



Vance Granville Community College

CAREER & COLLEGE PROMISE GUIDE – 2024 - 2025

All information in this guide is subject to change.

Please view our website for the most current information. <https://www.vgcc.edu/high-school/>



Table of Contents

.....	1
Vance Granville Community College.....	1
CCP Overview.....	3
College Transfer Pathway (CTP) Eligibility & Information.....	3
College Readiness Benchmark Requirements.....	5
Career & Technical Education (CTE) Pathway Eligibility & Information	6
Cooperative Innovative High School (CIHS) Programs.....	10
CCP Application and Forms Submission:.....	11
Meet Your Advisor/Contact Us	13
Pathways by Name, Code, & Grade Availability	14
Workforce Continuing Education (WCE) CTE Pathways	15
Agriculture Production.....	15
Nurse Aid Level I.....	15
Advanced Placement Credit.....	16
Conduct & Grading Policy	16
Withdrawal Procedure.....	16
Textbook/Tuition Statement.....	16
Continuation and Completion Information	17
High School Dual Enrollment Application Instructions	18
CCP Eligibility Form Instructions	20
CCP Registration Form Instructions	22
CCP Special Permission Form Instructions.....	24
FAQs.....	25

CCP Overview

The purpose of Career and College Promise (CCP) is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, degree, or State or industry-recognized credential as well as provide entry-level jobs skills. Career and College Promise offers North Carolina high school students a clear path to success in college and/or in a career.

Through partnership of the North Carolina Department of Public Instruction, the NC Community College System, the University of North Carolina System and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus “tuition-free” (other course or program fees may apply) for them and their families.

The three pathways include:

1. **College Transfer Pathways (CTP):** require the completion of at least 30 semester hours of transfer courses, including English and mathematics, toward the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teacher Preparation, Associate in Science, Associate in Science in Teacher Preparation.
2. **Career and Technical Education Pathways (CTE):**
 - a. a curriculum Career and Technical Education Pathway (CTE) leading to a certificate or diploma aligned with a high school cluster.
 - b. a Workforce Continuing Education Pathway (WCE) leading to a State or industry recognized credential aligned with a high school career cluster.
3. **Cooperative Innovative High School Programs:** are located on college campuses and provide opportunities for students to complete a high school diploma and an associate degree or earn up to two years of college credit within five years. Examples include Early and Middle College High Schools.

College Transfer Pathway (CTP) Eligibility & Information

1. The Career and College Promise Pathway requires the completion of a transfer pathway approved by the State Board of Community Colleges including transfer courses in English and mathematics and ACA 122 College Transfer Success.
2. To be eligible for enrollment, a high school student must meet the following criteria as of the first day of the applicable term:
 - a. Be a high school **junior or senior**; **and**
 - b. Have unweighted, cumulative GPA of a 2.8 or higher on high school courses, **or**
 - c. Demonstrate college readiness on approved assessments in English, reading, and math (**See attachment A on page 5 for readiness scores**). If placement testing is needed, you can contact a CCP Advisor (list on pg. 13) for information on how you can schedule an assessment.
3. To maintain eligibility for continued enrollment, a student must:
 - a. Continue to make progress toward high school graduation, **and**
 - b. Maintain a 2.0 GPA in college coursework after completing two courses, **and**
 - c. Submit an updated high school transcript each academic term.

A student who falls below a 2.0 GPA after two college courses will be subject to the college's policy for satisfactory academic progress.

4. Students who are successfully progressing towards high school graduation have access to the CTP for one year as a junior and one year as a senior.
5. High school students participating in CCP may not delay high school graduation in order to continue participation in the CCP Program. Colleges may request a graduation plan verifying what high school courses remain and the anticipated graduation date.
6. A student may only enroll in one College Transfer Pathway and may not substitute courses in one program for courses in another.
7. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator. The college's chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the Occupational Outlook Handbooks and/or information published in the North Carolina Career Cluster Guide, etc.
8. With the approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts or Science, Associate in Fine Arts in Visual Arts, or Associate in Arts or Science Teacher Preparation.
9. Students enrolled in courses to complete a pathway during a term may concurrently enroll in additional courses to complete the associate degree program within the same term.
10. With the approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student may concurrently enroll in:
 - a. One College Transfer Pathway and one Career Technical Education Pathway; **or**
 - b. One College Transfer Pathway and one Workforce Continuing Education Pathway
11. CCP students may enroll in supplemental courses, (example: MAT-010, MAT-021)
12. CCP students may enroll in curriculum transition courses but may not enroll in non-curriculum transition courses.
13. CCP students **may not** enroll in transition courses offered through CCR.
14. CCP students **may not** audit courses.
15. CCP Students **may not** be enrolled in the Associate in General Education or General Occupational Technology programs.
16. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education **are not** eligible for CCP.

***CCP Program Eligibility Benchmarks on Approved Diagnostic Assessment Tests**

Test	PSAT 10 and PSAT/NMSQT (2015 and Future)	SAT (March 2016 and Future)	Pre-ACT and ACT	NC DAP (NCCCS Cut Score)	RISE Placement Test
English	26 or a composite score of 460 for Evidenced-Based Reading and Writing	480 composite score for Evidenced-Based Reading and Writing	18	Composite score of 151 or higher	70 or higher on Tier 1 <i>and</i> Tier 2 <i>(See RISE placement Guide)</i>
Reading	26 or a composite score of 460 for Evidenced-Based Reading and Writing		22		
Mathematics	24.5 or 510	530	22	7 on each assessment for DMA 010 thru 060	70 or higher on Tier 1 <i>and</i> Tier 2 <i>and</i> Tier 3 <i>(See RISE placement Guide)</i>

Advanced Placement (AP)		International Baccalaureate (IB)		Cambridge International Examinations	
English, Language and Composition	3 or higher	IB English A (Standard or Higher Level)	4 or higher	AS Level English Language	C or higher
English, Literature, and Composition	3 or higher	IB Mathematics (Higher Level)	4 or higher	A Level English Language	C or higher
Calculus AB	3 or higher	IB Advanced Mathematics (Higher Level)	4 or higher	AS Level Language and Literature in English	C or higher
Calculus BC	3 or higher	IB Mathematical Studies (Standard Level)	4 or higher	AS Level Math	C or higher
*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 22 on ACT math with a 480 on SAT composite score for evidenced based reading and writing to demonstrate college readiness.				A Level Math	C or higher
				A Level Mathematics - Further	C or higher

Career & Technical Education (CTE) Pathway Eligibility & Information

The Career Technical Education Pathways in Curriculum (leading to a certificate or diploma) and Workforce Continuing Education Pathway (leading to a State or industry-recognized credential) for juniors and seniors align with a high school career cluster.

Curriculum:

1. To be eligible for enrollment, a high school student must meet the following criteria as of the first day of the applicable term:
 - a. Be a high school junior or senior; **and**
 - b. Have unweighted, cumulative GPA of a 2.8 or higher on high school courses, **or**
 - c. Demonstrate college readiness on approved assessments in English, reading, and math (**See attachment A on page 5 for readiness scores**). If placement testing is needed, you can contact a CCP Advisor (list on pg. 13) for information on how you can schedule an assessment.

NOTE: Students who meet eligibility via this method, and are approved by the college, are eligible to enroll in CTE pathways that contain (Universal General Education Component) UGETC courses.

OR,

- a. Be a high school Junior or Senior; **and**
 - b. Have the recommendation of High School Principal or his/her designee **and** his/her rationale for recommendation in place of GPA requirement **and** have the recommendation of the college's Chief Academic Officer.

NOTE: Students who meet eligibility via Principal recommendation, and are approved by the college, are only eligible to enroll in a CTE pathway **without** UGETC courses.
2. Freshmen and Sophomores are allowed to pursue CTE pathways that lead to a career technical education certificate or diploma in Industrial and Engineering Technologies, Agriculture and Natural Resources, Transportation systems, Construction or Business technologies without UGETC courses.
 3. The college may enroll high school freshmen and sophomores only in industrial technologies (program code 50xxx) and engineering technologies (program code 40xxx), agriculture and natural resources (program code 15xxx), transportation (program code 60xxx), construction (program code 35xxx) and business (program code 25xxx) certificate and diploma programs.
 4. To be eligible for enrollment, a high school Freshman or Sophomore student must meet one of the following criteria:
 - a. Be a high school Freshman or Sophomore as of the first day of the applicable term, **and**
 - b. Have the recommendation of High School Principal or his/her designee **and** rationale for recommendation, **and**
 - c. Have a "C" or better in Math I, EOC score of 3, 4, or 5 for Math I, **and** EOG score of 3, 4, or 5 for 8th Grade ELA Assessment
 - d. Have the recommendation of the college's Chief Academic Officer.

Or,

- a. Be a high school Freshman or Sophomore; **and**
- b. Have the recommendation of High School Principal or his/her designee **and** rationale for recommendation, **and**

- c. Demonstrate College Readiness on Approved Assessments in English, reading, and math (**See attachment A on page 5**) If placement testing is needed, you can contact a CCP Advisor (list on pg. 13) for information on how you can schedule an assessment., **and**
NOTE: Freshman and Sophomore students who meet eligibility criteria are eligible to enroll in a CTE Pathway in Engineering, Industrial, Agriculture/Natural Resources, or Transportation systems **without** UGETC Courses.
 - d. Have the recommendation of the college's Chief Academic Officer.
5. High school counselors should consider students' assessment scores in making pathway recommendations.
 6. Career and Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit base on the local or state North Carolina High School to Community College articulation agreement.
Requests can be made using: <https://vgcc.wufoo.com/forms/vgcrecommended-articulated-high-school-credit/>
 7. To maintain eligibility for continued enrollment, as student must
 - a. Continue to make progress toward high school graduation, **and**
 - b. Submit an update high school transcript each academic term, **and**
 - c. Maintain a 2.0 GPA in college coursework after completing two courses.
 - i. A student who falls below a 2.0 GPA after two college courses will be subject to the college's policy for satisfactory academic progress.
 8. Students who enter as juniors and are successfully progressing towards high school graduation have access to the CTE pathway for up to two years – one year as a junior and one year as a senior.
 9. Students who enter as freshman and are successfully progressing towards high school graduation have access to the CCP program for up to four years – one year as a freshman, one year as a sophomore, one year as a junior and one year as a senior.
 10. High school students participating in Career & College Promise **may not** delay high school graduation in order to continue participation in the CCP Program.
 11. Colleges may request a graduation plan verifying what high school courses remain and the anticipated graduation date.
 12. A student may be awarded a certificate or diploma prior to high school graduation. A student who completes the CTE certificate or diploma may continue in the same traditional Associate in Applied Science (AAS) degree as long as they maintain eligibility. In order to continue, the program code should be changed to reflect the traditional AAS program code. The student will remain CCPP and their student code will remain CTE.
 13. The AAS degree may not be awarded prior to verification of high school graduation.
 14. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator. The college's chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the

Occupational Outlook Handbooks and/or information published in the North Carolina Career Cluster Guide, etc.

15. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific programs.
16. With the approval of the high school principal or his/her designee and the college's chief academic officer, a student may concurrently enroll in:
 - a. One College Transfer Pathway and one Career Technical Education Pathway, **or**
 - b. Two Career Technical Education Pathways, **or**
 - c. One Career Technical Education Pathway and one Workforce Continuing Education Pathway
17. CCP students **may not** enroll in developmental courses
18. CCP students **may not** audit courses.
19. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education **are not** eligible for Career and College Promise.

Workforce Continuing Education (WCE):

Pathways for qualified junior and senior high school students that lead to a career or State or industry-recognized credential.

1. To be eligible for enrollment, a high school student must meet the following criteria:
 - a. Be a high school junior or senior as of the first day of the application term, **and**
 - b. Have unweighted, cumulative GPA of a 2.8 or higher on high school courses, **or**
 - c. Demonstrate college readiness on approved assessments in English, reading, and math (**See attachment A on page 5 for readiness scores**). If placement testing is needed, you can contact a CCP Advisor (list on pg. 13) for information on how you can schedule an assessment.

OR

 - a. Be a high school junior or senior as of the first day of the application term, **and**
 - b. Have the recommendation of High School Principal or his/her designee **and** his/her rationale for recommendation in place of GPA requirement **and**
 - c. Have the recommendation of the college's Chief Academic Officer.
2. High school counselors should consider students' assessment scores in making pathway recommendations.
3. To maintain eligibility for continued enrollment, as student must
 - a. Continue to make progress toward high school graduation, **and**
 - b. Continue to make progress toward successful completion of the Workforce Continuing Education pathway as defined by the pathway syllabus.
 - c. A student who does not meet the criteria will be subject to the college's policy for satisfactory progress.
4. With the approval of the high school principal or his/her designee and the college's chief academic officer, a student **may** concurrently enroll in:
 - a. Two Workforce Continuing Education Pathways, **or**
 - b. One College Transfer Pathway and one Workforce Continuing Education Pathway, **or**
 - c. One curriculum Career Technical Education Pathway and one Workforce Continuing Education Pathway

5. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific programs.
6. Students who are successfully progressing towards high school graduation have access to the Workforce Continuing Education Career and Technical Education CTE pathway for up to two years – one year as a junior and one year as a senior.
7. High school students participating in Career & College Promise **may not** delay high school graduation in order to continue participation in the CCP Program.
8. Colleges may request a graduation plan verifying what high school courses remain and the anticipated graduation date.
9. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief academic officer. The college's chief academic officer shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path and/or academic goal. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the Occupational Outlook Handbooks and/or information published in the North Carolina Career Cluster Guide, etc.

Cooperative Innovative High School (CIHS) Programs

VGCC's Cooperative Innovative High School Programs (Early College High Schools) are located on or adjacent to the college campuses, and provide opportunities for students to complete an associate in arts or an associate in science degree program or earn up to two years of college credits while completing a high school diploma within a five-year period.

1. Eligibility requirements for CIHS are established jointly by local boards of education and local boards of trustees in accordance with G.S. 115C-238.50 and 1D SBCCC 400.11.
2. The AA and AS degrees may be awarded prior to high school graduation verification.
3. Students pursuing credits beyond the initial transfer associate degree must provide documentation of justification based upon career pathway needs or transfer program requirements (i.e. bachelor degree plan published by the university). Approval must be granted by the high school principal or his/her designee and the college's chief academic officer prior to enrollment in credits beyond the initial transfer program of study. Approval is contingent upon documentation of justification based upon career pathway needs or transfer program requirements.
4. CIHS students who are successfully progressing towards high school graduation have access to the CIHS program for up to five years – one year as a freshman, one year as a sophomore, one year as a junior, one year as a senior, one year as a super senior.
5. CIHS Students **may not** audit courses.
6. The CIHS status of a student is only valid at the college partnered with the high school in which a student is enrolled.
7. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education **are not** eligible for CCP.

Vance Granville Community College proudly partners with the Local Education Agencies (LEA) in our four-county service area. We currently have four CIHS Partnership agreements with the LEAs and early colleges listed below:

1. Franklin County Schools: Franklin County Early College High School
2. Granville County Schools: Granville Early College High School
3. Vance County Schools: Vance County Early College High School
4. Warren County Schools: Warren Early College High School

NOTE: The early college high school's administrator(s) manage their own student eligibility, application, and selection process. Please contact the specific high school and/or the county LEA directly if you would like additional information on how to attend an early college high school.

CCP Application and Forms Submission:

Our application process has switched to an electronic submission process **only**. Please follow the steps in the order below to apply.

TRADITIONAL & HOMESCHOOL CCP HIGH SCHOOL STUDENTS:

STEP 1: STUDENT MEETS WITH HIGH SCHOOL COUNSELOR ADMINISTRATOR

It is important that students meet with their high school counselor or homeschool administrator to discuss their CCP dual enrollment options and to select a pathway. The courses a student plans to register for can impact their high school schedule and/or completion.

To see a list of the available CCP Pathways, use the link below:

CCP Pathways

After deciding on a pathway, return here to follow the remaining steps below.

STEP 2: COMPLETE HS DUAL ENROLLMENT APPLICATION (LINK)

This is a CCP student's official application to Vance Granville Community College. The link to the application will redirect you to the CFNC website. You will have to create an account with CFNC or use your existing account login to submit the application. Every student must complete this application prior to submitting the other required electronic forms. Use the links below to complete the application.

HS Dual Enrollment Application Instructions

HS Dual Enrollment Application

After completing the application, return here to follow the remaining step below.

STEP 3: COMPLETE AND SUBMIT CCP FORMS

At a minimum, students must complete the CCP Eligibility and Registration Forms. Without submission of these forms, your application will be incomplete and denied.

1. CCP Eligibility Form:
 - a. The eligibility form includes general information about the student, the student's pathway choice(s), student and parent signatures, GPA, and high school transcript*. This form is **required** for each CCP student. Use the links below to access instructions and the form.

CCP Student Eligibility Form Instructions

CCP Student Eligibility Form

*High School Transcript must include, student grade level (9th, 10th, 11th, and/or 12th, **and** high school courses completed and in progress, **and** unweighted, cumulative high school GPA. **NOTE:** The total number of credits on the high school transcript **does not replace** the requirement of the student’s grade level to be listed on the high school transcript.

2. CCP Registration Form

- a. The registration form includes the courses the student plans on taking in the upcoming term. It is important that students complete this form with their school counselor. This form is **required** for each CCP student each semester. Use links below to access instructions and the form.

CCP Registration Form Instructions

CCP Registration Form

Note: Steps 1-12 under “Steps to completing the registration form” are to be completed by the student. The remaining steps are to be completed by the high school counselor/designee.

3. CCP Special Permission Form (required for special consideration approval)

- a. This form may or may not be required. This form is to be completed by the high school Principal, Counselor or designee, only if special circumstances apply. Use the links below to access instructions and the form, if needed.

CCP Special Permission Form Instructions

CCP Special Permission Form

Meet Your Advisor/Contact Us

Franklin County

Franklin County Campus:

Evangeline Mitchell

mitchelle@vgcc.edu

252-738-3611

Granville County

South Campus:

Reba Bullock

bullockr@vgcc.edu

252-738-3525

Granville Central, South Granville, and JF Webb High Schools

Connie Ragland

raglandc@vgcc.edu

Vance County

Main Campus:

Kierra Robinson

robinsonk@vgcc.edu

252-738-3232

Warren County

Warren Campus:

Taylor Williams

williamst@vgcc.edu

252-738-3594

Pathways by Name, Code, & Grade Availability

Click the name of each pathway to reveal the pathway checklist (PDFs)

College Transfer Pathways (CTP) Leading to:	Freshman	Sophomore	Junior	Senior
Associate in Arts (P1012C)	■	■	X	X
Associate in Arts Teacher Preparation (P1012T)	■	■	X	X
Associate in Science (P1042C)	■	■	X	X
Associate in Science Teacher Preparation (P1042T)	■	■	X	X
Associate in Fine Arts in Visual Arts (P1062C)	■	■	X	X
CTE Certificate Pathways:	Freshman	Sophomore	Junior	Senior
Air Conditioning, Heating & Refrigeration Tech (C35100C)	X	X	X	X
Biotechnology (C20100C)* UPDATED Fall 2024	■	■	X	X
Business Management (C25120C)	X	X	X	X
Carpentry (C35180R)	X	X	X	X
Cosmetology (C55140C)	■	■	X	X
Criminal Justice & Special Population (C55180C)	■	■	X	X
Early Childhood General Education (C55220C)	■	■	X	X
Electrical System Technology-Basic Wiring (C35130B)	X	X	X	X
Electronics Engineering Technology (C40200C)	X	X	X	X
Infant/Toddler Care (C55290C)	■	■	X	X
IT-CYBER Security Support (C25590Y) UPDATED Fall 2024	■	■	X	X
IT-Programming (C25590P) UPDATED Fall 2024	X	X	X	X
IT-Support (C25590IT) UPDATED Fall 2024	X	X	X	X
Mechatronics Programmable Logic Controllers (C40350P)	X	X	X	X
Mechatronics Robotics and Machine Design (C40350C)	X	X	X	X
Medical Office Administrative Assistant I (C25310A) UPDATED Fall 2024	X	X	X	X
Office Administrative Assistant (C25370C) UPDATED Fall 2024	X	X	X	X
Paralegal Technology (C25380C)	X	X	X	X
Pharmacy Technology (C45580C)	■	■	X	X
Programming for Biotechnology (C20100B) NEW Fall 2024	■	■	X	X
Supply Chain Management (C25620G)	X	X	X	X
Transportation Logistics (C25620T)	X	X	X	X
Virtual Office Professional (C25370V) NEW Fall 2024	X	X	X	X
Welding (Basic) (C50420C)	X	X	X	X
CTE Diploma Pathways:	Freshman	Sophomore	Junior	Senior
Medical Assisting (D45400D) NEW Fall 2024	■	■	X	X
Welding Technology (D50420D)	X	X	X	X
Workforce Continuing Education CTE Pathways:	Freshman	Sophomore	Junior	Senior
Agricultural Production (Pathway with dedicated high school(s))	■	■	X	X
Certified Nursing Assistant 1 (Pathway with dedicated high school(s))	■	■	X	X

*Student must meet 2.8 GPA eligibility criteria or demonstrate college readiness on approved assessment (See attachment A on page 5) to enroll. No special permission exceptions granted.

Workforce Continuing Education (WCE) CTE Pathways

Agriculture Production

<u>COURSE</u>	<u>TITLE</u>	<u>Credit Hrs.</u>	<u>Co-Requisites</u>	<u>Approved School(s)</u>
AGR 3002	Agri-Tech	(140 total hrs.)	MLS 3871 & MLS 3871A	Vance Charter School

Nurse Aid Level I

<u>COURSE</u>	<u>TITLE</u>	<u>Credit Hrs.</u>	<u>Prerequisites</u>	<u>Approved School(s)</u>
CNA I	Nurse Aid Level I	(220 total hrs.)	must be at least 16 1/2 of age to begin	Vance Charter School Vance County High School Warren County High School

Advanced Placement Credit

In order to receive credit for AP tests, a student must earn a score of 3 or higher and have an official score report sent to Vance Granville Community College. In addition, the student must send an official high school transcript showing that the corresponding AP course was completed. For more information on AP credit, please visit the College Board website at: <https://apstudents.collegeboard.org/getting-credit-placement/search-policies/college/2701> (Vance Granville Community College).

Conduct & Grading Policy

Students of all College programs, including Career and College Promise, will be expected to conduct themselves at all times as mature and responsible individuals and should show a high regard for College facilities, property, and for the personal rights and property of others. The classroom provides a place for learning and the exchange of ideas. The appropriate environment must exist that includes respect, civility, and common courtesy. Infractions of basic classroom rules will typically be addressed by our instructor; however, these infractions may be referred for formal disciplinary sanctions up to and including suspension.

Final grades for all VGCC courses will be updated and available to the students via their myVGCC account. Grades will be recorded in letter format: A, B, C, D, F, and W. Letter grades only will be issued for all official VGCC documentation (i.e. myVGCC, transcript, etc.). To receive a grade report at the end of the semester, Counselors can contact the VGCC Registrar using their official county schools email to request the grades, Counselors will need to provide the student's full name and date of birth to obtain the report. Registrar is: Ms. Josalyn Martus, martusj@vgcc.edu (252) 738-3306.

Withdrawal Procedure

A student, who is considering withdrawal, will first talk with their course instructor and the high school counselor. Considerations should be given to satisfactory academic progress, which may impact GPA and future financial aid eligibility, as well as other areas possibly impacted by withdrawal (i.e. athletic eligibility, high school GPA, etc.).

If, after speaking with the course instructor and the high school counselor, the student elects to withdraw, the student will need to:

1. Email the instructor, using the student's official VGCC Email account, to request withdrawal,
2. Copy the college advisor and the high school counselor on the email, and
3. Take other action(s) as described by the high school counselor or designated representative.

Textbook/Tuition Statement

Although course tuition is provided at no charge to students through the Career and College Promise program, required textbook and course material costs are not provided by Vance Granville Community College. Students are responsible for acquiring their own textbooks and other course materials.

However, in some cases, local school systems may be able to provide or assist students with obtaining textbooks and/or course materials. Where this practice may exist, it is subject to change at the discretion of the provider. Students are encouraged to check with their high school counselor for the most up-to-date information regarding textbook and course material acquisitions/responsibilities. To identify and/or purchase the required course materials, you can visit <https://www.bkstr.com/vgccstore>.

Continuation and Completion Information

A College Transfer Pathway student may complete the AA/AS/AFA/AATP/ASTP pathway and then continue towards completion of the AA/AS/AFA/AATP/ASTP degree, with special approval.

A Career and Technical Education Pathway student may be awarded a certificate or diploma prior to high school graduation. A student may complete the CTE certificate or diploma and then continue towards completion of the AAS, with special approval.

Students who complete all their Associate degree or Diploma requirements by the required dates established by the college are eligible to participate in the college's graduation ceremony. You can find the required graduation fee and application information at www.vgcc.edu.

High School Dual Enrollment Application Instructions

1. Go to www.vgcc.edu, Vance-Granville's home page.
2. Click on "Apply Now" at the top right of the page.
3. Scroll down to "How to Apply".
4. Click on "HS Dual Enrollment Application".
5. Enter your CFNC Username and Password if you already have one. If not, you will need to create one. Click on "New User" if you have not set up a CFNC account.
6. Once you have logged in or your username and password are created, you may begin entering the application information.
7. Any field marked with * is required. You will not be able to submit your application if you leave these fields blank.
8. Name and Address:
 - a. Please use full legal name. NO NICK NAMES, please.
 - b. Be sure to enter complete address.
 - c. Enter your phone number and phone type
 - d. Enter your email address in both boxes
 - e. Enter your mailing address
9. Personal Information: Please enter all information accurately and completely.
 - a. Enter your social security number.
 - b. Enter your PowerSchool NC Student Number if you have one
 - c. Enter your Date of Birth
 - c. Select sex
 - d. Are you a high school student attending a North Carolina public, charter, private, or homeschool? "Yes"
 - f. Answer the next questions with answers that apply to you
 - g. Are you a dependent of an active-duty military member? Select "Yes" or "No"
 - h. Enter your parent level education level for both parents
10. Enrollment Information:
 - a. Enrollment term: "Fall 2023"
 - b. Entrance status: "Career and College Promise"
 - c. Are you a first-time Career & College Promise (CCP) student? Select "Yes" or "No"
 - d. Choose a Career and College Promise Pathway: "Career and Technical Education Pathway" or "College Transfer Pathway" or both.
 - e. Select the CTE Program of Study and/or College Transfer Pathway you are enrolling in.
 - f. Education goals (select what is your primary goal: Degree, diploma or certificate
 - g. Employment status while enrolled: Select what applies
 - h. How did you learn about the college? "High School Counselor"
 - i. I am currently expelled or suspended from another college or university. "No"
11. Educational Information:
 - a. For high school information, click in the text box to search for your school.

- b. Type your high school in the search box and click the enter button on the keyboard.
- c. Click on your school
- d. Fill in the type of school and select the county it is in
- e. Enter your expected graduation date
- f. Indicate your highest level of education completed
- g. Did you graduate from high school? “Current high school student”
- h. Indicate your highest level of education completed

12. Student Statement:

- a. Type your name in the box provided and click next.
- b. A confirmation e-mail will be sent to the e-mail address you provided on the application.

CCP Eligibility Form Instructions

Career & College Promise (CCP) FAQs for Parents of Students Attending North Carolina Community Colleges

Steps 1 – 31 to be completed by the student:

1. Visit www.vgcc.edu
2. Click the green box reading “Areas of Study”
3. Click “Career and College Promise”
4. Go to step 3 on the webpage and click “CCP Forms”
5. Click “VGCC Career and College Promise Eligibility Form”
6. Click “Start Filling”
7. Enter your full name
8. Enter the year you are enrolling
9. Enter the term you are entering
10. Enter your home address
11. Enter your county
12. Enter your home phone number and cell phone number
13. Enter your school email address
14. Enter your date of birth
15. Answer “yes” or “no” to NC Resident
16. Answer “yes” or “no” to Hispanic or Latino
17. Select your race/ethnic background
18. Select your gender
19. Select your education goal
20. Enter your expected graduation month and year
21. Select your high school type
22. Enter your high school’s name
23. Select your current grade
24. Select your pathway choice
25. If you are interested in selecting more than one pathway select “yes”, and click your second pathway option. If not, select “no”
26. Use your finger or mouse on your computer to sign your signature
27. Instruct your parent to also sign their signature
28. Enter your school counselor’s email address
 - a. **NOTE to HOMESCHOOL STUDENT:** Enter your home school administrator’s (ex: parent/guardian) email address.
29. Select your respective county’s representative
30. Preview PDF if you would like to keep a copy for your records
31. Student Submits to: High School Counselor/Designee, or Home School Administrator

Steps Completed by High School Counselor/Principal, Designee, or Homeschool Administrator

1. Open Email from Vance Granville Community College
 - a. Subject line of email will have the name of form along with the student's name
2. Open the link under step one
3. Review the form to make sure everything is accurate
4. The form recognizes the signatures as images, so you will not see the signature completed by the applicant and the parent. You should see a small image icon in the top right corner. This indicates that the document has been signed.
5. Scroll to the section titled, "To be Completed & Certified by the High School Principal/Designee" and click the drop-down arrow.
6. Enter the student's unweighted GPA
7. Attach student's **SIGNED** high school transcript to the file upload box
8. If the student has less than a 2.8 unweighted GPA, changing to a different pathway, enrolling in more than one pathway, or continuing classes towards completion of the associated degree or diploma, complete the Special Permission Form.
9. Sign the document with your mouse
10. You may preview the PDF and print for your records
11. Press "submit" (**YOU ARE NOT FINISHED**)
12. Return back to initial email and click "Release to VGCC"
13. Press "complete"

CCP Registration Form Instructions

The School Counselor, Principal, High School Designee, or Homeschool Administrator and the student must complete this form together. Refer to the CCP Pathway Guide for a breakdown of each pathway and their required courses. Have courses selected prior to completing this for quicker completion

Steps to finding the VGCC Course Schedule:

1. Go to www.vgcc.edu, Vance-Granville's home page.
2. Click on class schedules at the top of the screen
3. Scroll down to the "Course Schedules" tab and click "Search myVGCC Course schedules" underlined in yellow
4. Search for courses in the search bar
 - a. Once you find the course, it will give you the course name, credit number, and course description.
5. Click the tab reading "View Available Sections for..."
 - a. Pay attention to the times, days, and locations.
 - b. Online course sections will begin the letter "Z"

Steps to be completed by the student:

1. Enter your full name
2. Enter your VGCC Student ID if you have it
3. Select term
4. Select year
5. Select pathway
6. Enter high school's counselor/designee address
 - a. **NOTE to HOMESCHOOL STUDENT:** Enter your home school administrator's (ex: parent/guardian) email address.
7. Enter the CCP Liaison's email
8. **Follow the model of the example above for completing the course selections**
9. "Course ID" input not required
10. Enter number of credits being taken
11. Sign the document with your mouse and enter your school email
12. You may preview the PDF and print for your records
13. Press "submit"

Steps to be completed by School Counselor/Principal, High School Designee, or Homeschool Administrator

1. Open email received from Vance Granville Community College
 - a. Subject line of email will have the name of form along with the student's name Open the link under step one
2. Review the form to make sure everything is accurate
3. The form recognizes the signatures as images, so you will not see the signature completed by the applicant. You should see a small image icon in the top right corner. This indicates that the document has been signed.
4. Sign the document with your mouse
5. Enter the date
6. You may preview the PDF and print for your records
7. Press "submit" (**YOU ARE NOT FINISHED**)
8. Return back to initial email and click "Release to VGCC"
9. Press complete

CCP Special Permission Form Instructions

Steps Completed by High School Counselor/Principal, Designee, or Homeschool Administrator

1. Enter the name of the student
2. Select High School Type
3. Enter school name
4. Select the reason for the special permission
5. Complete the required information based on the reason
6. Sign the document with your mouse
7. Enter the date
8. Add your email address for email confirmation
9. Enter the email of the liaison (listed above on form)
10. You may preview the PDF and print for your records
11. Press “submit”

FAQs

Career & College Promise (CCP) FAQs for Parents of Students Attending North Carolina Community Colleges

1. How do students apply to participate in the Career & College Promise program?

The application process varies and depends upon how the community college partner chooses to receive applications. Some may require a paper application while others may require an online application through CFNC.org. Students should see their high school guidance counselor to learn how to apply for CCP.

2. Can high school students enroll in a community college outside of Career & College Promise?

No, except for some non-credit courses taken on a self-supporting basis, including safe driving courses.

3. What is the maximum number of college credits that a CCP student can take?

There is no maximum number of college credits that a CCP student can take. However, students must complete the entire CCP pathway before pursuing additional courses. All CCP participants must maintain eligibility status.

4. Are local colleges permitted to let high school students take a course outside the pathway concurrently with their pathway-completing course?

No, students must complete their pathway before taking additional courses.

5. Can high school students take community college courses in the summer and have tuition waived?

All curriculum courses taken by Career and College Promise students at community colleges in accordance with in G.S. 115D-20(4) are tuition-waived except courses offered on a self-supporting basis. (This applies to Fall, Spring, and Summer semesters.)

6. Will CCP students receive honors or AP credit for completing college courses?

All community college courses included on the Comprehensive Articulation Agreement (CAA) will receive weighted credit in accordance with NCDPI policy GCS-L-004. CTE and other courses not included in the CAA are not eligible for weighted credit.

7. Are there any community college courses that DPI will allow to count towards high school core course graduation requirements?

Yes, principals are permitted to award dual credit based upon course content relative to available high school courses and State Board of Education policy GCS-M-001, which allows students in a College Transfer pathway to receive high school credit toward graduation requirements using community college courses. Additionally, some CTE college courses may count towards high school CTE core requirements. Contact the high school counselor or principal for more information.

8. Are there any minimum class attendance requirements for CCP students?

CCP students enrolled in community college courses will be held to the same attendance and academic requirements as traditional college students.

9. What constitutes a “junior” or “senior” standing for CCP?

Junior or senior standing is determined by the local school administrative unit.

10. If a high school student completes all high school requirements in December (eligible to graduate) can he/she continue with the courses, tuition exempt, even if he/she has no high school classes?

No, high school graduates cannot participate in CCP. However, if the high school semester ends after the community college semester has started, the student would still be eligible for CCP. (Example: The community college semester begins on January 6th and the high school semester ends January 18th – the student would still be eligible for CCP because they were still a high school student when community college semester started).

11. Home school students and private school students:

a. Are home school and private school students eligible to participate in Career & College Promise?

Yes, students attending a registered home school or a private school may participate in CCP. Generally, private school students are required to establish eligibility using the same criteria applied to public school students (GPA, assessment scores). Home school students and students from private schools not using traditional grading scales shall follow the Community College's established procedures for assessing eligibility and determining placement.

b. Can a college set a minimum and maximum age limit for home-schooled students? How do we know if they are juniors or seniors?

No, the home school student's principal (usually the parent) must certify that the student is a junior or senior and is making progress toward graduation.

12. Funding:

a. Who pays the cost of the student's text books?

Textbooks are a student's responsibility, however there may be local provisions for them. A student's high school, the school district, or another local organization may cover these costs. Students should check with their principal or counselor to verify how these costs are paid.

b. Are student fees (e.g., technology fees and insurance fees) waived in addition to the waived tuition for CCP students?

No, however local school districts and community colleges should work together to determine whether and how student fees will be paid for CCP participants.

c. Are any funds available to assist the high schools with transporting students to the college's campus?

Cooperative Innovative High Schools (including early college high schools, middle college high schools, and other CIHS models) receive transportation funds as part of a larger funding allotment at each district. No additional transportation funding is available for other CCP students.