RCC High School CCP Continuing Education Application Instructions:

Step 1: Go to www.randolph.edu. Click on the face in the top left corner.





2. Step 2: Click on "MyRCC Portal."



3. Step 3: Click on "Etrieve."



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.

efrieve Sign-in	
bimay@randolph.edu	
Continue	RANDOLPH
Google Powered by Cyrronics	COMMUNITY COLLEGE

5. Hit the "continue" button to proceed into Etrieve.

S	By continuing, Google will share your name, email address, and profile picture with Softdocs. See Softdocs's Privacy Policy and Terms of Service.
Sign in to Softdocs	You can manage Sign in with Google in your Google Account.
bgoldston1@asheboro.k12.nc.us	

6. Click on "Forms" on the left-hand side of Etrieve.

etfieve CENTRAL	
Flow	Forms X
🕰 Inbox	Q, Search Forms
🖒 Activity >	Admissions\Registrar 💌
Forms	Administrative Course Withdrawal
🖋 Forms >>	Change of Major Form
Drafts >	FERPA
(Parental Affidavit Dependence & Request f
	Placement Test Waiver Statement
	Request to Prevent Disclosure of Directory I
	School Absences for Religious Observance
	Career and College Promise 💌
	CCP Application
	CCP Application - Continuing Education

7. Click on "CCP Application-Continuing Education" under "Career and College Promise."

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Inbox	>	Forms	^
Activity	>	Placement Test Waiver Statement	^
Forms		Request to Prevent Disclosure of Directory I	
Forms	>	School Absences for Religious Observance	
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<		CCP Application - Continuing Education	1
		Continuing Education/ Workforce Development 🔻	
		Continuing Education Registration	
		Curriculum 🔻	
		Aspire Appalachian Interest Form	
		Catamount Connection Interest Form	

8.. Fill out the application form by typing in boxes or selecting the correct item.

TIPS: 1. You DO NOT need your social security number to complete application

• If you have a personal cell phone, put that as your home number. It will be how instructors, advisors, and the school will contact you.

9. You will answer NO to being a Randolph Early College High School student.

- You will use the drop down to choose your Continuing Education pathway.
- Your graduation date can be as simple as 06/01/26. It does NOT have to be an exact date.
- The term you will begin will be reflected by CE 1=Spring semester, CE 2=Summer semester, and CE 3=Fall semester.

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Inbox	>	roms			
Activity	>	Placement Test Waiver Statement	Please answer "Yes" only if you attend Ra Community College.	indolph Early College High School located	on the campus of Rando
orms		Request to Prevent Disclosure of Directory I	All other High School students should answ in the name of your High School.	wer "No". After you choose "No", you will t	hen choose a CCP Path
🖋 Forms	>	School Absences for Religious Observance	Are you a Randolph Early College High	School student ? CCP Pathway	
Drafts	>	Career and College Promise 🔻	Term to Enroll (CE1 = Spring, CE2 = Sur	nmer, CE3 = Fall Expe	ected date of Graduation
<		CCP Application - Continuing Education	\$	~][
		Continuing Education/ Workforce Development 🔻	Student Signature	Date	
		Continuing Education Registration			
		Curriculum 💌	CE Designee Signature	Office Use Only Processed Date	
		Aspire Appalachian Interest Form			
		Catamount Connection Interact Sorm	Student ID number		

- 10. You will type your signature; it will put it in cursive for you as you.
- 11. Submit" when the form is completed. (You do not need to print.)



12. Lastly, after submitting your application, please make sure to sign out of Etrieve by clicking on the wheel in the top right-hand corner.

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