

**Gaston College (GC) Career and College Promise (CCP) Program  
Guide to Enrolling in CCP Programs**

**Fall Semester 2019**

**(Checklist for Public, Private, and Charter School Counselors and CDC's)**

1. Counselors meet with students and complete CCP Enrollment Forms. *Completion of a new form is required for all students.*
  - *The CCP Enrollment Form for Fall Semester 2019 posted on the CCP website - <https://www.gaston.edu/career-college-promise/home/ccp-forms/> is the form that must be used. Old forms will not be accepted.*
2. **New** students complete online GC Application for Admissions:
  - a. Access the online Gaston College Application for Admissions at [www.cfnc.org](http://www.cfnc.org).
  - b. Click on “Create an Account.”
  - c. Select “High School Student.”
  - d. Complete all fields on the form. Be sure to write your username and password down for future reference.
  - e. Click on “Start an Application.”  
Select “Gaston College Undergraduate Application” from list and click “Apply.”
  - f. Read the “Application Instructions” on the “A Message from the Campus” tab located near the bottom of the screen.
  - g. Click on each tab on the left and fill in all required fields.  
*(Note: When all information is filled in correctly, you will receive a checkmark beside the tab title.)*
    1. On the Enrollment Information tab, SELECT “Career and College Promise (Current NC high school students ONLY)”.
    2. Select the term in the Enrollment Term section.
    3. Select appropriate pathway in the Career and College Promise section.
    4. Select appropriate Program of Study for each pathway.
    5. On the Educational Information tab, select the high school the student is currently attending.
  - h. Once all tabs are complete and have a checkmark, submit your application.
3. If test scores are required, students must complete the online GC Application for Admissions prior to scheduling and taking the placement test. Other test scores listed on the first page of the CCP Enrollment Form are also acceptable.

4. Attach required documentation
  - a. Copy of an assessment with scores that demonstrate college readiness for all College Transfer Pathways and some CTE Pathways – see pathway sequences through <http://www.gaston.edu/career-college-promise/>, click on CCP Handbook.
  - b. Official high school transcript with signature from high school
5. Completed CCP packets may be submitted beginning **Monday, April 15**. You may use one of the methods below to submit the packets. ***(Incomplete enrollment forms will not be processed.)***
6. Once students are registered, 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.

**CCP Enrollment Packets for Gaston County Public School, Private School, and Gaston County Charter School students can be submitted as follows:**

**To Kymme Barber (for Forestview, South Point, and Stuart W. Cramer High School students)**

- By Fax - 704-922-7456
- By Email – [barber.kymme@gaston.edu](mailto:barber.kymme@gaston.edu)

**To Lisa Young (for Cherryville, East Gaston, and North Gaston High School students)**

- By Fax - 704-922-7456
- By Email – [young.terri@gaston.edu](mailto:young.terri@gaston.edu)

**To Amy Keller (for Ashbrook, Bessemer City, Highland, and Hunter Huss High School students), Private School students, and Gaston County Charter School students):**

- By Fax - 704-922-7456
- By Email - [keller.amy@gaston.edu](mailto:keller.amy@gaston.edu)

*CCP Enrollment Packets for Lincoln County Public High School, Private School, and Lincoln Charter School students can be submitted to Gail Ford or Cassey Wright:*

- By Fax - 704-748-1074
- By Email - [ford.gail@gaston.edu](mailto:ford.gail@gaston.edu) or [wright.cassey@gaston.edu](mailto:wright.cassey@gaston.edu)

**CCP Fall Semester 2019 registration will begin the end of April. Registration will be ongoing until course sections fill or courses begin.**