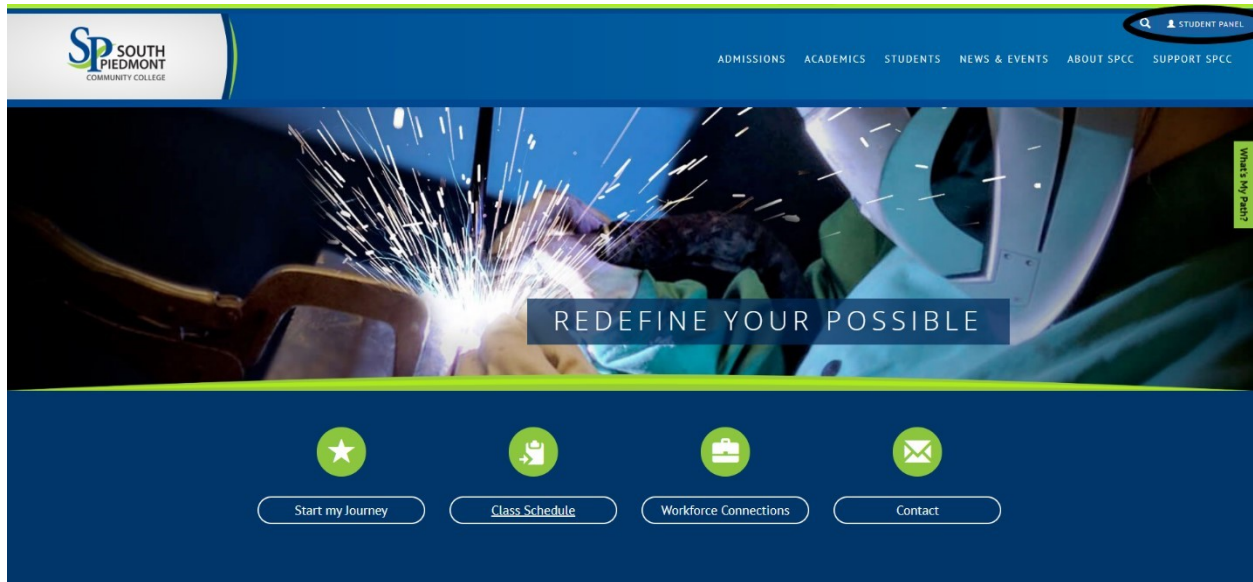
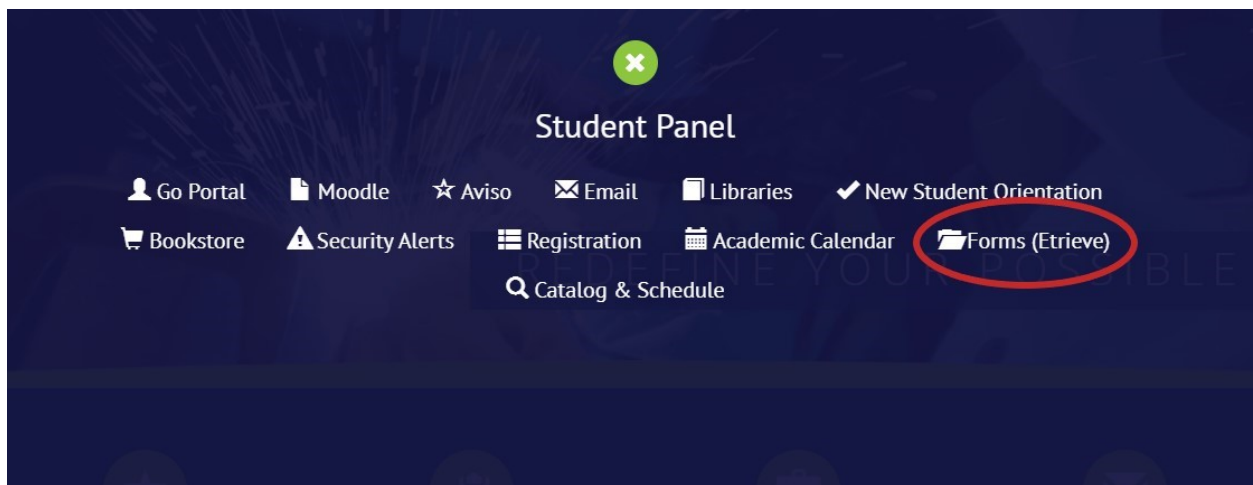


How to Fill Out a Career and College Promise (CCP) Registration Request Form

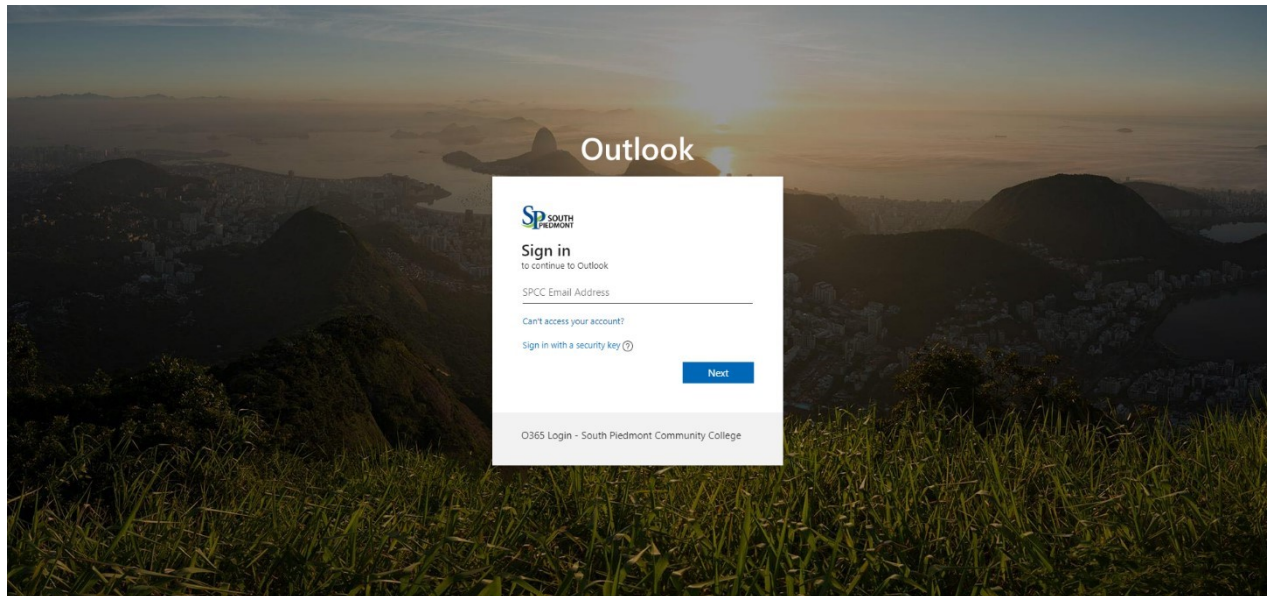
Step 1: Log into **Etrieve** through the SPCC homepage (www.spcc.edu) by locating the “Student Panel” tab in the top right-hand corner of the SPCC homepage.



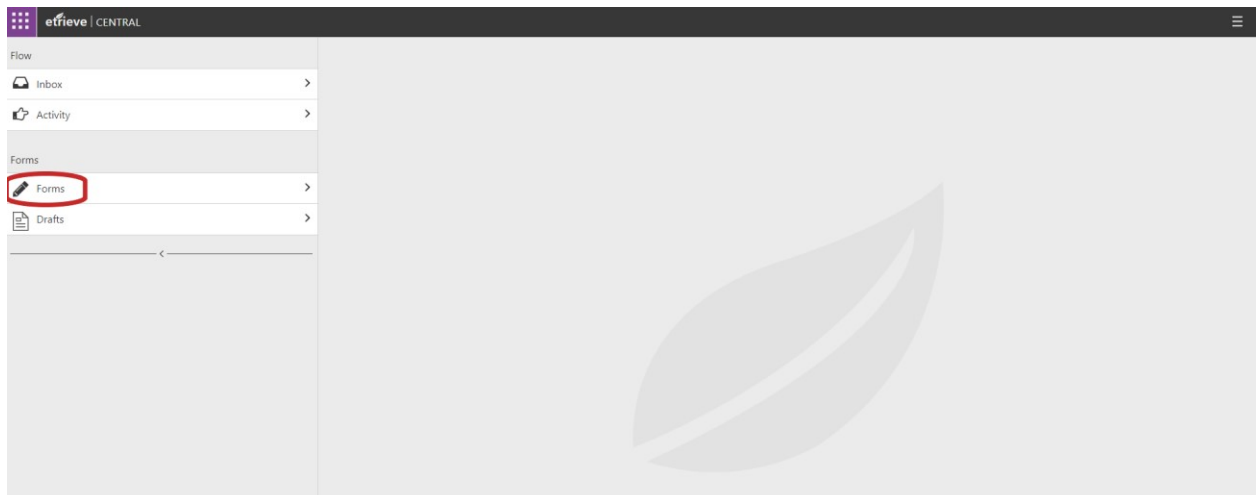
Step 2: Select **Forms (Etrieve)**.



Step 3: Sign in with your SPCC email and password.



Step 4: Select **Forms** on the left-hand side.



Step 5: Under the CCP category, select the **Career and College Promise (CCP) Registration Request Form**

Fill out the entire form including information about high school, registration term and current program, as well as, ALL desired classes you wish to register for or drop from.

Once complete, select **“Submit”** at the bottom of the form.

****** Be sure to include any pertinent information in the student notes section. This is where you can list alternate classes if your desired class is unavailable or any specific instructions you might want your Career Coach to know prior to registering you for classes

The screenshot displays the etrieve | CENTRAL web application. On the left, a sidebar menu shows 'Flow' (Inbox, Activity) and 'Forms' (Forms, Drafts). The 'Forms' section is expanded, showing 'Admissions', 'Advising', and 'CCP'. The 'CCP' category is selected, and the 'Career and College Promise (CCP) Registration Form' is highlighted. The main content area shows the form itself, which includes fields for Student Name, Student ID, High School, Registration Term, and Pathway or CTE Name. Below these is a 'Student Section' with a table for selecting classes to add or drop. The table has columns for Action (add or drop), Course Prefix, Course Number, and Course Section. The first row shows 'Add or Drop' checked, 'ex. CIS' checked, 'ex. 110' checked, and 'ex. IN5' checked. Below the table is a 'Student Notes' section with a text area and a red 'Optional' label. At the bottom of the form, there is a 'Submit' button circled in red, along with 'Attachments', 'Download', and 'Print' buttons.

Step 6: Once you have submitted your form, your Career Coach will review your requests and register you for classes. If any classes are unavailable, are not allowed in your pathway or have unmet pre-requisites your Career Coach will notify you via your **SPCC O365 email**.

Once your Career Coach has processed the form and you are officially registered, you will receive a registration confirmation email to your **SPCC O365 email** directing you to check your SPCC Go Portal.