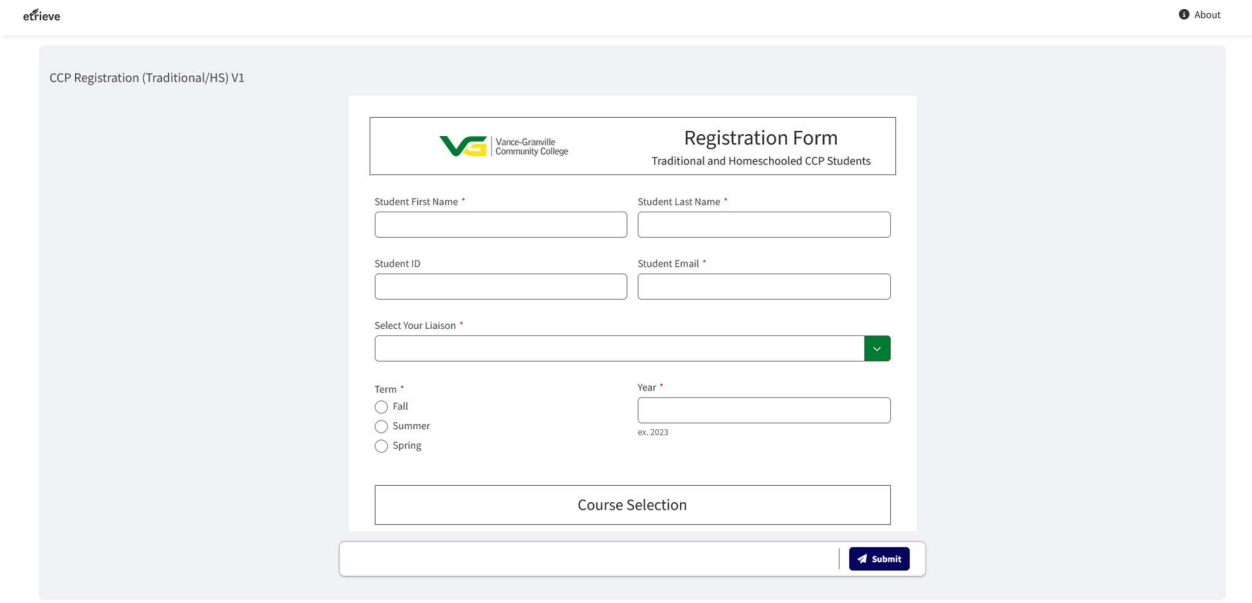
1. Below you will see a photo of the form. **This form is initiated by the HS Administrator/Counselor on behalf of the student.** The HS Administrator/Counselor selects the appropriate Liaison.



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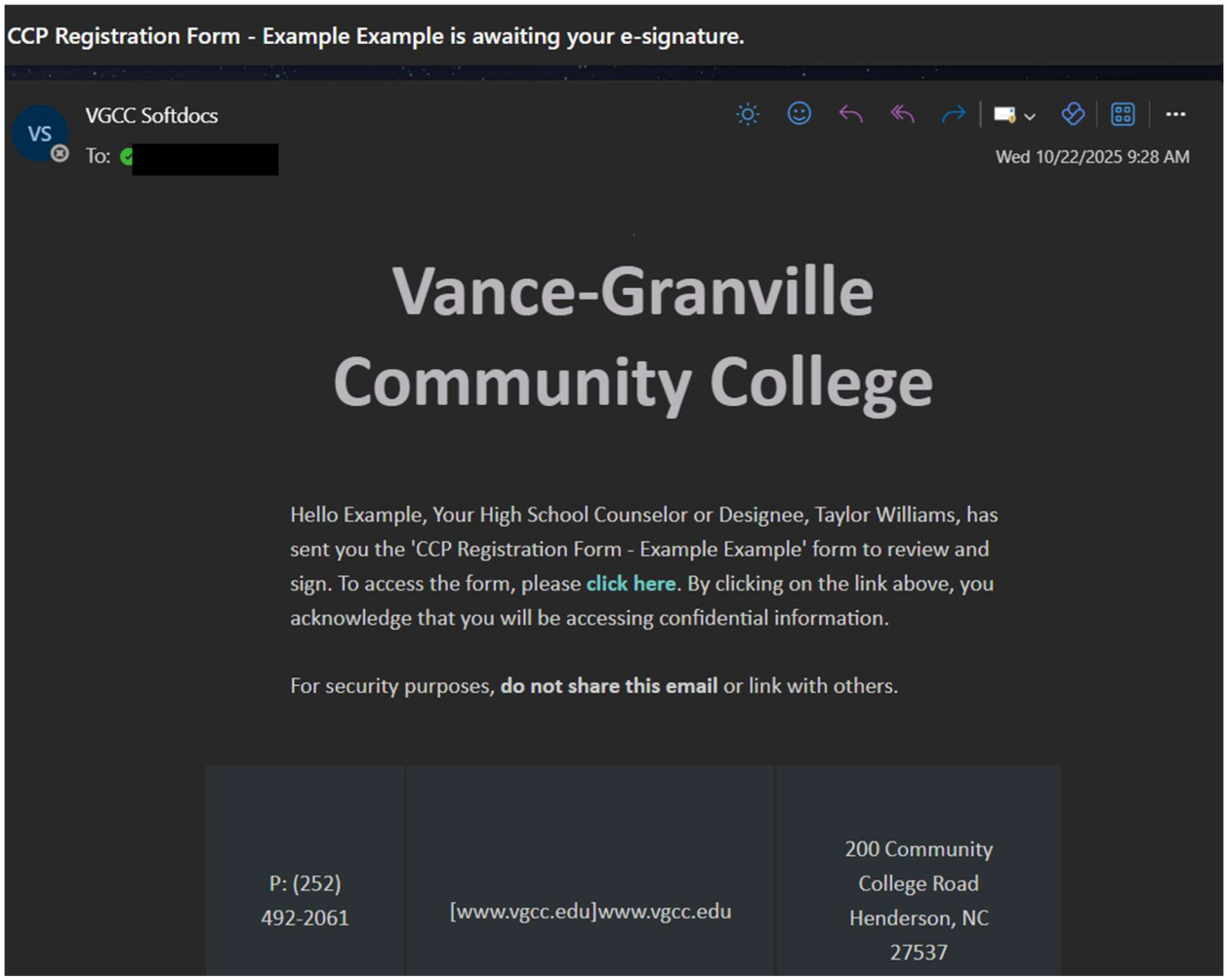
2. Student receives an email like the one shown below. The subject line will be “CCP Registration Form – Student Name is awaiting your e-signature”. The email will come from “VGCC Softdocs”. The student follows the link in the email, signs the form, and submits.



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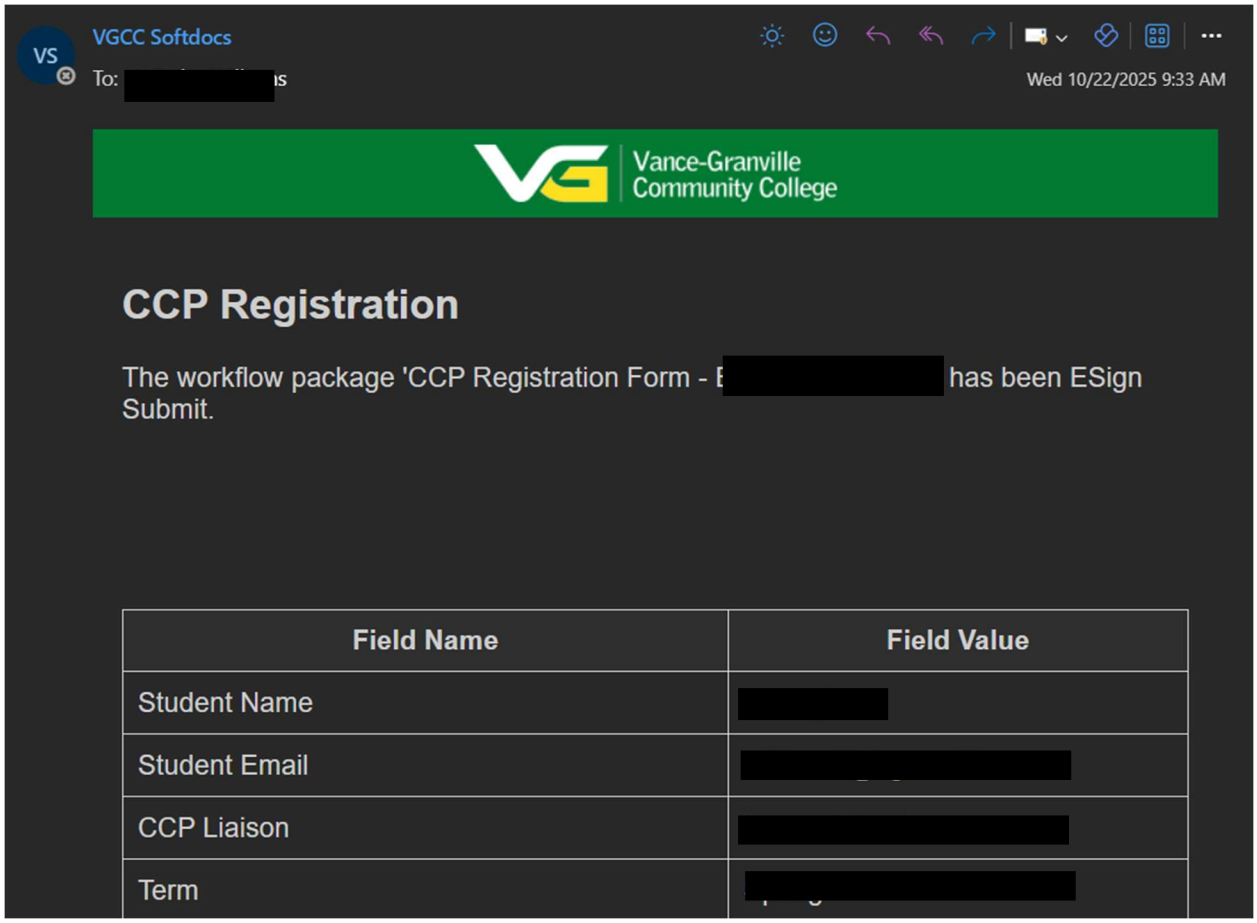
3. HS Administrator/Counselor and the student receive confirmation of the registration form being submitted and received. See the photo below of what the email will look like.



4. The registration form is then routed to the Liaison that was selected for that form.

End of instructions