

## GTC Early College Enrollment/Add/Drop Process for New and Returning Students

Please complete the following steps to specify classes you would like to take or make changes to classes you have previously requested.

1) *Go to the Early College webpage.*

[https://www.gvltec.edu/admissions\\_aid/early\\_college/index.html](https://www.gvltec.edu/admissions_aid/early_college/index.html)

**HOW DO I APPLY FOR EARLY COLLEGE?**

**HOW DO I ENROLL IN OR CHANGE EARLY COLLEGE CLASSES?**

For returning or newly accepted students, the links below provide instructions and access to the online enrollment process. Select the form that applies to you. This form is used to identify the specific courses you would like to take and it can also be used to add, drop or withdraw from courses.

**Detailed instructions for enrolling** (pdf)

Category 1: Students from partnering Greenville County high schools, charter high schools, or career centers (see Early College School Partners tab for complete list)

- **Enrollment form for students from partnering schools**

Category 2: Home-school students or students from other schools (private schools, online academies, etc.)

- **Enrollment form for home-school students or students from other schools**

During the enrollment process (whether done independently or with your counselor), be prepared to upload the following required documents:

1. A scanned copy of at least ONE verifying document of US Legal Presence
  - Driver's License
  - Valid Learner's Permit
  - Valid SC State ID
  - Valid US Passport
  - Valid Permanent Residency Card
  - Valid federally-issued VISA and a current school-issued picture ID
  - Valid Birth Certificate accompanied by a current school-issued picture ID
2. SAT/ACT scores (if scores not available, you must complete the **college placement test**)
3. An unofficial high school transcript

**EARLY COLLEGE SCHOOL PARTNERS**

2) *Under 'How Do I Enroll in or Change Early College Classes', select the form category that applies to you. An online form like below will be initiated.*

Log In

Sign in to complete the **Add/Drop - Early College Students - Charter or Greenville County** form as requested by **Greenville Technical College**.

User Name

Password

Log In

[Create New Account](#)      [Forgot Your User Name?](#)      [Forgot Your Password?](#)

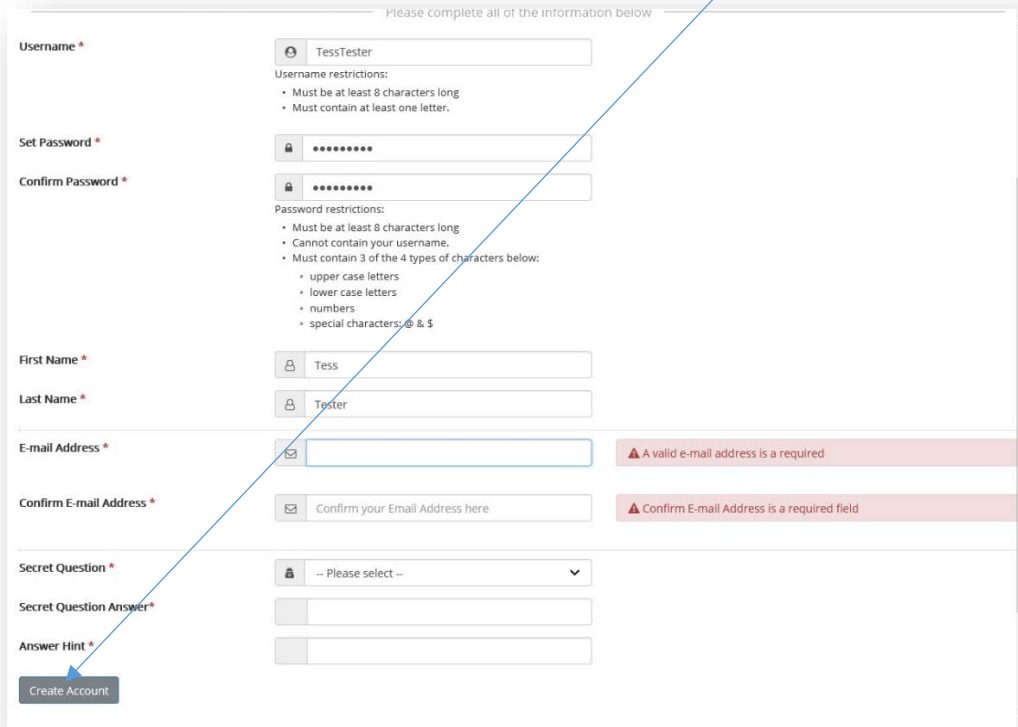
- If this is your first time to access the form, select "Create New Account". PLEASE NOTE: This is third party software and is separate from your application and from your Greenville Tech login credentials.*
- If this is not your initial access, simply enter your user name/password and select log in and skip forward to Step 6.*

## GTC Early College Enrollment/Add/Drop Process for New and Returning Students

3) *First time enrollees will see the following screen.*

*Please complete with the student information and select 'Create Account'. [Be sure to record your username and password in a safe place]*

*PLEASE NOTE: Particularly with regard to category 2 students, it is important that the student and the approver (a parent or counselor) have different email addresses in order to verify the approver's electronic signature and avoid delays in processing.*



Please complete all of the information below

Username \*   
Username restrictions:  
• Must be at least 8 characters long  
• Must contain at least one letter.

Set Password \*   
Confirm Password \*   
Password restrictions:  
• Must be at least 8 characters long  
• Cannot contain your username.  
• Must contain 3 of the 4 types of characters below:  
• upper case letters  
• lower case letters  
• numbers  
• special characters: @ & \$

First Name \*   
Last Name \*

E-mail Address \*   
A valid e-mail address is a required

Confirm E-mail Address \*   
Confirm E-mail Address is a required field

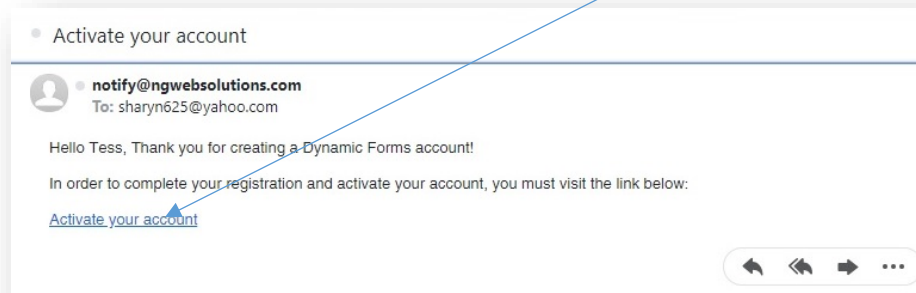
Secret Question \*

Secret Question Answer \*

Answer Hint \*

Create Account


4) *An email will be sent to the address you entered above. Use the link to activate your account.*



5) *First time enrollees can now access the Dual Enrollment Add/Drop request form. Go back to step 1 and enter your user name/password and select log in.*

## GTC Early College Enrollment/Add/Drop Process for New and Returning Students

- 6) Complete the required info at the top. Enter the requested term, course name, section # (if you know it) and select the action. The grayed out areas can only be completed by the school counselor or other designated approver. **BUG ALERT:** Sometimes these boxes may be auto-populated with the enrollee's name. If that happens, it can simply be overwritten or ignored.



### Dual Enrollment Add/Drop Request Form

Please complete the below sections to let Greenville Tech Enrollment Services know which courses you are requesting for the upcoming semester. Please note that this form must be electronically signed by both the student and your school counselor before the form is submitted to Greenville Tech.

Once submitted, the form will be placed into an electronic queue, and enrollment in courses will begin on the first date of enrollment for returning students each semester.

Spring 2019: Enrollment begins September 28, 2018  
 Fall 2019: Enrollment begins March 8, 2019

Full Legal Name		Social Security Number	
High School Name		High School Graduation Year	
Free/Reduced Lunch?		Attending a Career Center?	

Requested Term (Ex. Spring 2019)	Course Name (Ex. ENG 101)	Section No. (Ex. B01)	Counselor Section Override	Action (Ex. Add, Drop, Withdraw)	Counselor Approval	Notes
		Tess Tester		-- Choose --	-- Choose --	
				-- Choose --	-- Choose --	
				-- Choose --	-- Choose --	
		Tess Tester		-- Choose --	-- Choose --	

**For NEW students, school counselors should input applicable test scores.**

SAT Critical Reading	Math	Test Date
ACT Composite	English	Math

Upload verification of test scores  Files over 25 MB will not be accepted

Compass / Asset / ACCUPLACER Score  Test Date

**New and Returning students must upload a copy of their high school transcript each Fall semester. School Counselors can upload using this tool.**

High School Transcript <input type="button" value="Browse"/>	Other File <input type="button" value="Browse"/>	Other File <input type="button" value="Browse"/>
--	--	--

Files over 25 MB will not be accepted

## GTC Early College Enrollment/Add/Drop Process for New and Returning Students

7) Please select (by clicking the appropriate box) which form of documentation you will use as proof of US Legal Presence. Then upload a copy of that document making sure to scan the front and back.

**Declaration of Legal Presence in the United States**

By signing this statement, I attest and can prove that I am either a United States Citizen or a Non-United States Citizen lawfully present in the United States. In addition, Greenville Technical College will require you to submit documentation that supports your claim for lawful presence. Any student who is found to be unlawfully present in the United States will be dismissed from the college.

**Documentation Options:**

All students must provide required documentation as evidence of US Legal Presence. Please select one of the options below:

- Current Valid Government-Issued Photo ID: Unexpired DMV Issued Driver's License/Beginners Permit or State ID
- United States Passport
- A valid birth certificate accompanied by a current school-issued ID
- Legal immigrant and non-immigrant foreign nationals must provide a current/valid Visa or Passport or current/valid documents for other Legal Statuses and a current valid government-issued Photo ID.

Legal Presence Documentation  
(if you are uploading a copy of your ID, please be sure to upload the front and back)

Files over 25 MB will not be accepted

**CERTIFICATION AND SIGNATURES**

By electronically signing this document, I certify that all the information reported on this form and any attached documents is complete and correct. I understand that the above individual will be enrolled in college curriculum courses and will abide by Greenville Tech course & student policies.

I also grant permission to my high school to obtain the transcript containing the grades for the classes above.

**Warning:** If you purposely give false or misleading information on this form or in the attached documents, you may be fined, imprisoned or both.

Office of Dual Enrollment and Early College P.O. Box 5616 - Greenville, SC 29606 - (864) 250-8733

8) Select 'Save Progress' to save input and complete later or select 'Next' to proceed.

9) Identify the 'next form participant' when the following screen is displayed.

- **Category 1 students** will select their school/counselor from the drop down menu list provided. If your specific counselor is not listed here, please select another one that represents your school.
- **Category 2 students** will be prompted to enter the email address of their approver (parent/counselor).

Please specify the next form participant

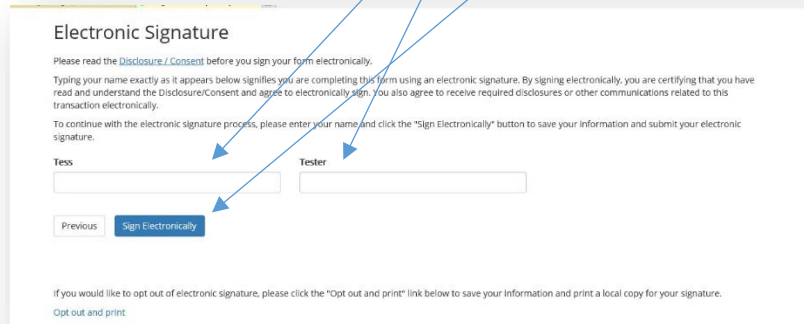
School Counselor

Please select

Contact information is in the format: Description: Last Name, First Name

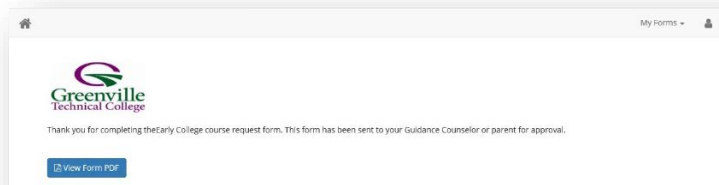
## GTC Early College Enrollment/Add/Drop Process for New and Returning Students

10) *Electronically sign the form by typing your name exactly as it was spelled in the first part of the form. Then click on 'Sign Electronically'. This will generate an email to the specified school counselor or other designated approver.*



The screenshot shows a web form titled "Electronic Signature". It contains several paragraphs of text explaining the process. Below the text are two input fields: "Tess" and "Tester". The "Tester" field is highlighted with a blue arrow. Below the fields are two buttons: "Previous" and "Sign Electronically". The "Sign Electronically" button is highlighted with a blue arrow. At the bottom, there is a link for "Opt out and print".

*At this point in the process, the student's part is complete.*



The screenshot shows a confirmation page from Greenville Technical College. It features the college's logo and a message: "Thank you for completing the Early College course request form. This form has been sent to your Guidance Counselor or parent for approval." Below the message is a button labeled "View Form PDF".

*The specified approver will review your form and make any necessary changes. Their electronic signature enters your request into a queue with GTC enrollment services for processing.*