Registration Workflow



 Expresses interest in College Now classes to high school counselor/administrator and discusses eligibility. If new, direct to complete the Gaston College CCP Application on CFNC. Please use an email address that is monitored, as this will be used for future communication from the college.
 Verifies that student is eligible for requested courses and that taking College Now courses fits into student's high school plan. Adds student name, email and additional courses information on Shared Registration Spreadsheet.
 Receives request from High School Official for College Now Courses Prepares College Now Course Request DocuSign Form and sends to HS Official to sign.
 Completes College Now Course Request DocuSign Form. Attaches necessary documents: High School Transcripts Test Scores (if necessary) AIG Coordinator Letter of Recommendation (if necessary) Signs Document
 Signs the completed College Now Course Request Form via Docusign link. (sent to email provided by high school official) If new, completes College Now Orientation. (Link provided via email.)
 Receives signed and completed College Now Course Request Form. Reviews packet for: Pathway enrollment Program eligibility Demographics verification Verification that courses align with pathway Sends packet to be audited by another Ed. Partnerships staff member Sends packet to Admissions to verify ability to register and pathways Registers student

**Please note that some steps may vary dependent upon grade level, school attending, and whether or not the student is a first-time College Now student. (Last updated 08/2023).

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