

VGCC - CCP Eligibility

VGCC – CCP Pathway Eligibility Form

To be Completed with your LMHS School Counselor

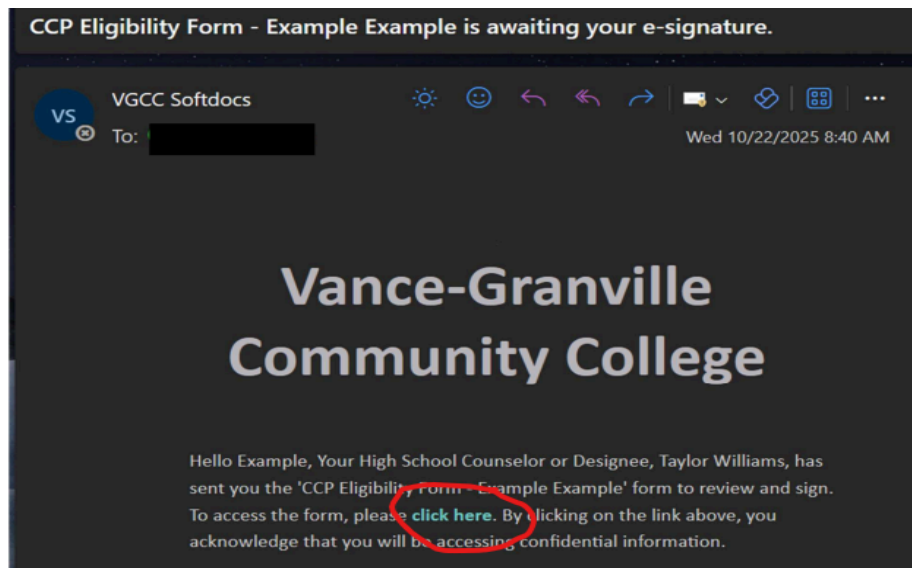
Your School Counselor will complete the CCP Pathway Eligibility form and attach your current LMHS Transcript and submit it.

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

STEP 1- Verify your Eligibility Form- **Check your FCS email:**

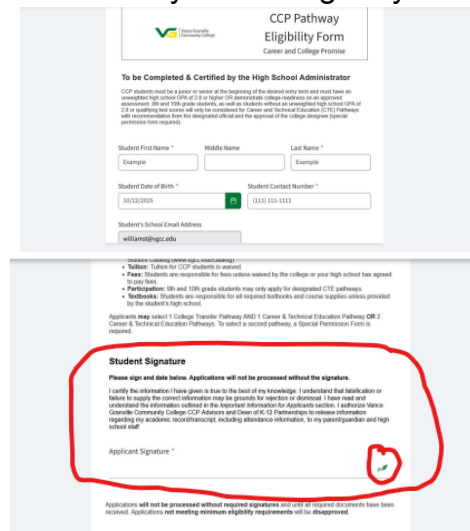
Once the Eligibility form is submitted you will receive an email in your fcschools.net email from:

“VGCC Softdocs” titled “CCP Eligibility Form- ____ Is awaiting your e-signature”

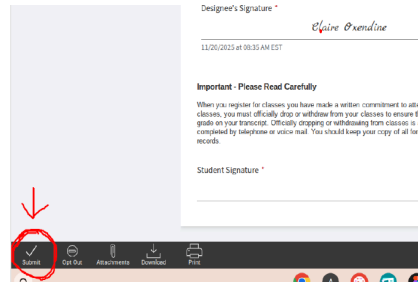


Click the link (circled in red above) in the email will show you the Eligibility form submitted by your counselor.

- Scroll to the bottom to **sign the form, verify your signature** (next step on next page)



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



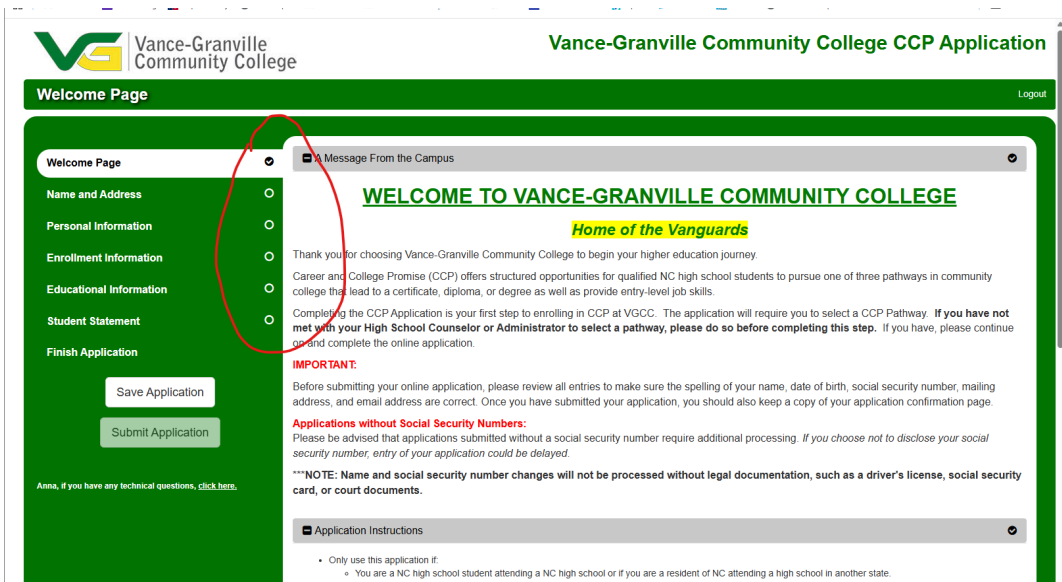
STEP 2 - Complete the CFNC Dual Enrollment Application (5 min)

1. Complete the [CFNC Dual Enrollment Application](#) (#1 in the Eligibility email example below if you have received the email) and complete that application process ([See detailed instructions here if you need them](#))

*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.*

2. 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.

- On each screen Fill in all items with a red asterisk (*).
- You do not have to put your Social Security Number: Your NC Student number is enough (your student id number)
- For "Are you a first time CCP student?" answer **"Yes"**
- For "When do you plan on starting classes?" choose the appropriate semester
- "Entrance Status" should already say "Career and College Promise"
- **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).
- 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 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!**

STEP 3 - Complete the Leon's Law form-

1. Click [this link](#) or the Leon's Law Form (#2 in the Eligibility email example below if you have received the email)
2. Complete the form and submit in the bottom left corner

- Once you have completed and submitted both the Application and Leon's Law form Your Counselor can submit the registration form for your courses. (This process may have been completed when you met to do your eligibility form or may still need to be done. Get with your counselor if you did not do this part yet.)

As long as you have completed both of these steps, when you receive the Eligibility email shown below, you will not need to do anything with that email.

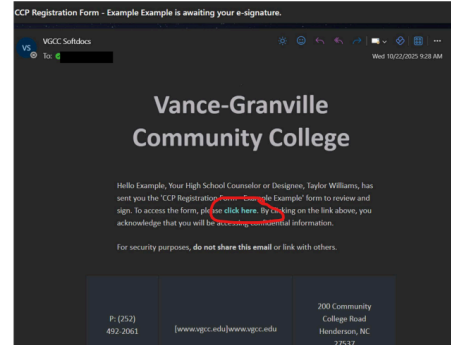
- Once the VGCC Liaison approves your eligibility (may take a few days), a notification will be sent to you and your counselor from **“VGCC Softdocs” titled “CCP Eligibility Form - (Your name)”**
- You only need to complete the tasks in this email if you **DID NOT** complete Steps 2 & 3 above before you received the email. If you have not completed Steps 2 & 3 complete them now!

STEP 4- 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.

STEP 4- Verify your Registration Form-

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 left hand corner of the screen)

A screenshot of a web-based registration form. At the top, it says 'Designee's Signature' followed by a signature 'Claire Oxendine' and a date '11/20/2025 at 08:35 AM EST'. Below this is a section titled 'Important - Please Read Carefully' with a paragraph of text. At the bottom, there is a 'Student Signature' field. A red arrow points to a 'Submit' button in the bottom left corner of the form. The bottom of the screen shows a navigation bar with icons for 'Submit', 'Opt Out', 'Attachments', 'Download', and 'Print'.

Once you have completed these 4 steps, you should be done. Once the eligibility, CFNC Application and Leon's law form 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 4) each time you are registered for a class or classes.