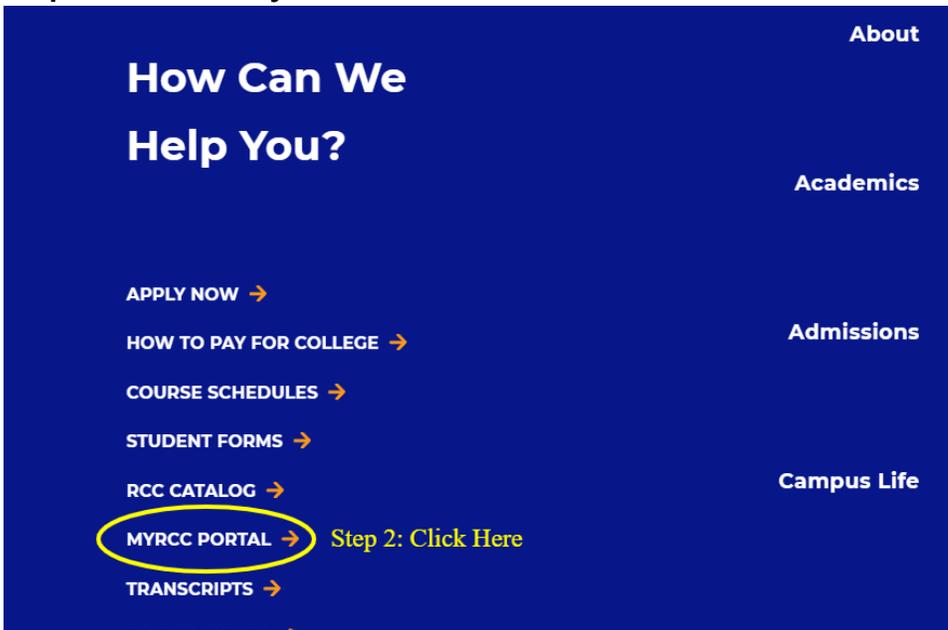


RCC High School CCP Application Instructions

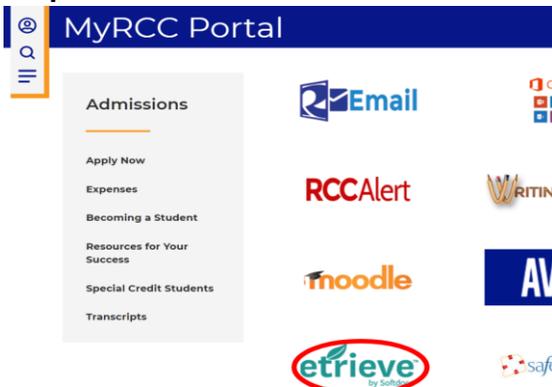
Step 1: Go to www.randolph.edu. Click on the three lines.



Step 2: Click on “MyRCC Portal.”



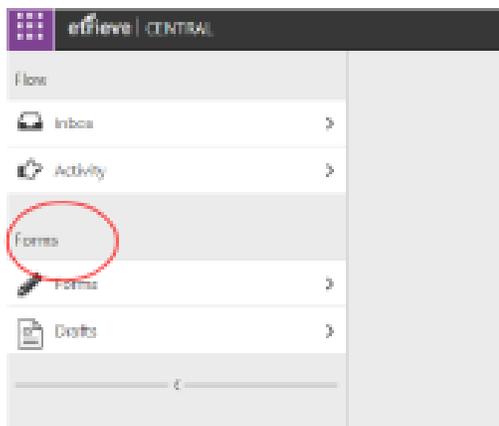
Step 3: Click on “etrieve.”



Step 4: Click on the Google icon at the bottom of the screen and log in with your high school Gmail account's username and password. You MUST log in with a Google (High school students will use Google button) or Microsoft email account in order to submit this application. Remember which email you use because you will need it once you are registered for classes.



Step 5: Click on “Forms” on the left hand side of etrieve.



Step 6: Click on “CCP Application ” under “Career and College Promise.” Which do I choose?

- If you want to take Vet Tech, EMT, FIRE, Pharmacy Tech, HVAC, Small Engine Repair or Plumbing, choose “CCP Application – Continuing Education.”
- If you are wanting to take anything else, choose “CCP Application.”

Step 7: Fill out the application form by typing in the boxes or selecting the correct item. Steps 6-9 work for both applications.

- TIPS:**
1. You **DO NOT** need your social security number to complete application
 2. If you have a personal cell put that as your home number. It will be how instructors, advisors, and school contact you.
 3. You will answer **NO** to being an Randolph Early College High School student.
 4. Your graduation date can be as simple as 06/01/23. It does NOT have to be exact date.
 5. If you do not know your pathway, pick the first option, Pathway leading to Associates of Arts. This will not impact what classes you take if we decide on another pathway for you.
 6. Make sure you review your date of birth before submitting: at times the year will go back to current year instead of your year of birth.

The screenshot shows the 'etrieve | CENTRAL' interface. On the left is a navigation menu with 'Forms' selected. The main area displays a list of forms, with 'CCP Application' highlighted. To the right, the 'CAREER AND COLLEGE PROMISE APPLICATION FOR ADMISSION' form is open. The form includes a header with the Randolph Community College logo and a 'NOTICE TO STUDENT' section. Below the notice are input fields for 'Last Name', 'First Name', 'Middle Name', 'Street Address', 'City', 'State', 'Zip Code', 'County', 'Email Address', 'Social Security Number', and 'Phone Number'. A signature line is visible at the bottom of the form area.

You will type your signature, it will put it in cursive for you as you type.

Step 8: Click “Submit” when the form is completed. (You do not need to print.)

This screenshot shows the bottom portion of the application form. It includes a dropdown menu at the top with '(please select)'. Below are 'Student Signature' and 'Date' input fields. A black bar labeled 'Office Use Only' contains 'Admissions Initials' and 'Processed Date' input fields. At the bottom is a navigation bar with icons for 'Submit', 'Attachments', 'Download', and 'Print'. The 'Submit' button is circled in red.

Step 9: After submitting your application, please make sure to sign out of etrieve.

