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

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.

   a. 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.

   b. If this is not your initial access, simply enter your user name/password and select log in and skip forward to Step 6.
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.

![Image of account creation screen]

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

![Image of email activation screen]

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.**
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.
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.

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).
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.

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

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.