

Career and College Promise (CCP)

Steps to Enrollment

1. Apply to South Piedmont Community College at www.spcc.edu

- a. For those with a CFNC (College Foundation of North Carolina) account, students will log in with their CFNC credentials. Students that have not previously created a CFNC account will be new users.
- b. Within the application, under the *Enrollment Information* tab, select Entrance Status as Career and College Promise (Current NC high school students ONLY).
- c. Public and Charter school students enter high school ID number. On final page of application, check box to send high school transcript electronically. All other high school students can coordinate with their high school for transcript submission.

2. Set up South Piedmont Student Accounts

- a. Within 24-48 business hours, after submitting application, students will receive an email with detailed information regarding how to set up their South Piedmont student technology accounts (please check spam).
- b. Go Portal, Office 365, and Aviso are the first accounts to set up (Moodle will be available once registered courses begin). Access to all of these accounts are found in the Student Panel on the South Piedmont website.

3. Complete Initial Eligibility Form in Student Forms (found in the Student Panel under Forms at www.spcc.edu)

- a. Initial eligibility verifies program intention and program eligibility. This form must be completed and processed before registration of courses can occur. Students are encouraged to be in communication with their high school before form completion.
- b. Students are also strongly encouraged to have met face to face or virtually with the South Piedmont Career Coach or Advisor before processing.
- c. This is only required to begin the program.

4. Fill Out Registration Request Form in Student Forms (found in the Student Panel under Forms at www.spcc.edu)

- a. Registration forms are registration requests by the student. Not all requests guarantee registration and all courses must be in the chosen CCP Pathway. Course selection information can be found on the SPCC website, or student SPCC GO account.
- b. Upon completed registration, students will receive a registration confirmation email to their SPCC student email. Schedules can also be checked by the student through their Go Portal at go.spcc.edu.

5. View Online Orientation

- a. Online orientation link can be found in the Student Panel under New Student Orientation at www.spcc.edu.

6. Order or Pick up Textbooks

- a. Students should communicate with their high school guidance counselor if books are provided through their school system.
- b. For students that must purchase their own textbooks, students can visit the SPCC bookstore.

7. Begin Courses

- a. Student schedules can be viewed within their Go Portal at any time. Online courses display in Moodle the day courses begin (course start date indicated on schedule).

8. Continued Eligibility

- a. To remain eligible for the Career and College Promise program, South Piedmont must receive an updated high school transcript each enrolling semester. High School students, please coordinate this request through your high school guidance counselor, CFNC, or through Naviance (this will vary based on high school attended).
- b. It is the student's responsibility to request or provide an updated transcript each semester prior to registration.

9. Changes of Pathway (found in the Student Panel under Forms at www.spcc.edu)

- a. Students who wish to change their pathway, or add a pathway, must complete a Change of Pathway form located in Student Forms within the Student Panel on the South Piedmont website.
- b. The high school and South Piedmont Chief Academic Officer must approve this request before processing.
- c. Justification for requesting this change and how it will meet your future career or educational goals must be provided. Options include career information from the Occupational Outlook Handbook, a baccalaureate degree plan, or career assessment results. Resources are below:
 - i. <https://spcc.edu/student-resources/advising/register/transfer-student-resources/>
 - ii. www.spcc.emsicc.edu
 - iii. www.nccareers.org
- d. Change of pathway forms must be approved and processed before registration of new courses within the pathway will be processed.