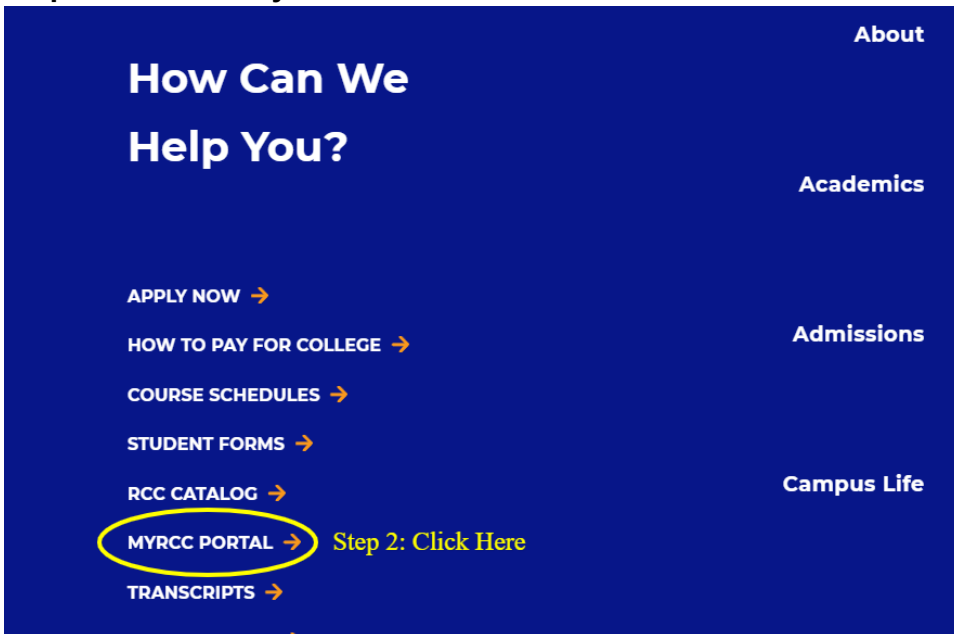


RCC CCP Application Instructions

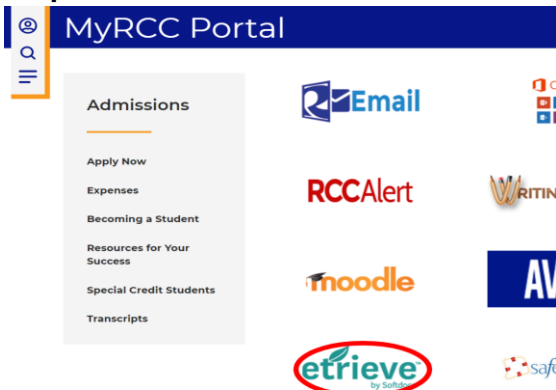
Step 1: Go to www.randolph.edu. Click on the three lines.



Step 2: Click on “MyRCC Portal.”



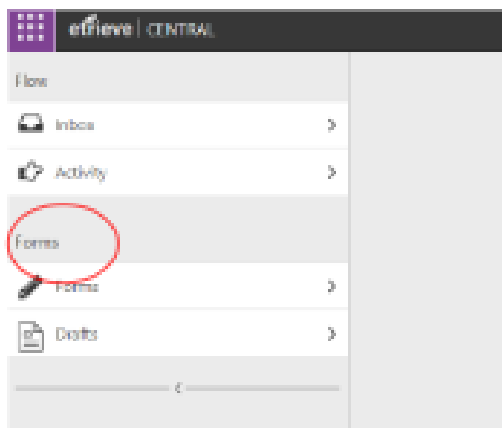
Step 3: Click on “etrieve.”



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.

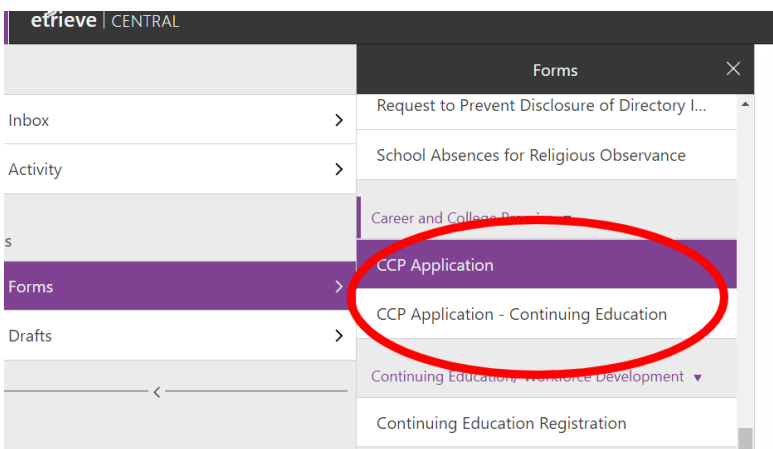


Step 5: Click on “Forms” on the left hand side of etrieve.



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

- You are taking classes for college credit, 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 sidebar with 'Flow' (Inbox, Activity), 'Forms' (Forms, Drafts), and a list of forms including 'Request to Prevent Disclosure of Dire...', 'School Absences for Religious Observ...', 'Career and College Promise', 'CCP Application' (highlighted), 'Continuing Education/ Workforce Development', 'Continuing Education Registration', 'HRD Registration and Fee Waiver Veri...', 'Student Success', 'Academic Success Plan', and 'Tutoring Request Form'. The main area displays the 'RANDOLPH COMMUNITY COLLEGE CAREER AND COLLEGE PROMISE APPLICATION FOR ADMISSION'. It includes a 'NOTICE TO STUDENT' and fields for 'Last Name', 'First Name', 'Middle Name', 'Street Address', 'City', 'State', 'Zip Code', 'County', 'Email Address', 'Social Security Number', and 'Phone Number'. At the bottom of the form area are icons for checkmark, paperclip, download, and print.

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 form. It includes a dropdown menu labeled '(please select)' with a checkmark icon. Below this are fields for 'Student Signature' and 'Date'. A black bar labeled 'Office Use Only' separates these from the 'Admissions Initials' and 'Processed Date' fields. At the very bottom is a dark navigation bar with four icons: a checkmark (labeled 'Submit'), a paperclip (labeled 'Attachments'), a download arrow (labeled 'Download'), and a printer icon (labeled 'Print'). The 'Submit' button is circled in red.

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

The screenshot displays the etrieve | CENTRAL web application interface. On the left, a sidebar menu lists navigation options: Flow, Inbox, Activity, Forms, and Drafts. The 'Forms' menu is expanded, showing a list of forms including 'Request to Prevent Disclosure of Dir...', 'School Absences for Religious Observ...', 'Career and College Promise', 'GCP Application', 'Continuing Education/ Workforce Development', 'Continuing Education Registration', 'HRD Registration and Fee Waiver Veri...', 'Student Success', 'Academic Success Plan', and 'Tutoring Request Form'. The 'GCP Application' form is currently selected and displayed in the main content area. The form includes a header with the RANDOLPH COLLEGE logo and a 'NOTICE TO STUDENT' section. Below this, there are input fields for 'First Name', 'Last Name', 'Street Address', 'City', 'County', 'State', and 'Social Security Number'. At the bottom of the form, there are buttons for 'Submit', 'Attachments', 'Download', and 'Print'. On the right side of the interface, a user profile section shows 'Signed in as [Name] West' and a 'Sign Out' button, which is circled in red.