College of The Albemarle Dual Enrollment For 2021-2022 Dual Enrollment

**CCP Enrollment Meeting-** Attend the Returning Student CCP Advising Session on March 12th at 1pm via zoom. <https://zoom.us/j/92758575843>

**Using MyService**

Myservice is the system that students use to determine the courses they are permitted to take as dual enrolled students. Students will use the *student planning* function on myservice to view their progress. From the student planning area, students can access the myprogress function by clicking myprogress under the student planning link (at the top of the page). Students can watch the included recording of the Advising Meeting to learn how to use myservice to determine which classes they are able to request.

**Create and Complete the Docusign Approval Form.**

Below are step by step instructions on creating and completing your 2021-2022 approval form.

**Student Instructions: Step 1 –** Click on the link provided to you to access the docusign<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=560d3bc0-c2e3-402e-bbb4-cd2edfce1f9e&env=na2&acct=24a3d64a-8a4f-41f4-bacb-5bccbaefd825&v=2>

**Step 2 –** Enter Student’s Full Name and Email Address under **Student.**

**Step 3 –** Enter Student’s Parent/Guardian Full Name and Email Address under **Parent/Guardian.**

**Your high school advisor and COA liaison information is already entered. Do not change this information.**

**Step 4 –** Click “Begin Signing” (Orange button at the bottom of the page)

**Step 5 –** Click “Got It”

**Step 6**– Click “I agree to use electronic records and signatures” (In the top left corner)

**Step 7** – Click “Continue” (top right corner)

**Step 8** – Click “START”

**Step 9** – Check your selected pathway. Remember the classes you select must be on your pathway. Your current pathway is listed on your myservice account under student planning and myprogress. For information on other pathways please visit our website. Please note documentation will be required if a student would like to change their pathway: <https://www.albemarle.edu/apply-register/degree-seeking-credit-students/high-school-students/>

**Step 10** – Scroll down and enter your classes for fall 2021. You can list up to 6 courses under Fall 2021 Example: PSY 150, ENG 111, ART 111, BIO 111, HIS 132 If you need help selecting courses students should consult their HS guidance counselor or attend Mrs. Crosses office hours. Links can be found at the end of this document.

**Step 11** – Enter your first and last name in the Student’s Name Box

**Step 12** – Click the Yellow sign arrow to sign the form electronically (you will be given an option of a signature)

**Step 13**- Click “Adopt and Sign”

**Step 14** – Enter your birth date (month/day/year)

**Step 15**- Enter your Unweighted High School GPA and SS#. If you do not know your unweighted HS GPA please contact your HS guidance counselor.

**Step 16**- Enter the year you will be in 2021-2022 (next year)

**Step 17**- Click “Finish”

**Your Parent/Guardian will then get an email directing them to DocuSign to complete their portion of the form. This email will be sent to the email you listed in the beginning on the process**

**Parent Instructions:**

**Step 1 –** Open email from Derek Meredith (Please DocuSign: CCP Approval Form 21-22) (Note: please do not reply to Derek Meredith)

**Step 2**– Click “Review Document” (middle of page orange button).

**Step 3**-– Click “I agree to use electronic records and signatures” (In the top left corner)

**Step 4** – Click “Continue” (Orange button in the top right).

**Step 5**- Click “Start”

**Step 6** – Click “Sign” (Yellow button above signature line)

**Step 7** - Click “Adopt and Sign”

**Step 8** – Click “Finish” (Orange button at the bottom of the page)

**Step 9** – You have the option to download, print or close. Choose what you would like to do.

The form will automatically be sent to the High School and then COA.

**Registration**

* Forms are due by March 22nd and students will be registered in the order they are received.
* Returning students will be registered starting on March 26th
* Students can check their myservice fall 2021 schedules starting on 3/27 to see if they have been registered for courses.
* If after registered for classes, a student would like to alter their course selections, they should contact their FFHS Guidance Counselor.
* A student’s spring courses will populate on their mycourses on the first day of the semester (August 16th for Fall 2021 16 week courses).

**What if I want to change my pathway?**

* If a student wants to change their pathway they must fill out and submit a special permission form and must submit documentation that supports a need for this change.
* Students can request a special permission form from Mr. Hunting or their HS guidance counselor.
* HS guidance counselors can assist students with the required documentation.

Virtual Office Hours

Katie Cross

Tuesdays

2:00-3:00pm

Google Meets

March 9th-June 8th

[meet.google.com/ryo-kqhw-kpu](file:///\\coadadc01\Users\katie_cross\Katie's%20Folder2\First%20Flight\CCP\Student%20Presentations\meet.google.com\ryo-kqhw-kpu)

John Hunting

Monday-Thursday

1:00-2:30pm

Google Meets

March 1st-April 30th

[meet.google.com/yar-eosh-zhm](file:///\\coadadc01\Users\katie_cross\Katie's%20Folder2\First%20Flight\CCP\Student%20Presentations\meet.google.com\yar-eosh-zhm)

Have Questions

About the Process?

Contact John Hunting at

[john\_hunting07@albemarle.edu](mailto:john_hunting07@albemarle.edu)

or

[huntingjo@daretolearn.org](mailto:huntingjo@daretolearn.org)

Learn More about CCP Pathways

CCP= career and college promise

[www.albemarle.edu/ccp](http://www.albemarle.edu/ccp)