

Want to take Career and College Promise (CCP) courses at SPCC?

Let's get started!

First thing you should know is there are **MANY STEPS** to this process and it is **your responsibility** to complete each step and **check your email every day!!** Read and follow each of the steps completely:

1. Apply to SPCC through CFNC

- I. The application is through CFNC and you **MUST** use the below link to access the correct application: https://apply.cfnc.org/application/SoutPCC/SPCC_CCP/SouthPAppCCP [accessing CFNC through any alternate means will take you the ADULT application and not the application for Career and College Promise (high school) students].
 - i. **DO NOT** use your UCPS email to create your CFNC account, use a personal email
 - ii. Under the Personal Information Tab be sure to enter your high school ID number (NC ID)
 - iii. Under the Enrollment Information tab, select Entrance Status as Career and College Promise (Current NC high school students ONLY)
 - iv. When you get to the section where it asks you what pathway(s) you want to enroll in, you can search pathways beginning on page 14 of the NC Career and College Promise Program Guide here: [SPCC Career and College Promise Program Guide](#)
 - v. On the very last page, check the box to send high school transcript electronically

2. Log into your SPCC Student Accounts

- I. 24-48 hours after submitting your application, you should receive an email titled "ACTION REQUIRED: SPCC Student Account Information". (Please check spam)
- II. At the top of this email, you will find your SPCC student ID number, this is **NOT** your UCPS ID number
- III. If you did not receive this email, please contact our admissions team at admissions@spcc.edu and request for them to re-send the email with your SPCC student ID number
- IV. All of your SPCC Student accounts will be located on spcc.edu in the **Student Panel** (top right hand corner of the website)
- V. Click on **Go Portal** **FIRST** and change your password from the temporary
- VI. **Your Username and Temporary Password**
 - i. Your username will be the first letter of your first name, the first three letters of your last name, and the last four digits of your **SPCC student ID number**.
 - a. For example, if your name is Steve Student and your SPCC student ID is 0314567, the username is sstu4567.

- ii. Your temporary password is the word "SouthPiedmont" (capital S), followed by your two-digit birth month, your two-digit birthday, and a plus sign.
 - a. For example, if your birthday is 06-04-2006, your password is SouthPiedmont0604+.
- VII. Once you change your password in Go Portal, log into your SPCC email (username@student.spcc.edu) with new password you created
- VIII. Link to email is in the **Student Panel** (top right hand corner of the spcc.edu website)
- IX. You will not be able to log into Aviso until after your Initial Eligibility form is approved
- X. You will not be able to log into Canvas until the course start date

3. Complete Initial Eligibility form

- I. Your next step is to complete the [CCP 11/12 Grade Initial Eligibility Form](#) if in 11th or 12th grade **OR** [CCP 9/10 Grade Initial Eligibility Form](#) if in 9th or 10th grade.
 - i. The purpose of the Initial Eligibility form is to confirm that you are in the correct program of study, that you understand the expectations of the Career and College Promise Program and that you have access to your student accounts.
- II. You must choose a **PATHWAY** to enroll in. The pathways begin on page 14 of the NC Career and College Promise Program Guide here: [SPCC Career and College Promise Program Guide](#)
 - i. An example of an appropriate pathway choice would be "Associate in Arts Transfer Pathway code: P1012C" or "Enhanced Business Administration CTE code: C25120PB"
 - ii. Use the program guide to view the pathways and the courses allowed within each pathway
- III. All of this can be done on your own but if you need to meet with me, please use this link to [Schedule an Appointment with Dylan Israel](#)

How do I know what pathway to choose?

There are 2 types of programs. College Transfer Pathways and Career and Technical Education Certificates (CTE's). You can enroll in 1 or 2 programs.

College Transfer Pathways = interested in pursuing a 4-year degree

CTE's = Students who are interested in pursuing an Associate's degree OR wanting to take major specific courses such as accounting, early childhood education, paralegal, etc.

Things to keep in mind:

- If you want to transfer to a 4 year institution for business, you will enroll in 2 programs.
 - o Arts Transfer Pathway and the Enhanced Business Administration CTE

- Together, these programs will allow you to take transferable general education course such as math, English, communication, etc., while also taking transferable business courses like accounting and intro to business
- If you aren't sure what you want to major in:
 - Choose a broad pathway like the Associate in Arts or Associate in Science Transfer Pathways so that you can take transferable general education courses

4. Register for Classes

- I. After your Initial Eligibility Form has been approved, you are ready to register.
 - i. If you would like to register for a class you will need to fill out a [CCP Course Interest Form](#) through **Etrieve**.
 - ii. Check your SPCC email because I will send a confirmation email once you have been officially registered
 - iii. You can view your official schedule by logging into Go Portal, on the right hand side under the Student Quick Links select "Click to View Schedule"

If you have any questions, please contact me at lledezma@spcc.edu