**Important Notice for CCP Students**

* Tuition is free for all CCP students, but you are responsible for semester fees and the cost of books.
* If you are registering for Fall 2025 classes, please note that GTCC will transition to 8-week Mini-Mesters starting Fall 2025.
	+ We highly recommend registering for **both sessions** at the same time, as classes will fill quickly.
	+ We cannot guarantee availability.

**Semester Fees & Payment Deadline**

Semester fees will be charged to your student account upon registration for Summer/Fall 2025 courses.

* Part-time (less than 12 credit hours): $59.75
* Full-time (12 credit hours or more): $103.25

Your fees will be available in your Self-Service portal. We will also send a follow-up email with the payment due dates.

**DayOne Access: Digital Course Materials at a Lower Cost**

DayOne Access is GTCC’s inclusive access program, designed to provide students with digital course materials at a lower cost compared to traditional textbooks.

* When you register for a course that requires DayOne Access, the software fee will be automatically added to your student account, in addition to your semester fees.
* On the first day of class, you will have immediate access to the DayOne Access software and an e-book directly through Canvas. This eliminates the need to purchase a separate textbook from the campus store.

This program ensures all students have convenient access to required materials from day one, especially for courses using interactive courseware platforms or digital textbooks instead of printed versions.

For more details, visit:

[Day One Access | Guilford Technical Community College -- Jamestown-Aviation-Cameron Bookstore (gtcc.edu)](https://jamestownbookstore.gtcc.edu/day-one-access)

**GTCC Self-Service Payments:**

To make an online payment through **GTCC Self-Service**, students must log in to their account. From there, select **"Student Finance"**, then **"Make a Payment"**, and follow the provided steps to complete the transaction.

**Important Notice for CCP Students: Registration & Orientation**

Please disregard any emails or phone calls regarding registration or orientation that are not from the Career and College Promise (CCP) Office. These communications do not apply to high school students.

**Registration Guidelines for CCP Students:**

* *You cannot register yourself online through Self-Service or Navigate. High school students are blocked from online registration.*
* *All registration requests must be sent from your GTCC email to* *CCP@gtcc.edu**.*
* *Requests from parents will not be accepted, students must submit their own registration requests.*
* *Incomplete requests will result in delays—ensure you include all required information.*
* *You may only register for courses within your designated pathway.*
	+ *View available CCP Pathways:* [CCP Pathways](https://catalog.gtcc.edu/preview_entity.php?catoid=13&ent_oid=1750&_gl=1*13zrb7u*_gcl_au*MTcyMDUyODk1OC4xNzIxMzE4Nzk1*_ga*NDI2MTQ4NTQyLjE3MjY2NzE4MjI.*_ga_LRYFFHS9CK*MTcyNzk2ODg1MS40MC4xLjE3Mjc5Njg5NjUuMTMuMC4w)

Each pathway includes the course codes and numbers necessary for registration. Please review your pathway carefully before submitting your request.

For questions or assistance, contact the CCP Office directly.

**CCP Registration Instructions – Summer/Fall 2025**

**Class Locations & Course Section Numbers**

You may take classes at any GTCC campus where they are offered. Be sure to check the course location when viewing the schedule online. The Section Number following the Course Code and Number indicates the course location and format.

**Understanding Course Section Numbers (these are examples):**

* FGT08 – Full semester at Greensboro Campus
* FON08 – Full semester online
* MSY01 – Mini-Mester online (Synchronous)
* FOC01 – Full semester online (Corequisite required)

**Key Section Code Breakdown:**

* F = Full Semester
* M = Mini-Mester
* N or ON = Non-Synchronous Online (No set meeting times; assignments have deadlines.)
* SY = Online Synchronous (Live online sessions at specific times, e.g., MSY08)
* C = Corequisite required (3rd letter in section code).
	+ CCP students do not need co-requisites starting with ‘0’. Choose sections that do not require a co-requisite when possible. If you take a section that requires one, you must also register for and attend the co-requisite class.

**Course Requisites/Pre-Requisites:**

The Career and College Promise GPA requirement grants credit for the following pre-requisites:
ENG-002, ENG-011, MAT-003, MAT-010, MAT-021, MAT-043, MAT-052, MAT-071.
If a course in your pathway lists a pre-requisite, you must have completed it with a C or higher or be currently registered for it.

**Understanding Your Campus Code:**

* G = Greensboro Campus
* J = Jamestown Campus
* H = High Point Campus
* C = Cameron Campus

**Self-Service Instructions: How to Search for Classes**

Step 1: Access the GTCC Course Schedule

1. Go to the GTCC website: [www.gtcc.edu](https://www.gtcc.edu)
2. Hover over the "Academics" tab.
3. Click "Course Schedule".
4. Click the green "Course Search" button.

Step 2: Search for a Course

1. In the search bar (top right corner), type in the course code (e.g., ENG-111).
2. Use the Filter Results (left side of the page) to:
	* Choose your campus location
	* Select the term you want to search under

Step 3: Select Your Course

1. Click "View Available Sections" for your course (e.g., ENG-111).
2. Find the section you want to take.
3. Check if seats are available for that section.
4. Click on the bold course title (e.g., ENG-111-FJT01).
5. Review the course days and times to ensure it fits your schedule.

Step 4: Register for Your Course

1. Write down the course code, number, and section (e.g., ENG-111-FJT01).
2. Send your registration request to ccp@gtcc.edu, following the CCP registration instructions.

**Submit Your Registration Request**

📅 Opens: April 14, 2025
📩 Email: ccp@gtcc.edu (from your GTCC email account)

Include the following in your request:

* Full Name
* GTCC ID Number
* Course Code, Course Number, and Section Number
	+ Example: ENG-111-FJB01

⚠️ Important Notes:

* Requests submitted before April 14, 2025, will not be processed.
* Your GTCC ID Number can be found in your Titan Account Instruction email or under "User Profile" in Self-Service.
* Do not send duplicate requests – Allow 3 business days for processing.
* After receiving your confirmation email, verify your schedule in Self-Service. If changes are needed, reply to your confirmation email or send a new request.
* Schedule changes can be made before the semester begins by emailing ccp@gtcc.edu.