

Career and College Promise Program – Instructions

This document explains the basic eligibility requirements, the application process, and the pathway options available for students interested in taking College Transfer Pathway courses through VGCC.

Important Links

- **CCP Eligibility Information:** <https://www.vgcc.edu/high-school/ctp-eligibility/>
- **New CCP Student Application Steps:** <https://www.vgcc.edu/high-school/new-ccp-students/>
- **CCP Pathway Choices:** <https://www.vgcc.edu/high-school/ccp-pathways/>
- **VGCC Dual Enrollment Application Instructions PDF:** <https://www.vgcc.edu/wp-content/uploads/2024/07/HS-Dual-Enrollment-Application-Instructions1.pdf>

Step 1: Understand What CCP Is

The Career and College Promise program allows eligible high school students to take college courses while still in high school. For our rising juniors, we are focusing on the College Transfer Pathway option.

The College Transfer Pathway is designed for students who want to earn college credits that may transfer toward a future college degree. Students should understand that CCP courses are not simply extra high school classes. They are college-level courses with college-level expectations, deadlines, grades, and responsibilities.

Step 2: Check Eligibility

To enroll in a College Transfer Pathway, students must meet eligibility requirements. In general, students must:

- Be a high school junior or senior.
- Have an unweighted cumulative GPA of 2.8 or higher OR demonstrate college readiness through approved assessment scores.
- Continue making progress toward high school graduation.
- Maintain satisfactory academic standing once enrolled in CCP classes.

CCP Eligibility Information: <https://www.vgcc.edu/high-school/ctp-eligibility/>.

Students should understand that eligibility must be maintained throughout participation in the program.

Step 3: Choose the Correct Pathway

Students should review the College Transfer Pathway options carefully. The main pathways include Associate in Arts, Associate in Science, and Teacher Preparation pathways.

<https://www.vgcc.edu/high-school/ccp-pathways/>

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In general:

- **Associate in Arts** is often best for students interested in history, education, English, business, psychology, or communication.
- **Associate in Science** is often best for students interested in math, science, engineering, or health sciences.
- **Teacher Preparation** pathways are designed for students seriously considering a future in education.

Students should not randomly choose a pathway. Students and parents are encouraged to speak with Mr. Hahn before selecting a pathway. Once you choose one, there are several hoops we must jump through to change it.

Step 4: Apply to VGCC

Students must complete the VGCC online admission application for high school dual enrollment.

Students should carefully follow the instructions in the VGCC Dual Enrollment Application Instructions PDF: <https://www.vgcc.edu/wp-content/uploads/2024/07/HS-Dual-Enrollment-Application-Instructions1.pdf>

Students will need a CFNC username and password. If a student does not already have a CFNC account, one must be created before beginning the application.

Students must complete the NC Student Number verification process through CFNC. This step helps verify that the student is an official North Carolina student and helps connect educational records properly.

Students should carefully follow the CFNC prompts regarding NC Student Identification and verification when creating their account. Students should use their legal name and accurate school information during this process.

Step 5: Complete the Application Carefully

Students should complete every section of the application accurately and carefully.

The application will request information such as:

- Full legal name
- Address and contact information
- Date of birth
- High school information
- Expected graduation date
- Parent information

When selecting enrollment information, students should select:

- **Entrance Status:** → Career and College Promise
- **Pathway:** → College Transfer Pathway
- **How did you learn about the college?** → High School Counselor

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Students should use their full legal name and carefully review all information before submitting.

Step 6: Submit Required School Information

Submitting the online application is only one part of the process. Once the above steps have been taken, please email Mr. Hahn at jhahn@ccscolts.org. When you email Mr. Hahn, please indicate which Pathway you have chosen. When Mr. Hahn submits the student's transcript, he will also need to add the Pathway.

Students should continue checking their email regularly for communication from VGCC and Mr. Hahn and should respond *promptly* to any requests for information.

At the beginning, time is of the essence.

Step 7: Understand the Responsibility

Taking CCP classes is a privilege and a serious responsibility.

Students need to understand:

- These are real college classes.
- Grades become part of an **official college transcript**.
- Poor performance may impact future college admissions, scholarships, or financial aid.
- Students must manage deadlines and communicate directly with instructors.
- Students must continue meeting CCS graduation requirements while completing college coursework.

CCP can be an incredible opportunity for motivated students who are prepared to work hard and manage their time responsibly.

Final Checklist for Students

1. Review the CCP eligibility page.
2. Confirm you meet GPA or testing requirements.
3. Review the College Transfer Pathway options.
4. Speak with Mr. Hahn before selecting a pathway.
5. Complete the VGCC HS Dual Enrollment Application.
6. Use your full legal name on the application.
7. Select Career and College Promise as your entrance status.
8. Select College Transfer Pathway.
9. Watch for confirmation emails from VGCC.
10. Follow up with Mr. Hahn concerning transcripts and next steps.

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Register for Classes

Once all the above steps are completed and the student receives their acceptance email from VGCC, we can then move forward with registering for fall classes.

VGCC CCP classes are primarily online and are offered in three different terms: one 16-week term and two separate 8-week terms. The first 8-week term typically runs from August to October, while the second 8-week term runs from October to December. For most classes, students will register for either the 1st 8-week or 2nd 8-week course. The 16-week courses are usually reserved for math classes, which most students will not take during their first semester.

I will help students through each step of the registration process, but it is very important that students regularly check both their CCS and VGCC email accounts for updates and important information.

The two main College Transfer Pathways are the Associate in Arts (AA) and Associate in Science (AS). Below are the course lists for each pathway:

- **AA:**
<https://www.vgcc.edu/wp-content/uploads/2024/03/Associate-in-Arts-P1012C-Checklist-1.pdf>
- **AS:**
<https://www.vgcc.edu/wp-content/uploads/2024/06/Associate-in-Science-P1042C-Checklist-cc3.pdf>

Cengage Fee

Although VGCC classes are tuition-free for CCP students, some classes may require access to online textbooks or course materials through Cengage. Cengage does have a cost, but students can purchase a 12-month subscription, which is typically the most affordable option. In many cases, this subscription is much cheaper than purchasing individual college textbooks, which can be very expensive.

Here is the link for more information: <https://www.vgcc.edu/textbook-plus/>

CCS Guidance Counselor:
Mr. Jason Hahn: jhahn@ccscolts.org