# CCP Eligibility Form Instructions

<u>To be completed by the student:</u>

1. Visit [www.vgcc.edu](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 "VGCC Career and College Promise Eligibility Form"
6. Click "Start Filling"
7. Enter your full name
8. Enter the year you are enrolling
9. Enter the term you are entering
10. Enter your home address
11. Enter your county
12. Enter your home phone number and cell phone number
13. Enter your school email address
14. Enter your date of birth
15. Answer "yes" or "no" to NC Resident
16. Answer "yes" or "no" to Hispanic or Latino
17. Select your race/ethnic background
18. Select your gender
19. Select your education goal
20. Enter your expected graduation month and year
21. Select your high school type
22. Enter your high school's name
23. Select your current grade
24. Select your pathway choice
25. If you are interested in selecting more than one pathway select "yes", and click your second pathway option. If not, select "no"
26. Use your finger or mouse on your computer to sign your signature
27. Instruct your parent to also sign their signature
28. Enter your school counselor's email address
    a. **<u>NOTE:</u>** If you are a homeschool student, you will enter your home school administrator's email address.
29. Select your respective county's representative
30. Preview PDF if you would like to keep a copy for your records
31. Submit
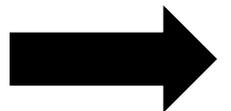
<u>To be completed by School Counselor, Principal, High School Designee, or Homeschool Administrator</u>

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"