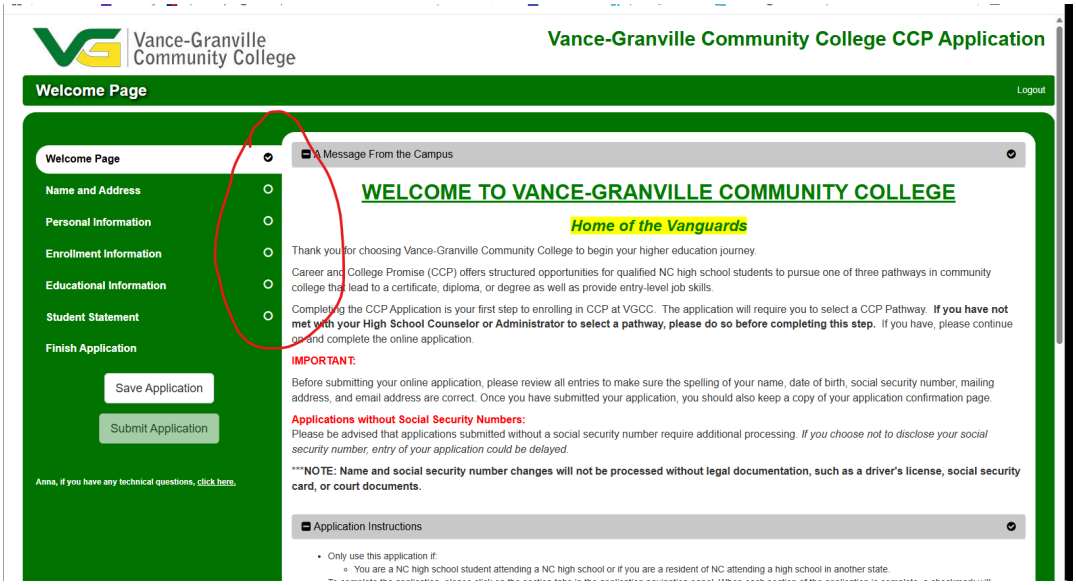
VGCC – CCP Pathway Eligibility Form

To be Completed with your LMHS School Counselor

Your School Counselor will complete the CCP Pathway Eligibility form and attach your current LMHS Transcript and submit it.

STEP 1 - Complete the CFNC Dual Enrollment Application and Dual Enrollment (5 min)

1. Complete the CFNC Dual Enrollment Application or Go to www.vgcc.edu, Vance-Granville's home page. Click on "Apply Today" yellow box at the top right of the page.
   a. Click on "HS Dual Enrollment Application" under resources(#1 in the Eligibility email example below if you have received the email) and complete that application process *If you have not ever set up a CFNC Account:*
2. Enter your CFNC Username and Password if you already have one. If not, you will need to create one. Click on "New User" if you have not set up a CFNC account *Be sure to create your new account using a personal email address and NOT your fcschools.net email. This way you will continue to have access after you graduate*. Once you have logged in or your username and password are created, you may begin entering the application information.
3. Once you have created an account/ logged in you will come to this screen.



-Complete each screen and click "Next" at the bottom right corner of each screen to move to the next.

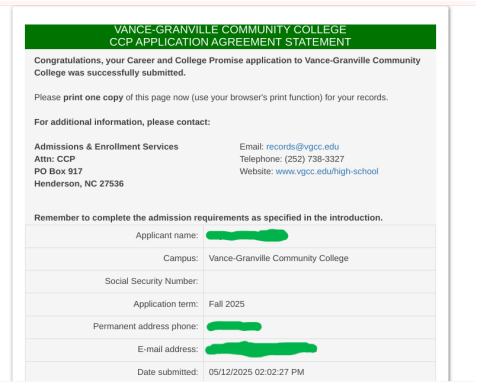
You are not done until all of the circles (outlined in red above) are checked.

Detailed instructions for this Application:

- On each screen Fill in all items with a red asterisk (*).
- Name and Address:. Please use full legal name. NO NICK NAMES, please.
- Be sure to enter complete address.
- Enter your phone number and phone type

- Enter your email address in both boxes
- Enter your mailing address
- Personal Information: Please enter all information accurately and completely.
- Enter your social security number. Or Enter your PowerSchool NC Student Number if you have one
- Enter your Date of Birth, Select sex, ethnicity, and race
- Are you a high school.
- Have you acquired a valid driver's license? Select "Yes" or "No"
- Answer the next questions with answers that apply to you:
    - Are you a dependent of an active-duty military member? Select "Yes" or "No"
    - Enter your parent level education level for both parents
    - Enrollment Information: a. Are you a first-time Career & College Promise (CCP) student? Select "Yes"
    - When do you plan on starting classes? Select the term you plan to start attending
    - Entrance status: "Career and College Promise"
    - Choose a Career and College Promise Pathway:
        - Select the CTE Program of Study and/or College Transfer Pathway you are enrolling in.
    - Education goals (select what is your primary goal): Degree, diploma or certificate g.
    - How did you learn about the college? "High School Counselor"
    - I am currently expelled or suspended from another college or university. "No"
    - Educational Information: a. For high school information, click in the text box to search for your school, Type your high school in the search box and click the enter button on the keyboard, Click on your school d. Fill in "Public School" and select Franklin County
    - Enter your expected graduation date
    - Indicate your highest level of education completed
    - Student Statement: a. Type your name in the box provided and click next.
    - A confirmation e-mail will be sent to the e-mail address you provided on the application. You do not have to put your Social Security Number: Your NC Student number is enough (your student id number)

You should be taken to a page that looks like this ⟶



VANCE-GRANVILLE COMMUNITY COLLEGE
CCP APPLICATION AGREEMENT STATEMENT

Congratulations, your Career and College Promise application to Vance-Granville Community College was successfully submitted.

Please **print one copy** of this page now (use your browser's print function) for your records.

For additional information, please contact:

Admissions & Enrollment Services
Attn: CCP
PO Box 917
Henderson, NC 27536

Email: records@vgcc.edu
Telephone: (252) 738-3327
Website: www.vgcc.edu/high-school

Remember to complete the admission requirements as specified in the introduction.

Applicant name:	[redacted]
Campus:	Vance-Granville Community College
Social Security Number:	
Application term:	Fall 2025
Permanent address phone:	[redacted]
E-mail address:	[redacted]
Date submitted:	05/12/2025 02:02:27 PM

Take a screenshot of this and send it to your counselor.

-You will receive an official letter welcoming you to VGCC about a week later in the mail. **DO NOT lose this!

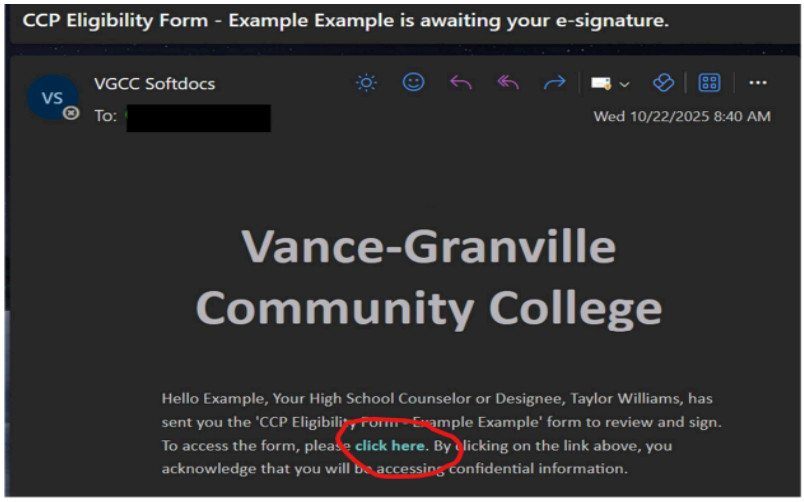
MOVE ON TO STEP 2.

STEP 2- Meet with your counselor at the arranged time to complete the following steps. Bring your Chromebook.

YOU WILL HAVE **AT LEAST TWO (2) EMAILS THAT YOU WILL HAVE TO RESPOND** TO FOR THIS PROCESS TO BE COMPLETE!

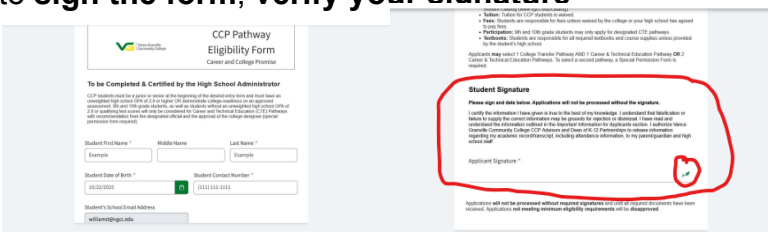
At your meeting with your counselor an Eligibility Form will be completed. Once your counselor has submitted it, you will need to Verify your Eligibility Form- Check your FCS email for this email:

"VGCC Softdocs" titled "CCP Eligibility Form- ___ Is awaiting your e-signature"

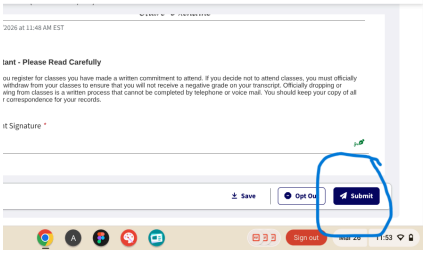


Click the link (circled in red above) in the email will show you the Eligibility form submitted by your counselor.

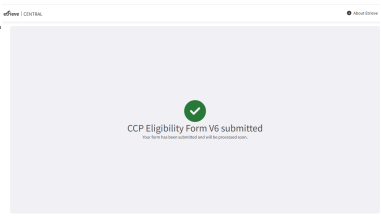
- Scroll to the bottom to **sign the form**, **verify your signature**



- **Click Submit.**
  (bottom left hand corner of the screen)

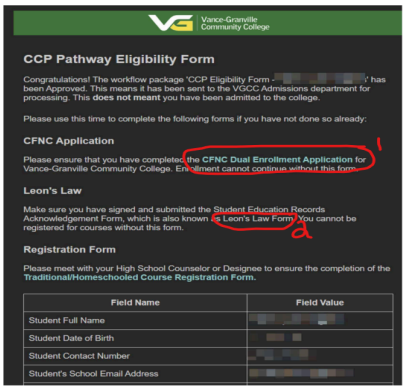


- Ensure you see the confirmation page that looks like this.



- Once the VGCC Liaison approves your eligibility (may take a few days), a notification will be sent to you and your counselor from
  "VGCC Softdocs" titled "CCP Eligibility Form - (Your name)"

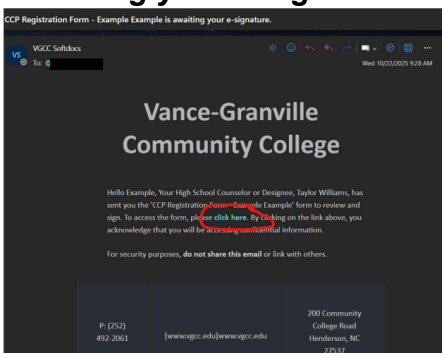
- You do not have to complete anything in this email. Just hold it For your records.



STEP 3- Verify your Registration Form- STEP 3 Will have to be completed every time/ Semester you are registered for a new class at VGCC. Be sure to promptly complete STEP 4 every time you get that email.

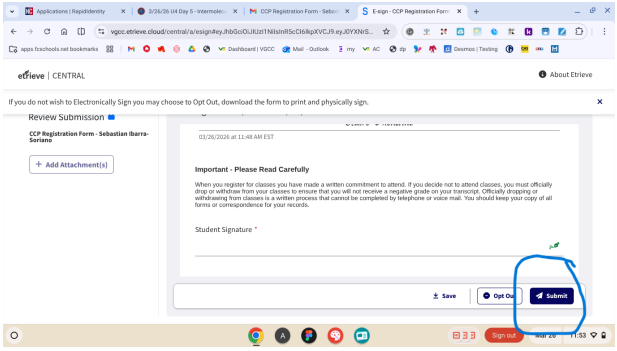
Check your FCS email:

- When your Counselor Submits your Registration form, you will get an email from
  "VGCC Softdocs" titled "CCP Registration form- _____ is awaiting your e-signature"

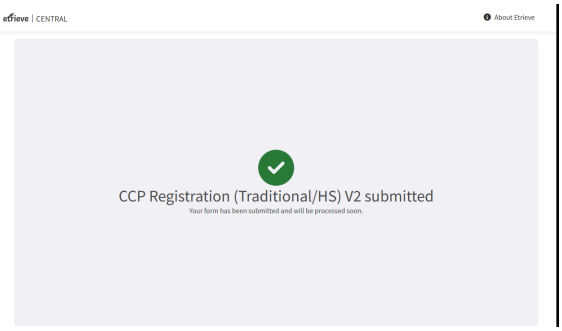


- Click the link (circled in red in the image) in the email will show you the Registration form submitted by your counselor.
  Scroll to the bottom to **sign the form**,
  verify your signature

- **Click Submit. (bottom right corner of the screen)**



- Ensure you see the confirmation page that looks like this.



Once you have completed these steps, you should be done. Once the eligibility and CFNC Application have been done once, you will not have to do them again.
For future semesters, The only step you will have to complete will be the Registration Verification (Step 3) each time you are registered for a class or classes.