

CCP Step 1- VGCC Online Application

STEP 1- For taking CCP classes in high school.

INSTRUCTIONS FOR COMPLETING THE VGCC ONLINE APPLICATION:

-If you have taken classes at VGCC before, you do not have to complete the application again.

-Before you can be registered for any classes at VGCC you must complete the Online Application. You only have to complete this one time and it is ok to go ahead and complete it even if you do not ever take any classes there.

- Click or type in this link for the VGCC Application (The specific instructions walking you through it are below) If it does not open in a new tab, back up, open a new tab, then Copy and paste this web address for the VGCC Application into the new tab. This way you can click back over to this page and see these instructions as you complete the application.

t.ly/d37TU

-If you have not ever set up a **CFNC Account**, Click on "**Create 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.

-Fill in all (*) items. SSN is not required, **BUT** it will slow your application processing significantly if not included.

-For "**Enrollment term**" you will choose the semester in which you plan to take your VGCC class.

- For Entrance Status choose "**Career College Promise.**"

- Answer "**Yes**" to "**Are you a first time CCP student.**"

- **Career and College Promise pathways:** choose Either "College transfer" or "Career and Technical" depending on which type of classes you are planning to take.

-Next, select the "**CCP Program of study**" or "**CTE Program of Study**" from the Drop down menu that appears. (Most doing College Transfer courses will choose Associate of Arts or Associate of Science). Just choose one, your official Program of Study will be determined by the Eligibility Form that we send in with your registration.

-Answer the rest of the questions appropriately as required and do not include any other colleges attended.

-Click Submit. You should be taken to a page that looks like this →

-TAKE A SCREENSHOT OR PICTURE of this confirmation Page
"Vance Granville Community College Agreement Statement"

-If you do not see this page, your application is not complete.

-Email that picture/screenshot to your counselor.

The screenshot shows a confirmation page from Vance-Granville Community College. The header is green with white text: "VANCE-GRANVILLE COMMUNITY COLLEGE CCP APPLICATION AGREEMENT STATEMENT". Below the header, it says "Congratulations, your Career and College Promise application to Vance-Granville Community College was successfully submitted." and "Please print one copy of this page now (use your browser's print function) for your records." It then provides contact information for Admissions & Enrollment Services: Email: records@vgcc.edu, Attn: CCP, PO Box 927, Henderson, NC 27536; Telephone: (252) 738-3327; Website: www.vgcc.edu/high-school. A section titled "Remember to complete the admission requirements as specified in the introduction." contains a table with the following information: Applicant name: [redacted], Campus: Vance-Granville Community College, Social Security Number: [redacted], Application term: Fall 2025, Permanent address phone: [redacted], E-mail address: [redacted], and Date submitted: 05/12/2025 02:02:27 PM.

-You will receive an official letter welcoming you to VGCC about a week later in the mail. ****DO NOT lose this!** Send a copy/picture of this to your LHS Counselor.

[Next Move onto STEP 2.](#) (click here or on the tab to the left)

CCP Step 2- Eligibility

STEP 2- For taking CCP classes in high school.

COMPLETE THE CCP ELIGIBILITY FORM WITH PARENT

You will need your Parent with you to complete this step.

-Click or type this link below into a new window. And follow the instructions on the page.

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- Click "Start Filling"
- Fill in your Name
- The year of the semester you will be taking the course(s).
- Choose the appropriate term (Semester- Fall or Spring).
- Enter your address
- Enter **FRANKLIN** County.
- Enter a Phone number and Cell number. They can both be the same number.
- Enter your **fcschools.net email address**
- Enter your Date of birth.
- Click **YES** you are a NC Resident.
- Click whether you are Hispanic or Latino.
- Click your Race/Ethnic Background.
- Click your Gender.
- Choose the appropriate education goals.
- Type your Expected Graduation Month/Year. Example: June 2025
- Click **PUBLIC** for type of high school.
- Type **LOUISBURG MAGNET HIGH SCHOOL**
- Click your current grade. (even if you are in 10th and will not be taking classes until 11th)

READ all of the **Important Information for Applicants** section.

- Choose your Pathway and Code Choice- (The pathway discussed with your counselor)
- DO NOT choose a 2nd pathway. That can be added later by your counselor.

Read the Certification statement and **sign your name**.

Have your **Parent Read** the certification statement and **sign their name**.

PAY CLOSE ATTENTION HERE:

DO NOT PUT TREADWAY'S EMAIL!!!!

For Principal/Designee Email address: Enter your counselor's email address exactly as it is here:

Last names A-J: claireoxendine@fcschools.net

Or Last names K-Z: katiemanson@fcschools.net

DO NOT PUT THE PRINCIPAL! It must come to your counselor.

For Select your Respective County's representative choose: **Franklin County - Evangeline Mitchell**

You may preview the PDF and save a copy for yourself, but you **MUST CLICK SUBMIT** for it to be submitted.

Click **SUBMIT**. A copy will be sent to your counselor for confirmation before it is submitted to VGCC.