1. Counselors meet with students, and complete CCP Enrollment Forms. Completion of a new form is required for all students each semester.

2. **New** students complete online GC Application for Admissions:
   a. Use correct social security number
   b. Choose correct CCP pathway; pathways are listed at the top of the drop-down menu
   c. Use “F” for Freshman (not “T” for Transfer)
   d. Print copy of confirmation page once application is submitted

3. If test scores are required, students must complete Application prior to taking the ACCUPLACER test.

4. Attach required documentation
   a. Copy of online application confirmation page for **new** students
   b. Copy of an assessment with scores that demonstrate college readiness for all College Transfer Pathways and some CTE Pathways – see pathway sequences
   c. Official high school transcript in sealed envelope

5. Please have CCP packets completed by **Monday, April 13**. A Gaston College representative will pick up packets that day if the high school has 10 or more CCP Enrollment Forms. If your school has fewer than 10 CCP Enrollment Forms, you may use one of the following methods to submit the packets:

   **Gaston County**
   - Mail to Amy Weisgerber, Gaston College, 201 Hwy. 321 S, Dallas, NC 28034-1499
   - Fax to 704-922-7456
   - Scan and email to weisgerber.amy@gaston.edu

   **Lincoln County**
   - Mail to Gail Ford, Gaston College, PO Box 600, 511 South Aspen St., Lincolnton, NC 28093
   - Fax to 704-748-1074
   - Scan and email to ford.gail@gaston.edu

__(Incomplete enrollment forms will cause a delay in registering the student.)__
Beginning **Tuesday, April 14**, private school students in Gaston County should call 704-922-6297 to schedule a time to deliver completed CCP packets. In Lincoln County, the number to call is 704-748-5207.

6. Once students are registered in May, their schedule and login information will be mailed to them.

7. Once registration is complete, a comprehensive list will be sent to each high school.

**The deadline for Summer Semester 2015 CCP registration is May 8.**