

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

Spring Semester 2020

(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 Spring Semester 2020 posted on the CCP website – <http://www.gaston.edu/career-college-promise/wp-content/uploads/sites/10/2019/09/38700-SP20-Enrollment-Form.pdf> 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.
 - b. Click on “Create My CFNC 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 “2019-2020 Application” tab located on the left-hand side 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 Personal Information tab, enter social security number to ensure timely processing of the application.
 2. On the Enrollment Information tab, SELECT “Career and College Promise (Current NC high school students ONLY)”.
 3. Select the term “Spring 2020” in the Enrollment Term dropdown.
 4. Select appropriate pathway in the Career and College Promise section.
 5. Select appropriate Program of Study for each pathway.
 6. 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. 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

4. Completed CCP packets may be submitted beginning **Monday, October 7**. You may use one of the methods below to submit the packets. *(Incomplete enrollment forms will not be processed.)*
5. Once students are registered, their schedule and login information will be mailed/emailed to them.
6. Once registration is complete, a comprehensive list will be sent to each high school.
7. Any changes in registration after submission of initial enrollment packet will require a separate drop/add form to be submitted for dropping or adding a class(es).

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

To Misti Elting (for Bessemer City, Hunter Huss, and North Gaston High School students)

- By Fax - 704-922-7456
- By Email – elting.misti@gaston.edu

To Amy Keller with a copy to Dr. Jennifer Nichols from now through December 11, 2019 (for Highland School of Technology students, Private School students, and Gaston County Charter School students):

- By Fax - 704-922-7456
- By Email - keller.amy@gaston.edu and nichols.jennifer@gaston.edu

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

- By Fax - 704-922-7456
- By Email – young.terri@gaston.edu

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

To Gail Ford (for North Lincoln High School, and Private School students)

- By Fax - 704-748-1074
- By Email - ford.gail@gaston.edu

To Becky Smykowski (for Lincolnton High School and West Lincoln High School students)

- By Fax - 704-748-1074
- By Email – smykowski.becky@gaston.edu

To Cassey Wright (for Lincoln Charter students – Denver and Lincolnton Campuses and East Lincoln High School students)

- By Fax - 704-748-1074
- By Email - wright.cassey@gaston.edu

CCP Spring Semester 2020 registration will begin the end of October. Registration will be ongoing until course sections fill or courses begin.

The deadline to submit completed CCP packets for late-start courses will be January 27, 2020.