

How to Register for a Class as a Career and College Promise (CCP) Student

**** This process is for students who have completed an application to SPCC, logged into their SPCC student accounts and have completed an Initial Eligibility Form.**

If you have not completed all steps mentioned above, please contact your Career Coach.

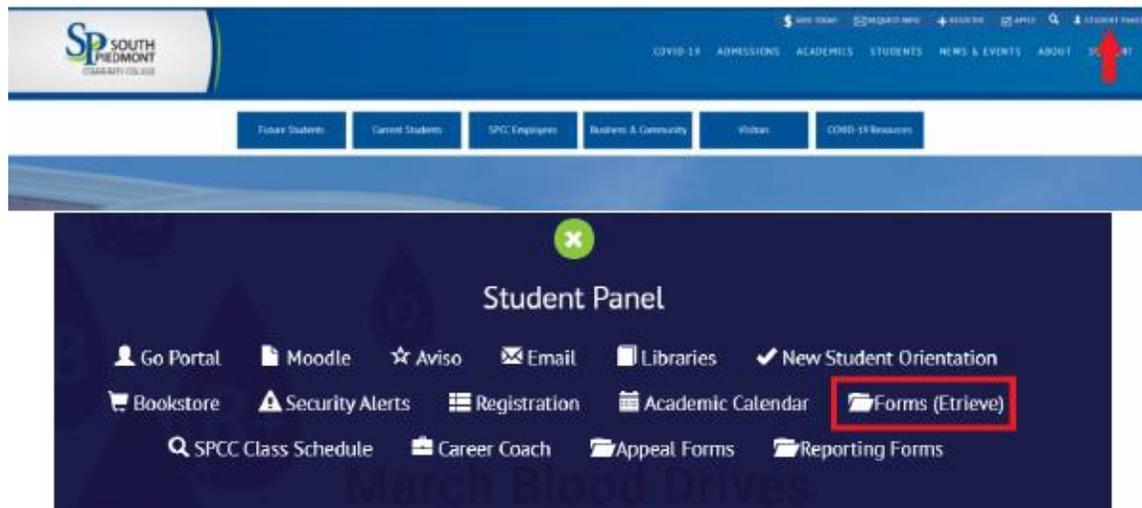
Step 1: Locate Pathway & Choose Courses

- You can search for your pathway(s) in the [Career and College Promise Program Guide](#) here:
 - o <https://spcc.edu/wp-content/uploads/CCP-Program-Guide-23-24-1-1.pdf>
 - College Transfer Pathways begin on page 11 and Career and Technical Education (CTE) Certificates begin on page 18

Step 2: Complete a CCP Registration Form on Etrieve

CCP Registration form must be completed to request the courses you would like to register for

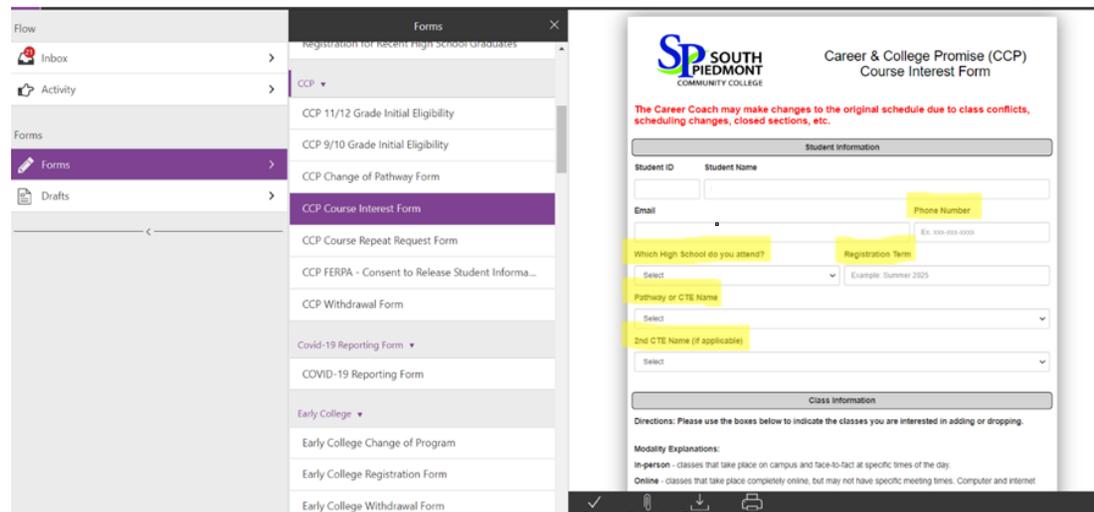
- spcc.edu → **Student Panel** → **Forms (Etrieve)**



- Log in with SPCC credentials. **DO NOT USE GOOGLE/GMAIL SIGN IN.**



- Locate the [CCP Course Interest Form](#)



- **Fill out highlighted sections of form above. If logged in correctly with SPCC login your Student ID, Name, and Email should autofill.**
 - o Registration term should be the term (Fall, Spring or Summer) + the year (e.g., Spring 2024, Summer 2024, Fall 2024, etc.)

The image shows two screenshots from a mobile application. The left screenshot displays a 'Forms' menu with various options, including 'CCP Course Interest Form' which is highlighted. The right screenshot shows the 'Class Information' form, which includes instructions, modality explanations, and a table for selecting courses.

Class Information

Directions: Please use the boxes below to indicate the classes you are interested in adding or dropping.

Modality Explanations:
In-person - classes that take place on campus and face-to-face at specific times of the day.
Online - classes that take place completely online, but may not have specific meeting times. Computer and internet access are required.
HyFlex - classes that allow you to choose, class by class, how you will attend. You can attend in-person, online in real time, or online at a time that works for you.

Preferred Campus Location: Preferred Term (Class) Length:

Action (add or drop)	Course Prefix	Course Number	Course Section	Modality Requested
<input type="text" value="Select"/>	Ex. C15	Ex. 110	if known	<input type="text" value="Select"/>
<input type="text" value="Select"/>	Ex. C15	Ex. 110	if known	<input type="text" value="Select"/>
<input type="text" value="Select"/>	Ex. C15	Ex. 110	if known	<input type="text" value="Select"/>

*Additional course requests

Action (add or drop)	Course Prefix	Course Number	Course Section	Modality Requested
<input type="text" value="Select"/>	Ex. C15	Ex. 110	if known	<input type="text" value="Select"/>
<input type="text" value="Select"/>	Ex. C15	Ex. 110	if known	<input type="text" value="Select"/>
<input type="text" value="Select"/>	Ex. C15	Ex. 110	if known	<input type="text" value="Select"/>

Student Notes

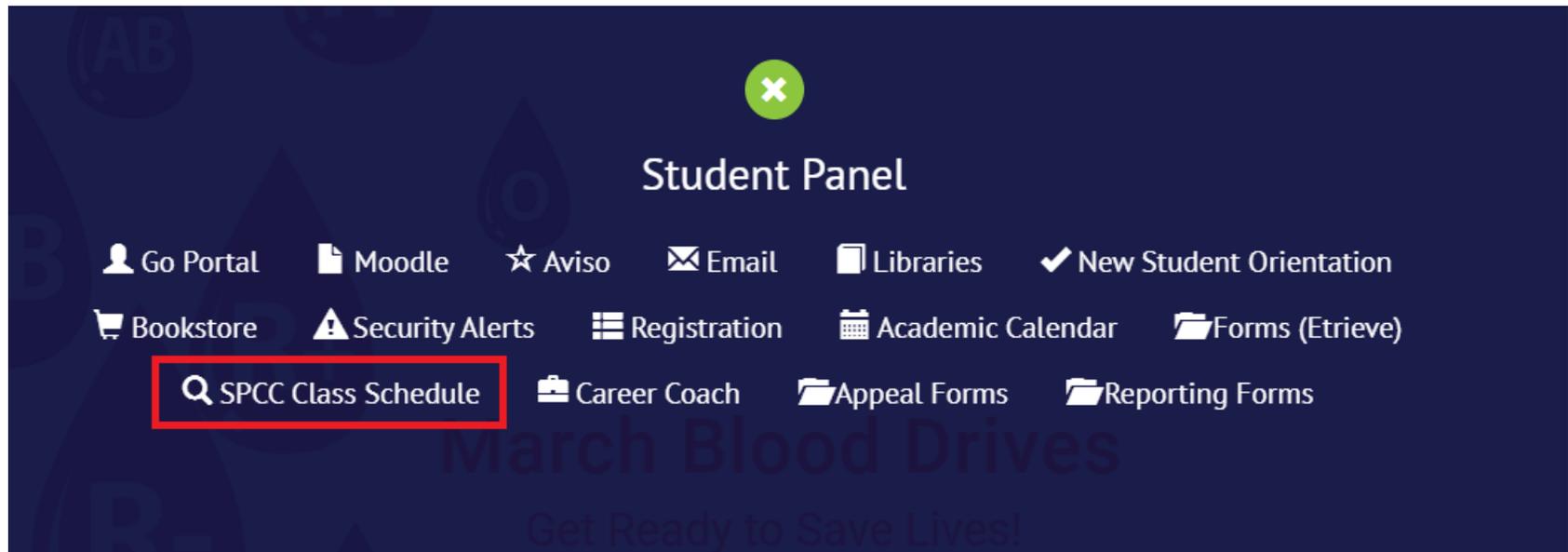
Examples - alternate classes requested, scheduling issues you want us to consider, etc.

Scroll down on form and complete next portion of highlighted selections. Refer to STEP 3 below to find course SECTION NUMBER and section information (modality, start and end dates, instructor, etc.). PLEASE BE CLEAR ABOUT WHAT SECTION YOU WANT (don't select an in person section number, but select "Online" as the modality). Leave notes in Student Notes section if needed.

Step 3: Search SPCC Schedule for Available Sections

In order to find a Section Number you have to search the SPCC Class Schedule

- spcc.edu → [Student Panel](#) → [SPCC Class Schedule](#)



- Put in the **term, subject and course number ONLY** then click **Submit**
 - o An example of the subject and course number is: HIS 131 (can be found in the INSERT PROGRAM GUIDE)
 - o Class name: American History I
 - Subject: HIS
 - Course Number: 131

Search for Sections

Term

Starting On/After Date Ending By Date

Subjects	Course Number	Section
<input type="text" value="HIS - History"/>	<input type="text" value="131"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

 Do not need to put a section number

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

SUBMIT

Step 4: Choose a Class Section (Example: ART 111 **OAA1, HIS 131 **OAS1**, MAT 271 **MFS1**)**

SECTION NUMBER

Term	Status	Section	Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs	Academic Level
Fall 2022	Open	HIS-131	MFA1 79107 American History I	O C H	08/18/2022-12/14/2022 Classroom Hours Thursday 10:30AM - 11:45AM, Main Building, Room 3212 (more)... <i>Comments: Students may attend this class in-person, on Microsoft Teams, or online.</i>	R. Ritter	8 / 26	3.00		Curriculum
Fall 2022	Open	HIS-131	MFA2 79108 American History I	O C H	08/18/2022-12/14/2022 Classroom Hours Thursday 10:30AM - 11:45AM, Main Building, Room 3212 (more)... <i>Comments: Students may attend this class in-person, on Microsoft Teams, or online.</i>	R. Ritter	22 / 26	3.00		Curriculum
Fall 2022	Closed	HIS-131	OAA1 79109 American History I	Web	08/15/2022-12/14/2022 Online Class Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced Internet, Room ASYN	J. Cummings	0 / 30	3.00		Curriculum
Fall 2022	Open	HIS-131	OMA1 79110 American History I	Web	08/16/2022-12/14/2022 Online Class Tuesday 06:00PM - 07:15PM, Internet, Room SYNC (more)... <i>Comments: Students attend this course on Microsoft Teams.</i>	P. Brown	24 / 30	3.00		Curriculum
Fall 2022	Open	HIS-131	PFA1 79113 American History I	Polk	08/16/2022-12/14/2022 Classroom Hours Tuesday 09:00AM - 10:15AM, Martin Technology Complex, Room 207 (more)... <i>Comments: Students may attend this class in-person, on Microsoft Teams, or online.</i>	W. Dick	12 / 26	3.00		Curriculum

- **Blended (MA/PA/TA)**
 - o There will be an **in - person portion** of the class accompanied by an **online Canvas portion**
 - o Some science courses will have “Open Labs”. These are **in-person labs**, but at times you will pick from within your Canvas.
- **Fully Seated (MC/PC/TC)**
 - o Class will be offered on campus **face to face**
- **Online Asynchronous (OA)**
 - o Class will be offered solely **online** *some courses may require an in-person mid-term/ final exam
 - o Online is 100% student driven instruction. There is no set time to log in, but there are set assignment due dates.
 - o Don’t worry, you are not alone. You still have an instructor to help you through the course.
- **Online Synchronous (OS)**
 - o Class will be offered online via virtual meeting at specific days and time.
- **Online Mixed (OM)**
 - o Class is offered online with a mixture of **synchronous and asynchronous** components.
 - o Some instruction will be synchronous with virtual meetings scheduled at specific days and time
 - o While other instruction will be asynchronous and be student driven via submission of assignments
- **Hyflex (MF/PF/TF)** – will have a red comment that states “**Students may attend in-person, on Microsoft Teams or online**”
 - o Students have the choice in how they participate in the course and engage with material in the mode that works best for them over the course and from session to session.

- Students can choose to attend the course in-person (seated), virtually (via a virtual teams meeting) or asynchronously (attendance will be recorded based on assignments submitted).

Step 5: Submit CCP Course Interest Form and Receive Registration Confirmation

The screenshot shows the Etrieve Central interface. On the left, a sidebar menu lists various forms, with 'CCP Course Interest Form' highlighted. The main content area displays the form's details, including an 'Important Information' section with a confirmation statement and a table for course registration details.

Important Information

By clicking this box, I am confirming that I have reviewed, understand, and agree to the following:

- Submitting this course interest form does NOT guarantee course registration.
- Any and all course registrations will be confirmed via South Piedmont email and will be shared with my counselor, school, and/or school district.
- I am responsible for contacting my Career Coach for any requests to change my South Piedmont schedule and am responsible for notifying my high school counselor of any and all changes.
- Though eligible classes are tuition-free, I am responsible for any course fees billed by South Piedmont, according to the policies and procedures adopted by my school and/or district.
- I am responsible for following the academic policies and procedures, including meeting all state and local prerequisites and pathway requirements.

Section Below To Be Completed by Career Coach Only

Action (add or drop)	Course Prefix	Course Number	Course Section
Select	Ex. CIS	Ex. 110	if known
Select	Ex. CIS	Ex. 110	if known
Select	Ex. CIS	Ex. 110	if known
Select	Ex. CIS	Ex. 110	if known
Select	Ex. CIS	Ex. 110	if known
Select	Ex. CIS	Ex. 110	if known

Career Coach Notes

At the bottom of the form, there are icons for 'Submit', 'Attachments', 'Download', and 'Print'. The 'Submit' icon is circled in red.

- Once you have located the section number, fill out the “section” portion on the [CCP Course Interest Form](#) in Etrieve, scroll down and check the box acknowledging you have read, understand and agree to the associated statements, and then hit submit at the bottom.
- Once your Career Coach processes the registration request, they will send a confirmation email to your SPCC email