



CCP New Student Application

How to Submit Application User Guide

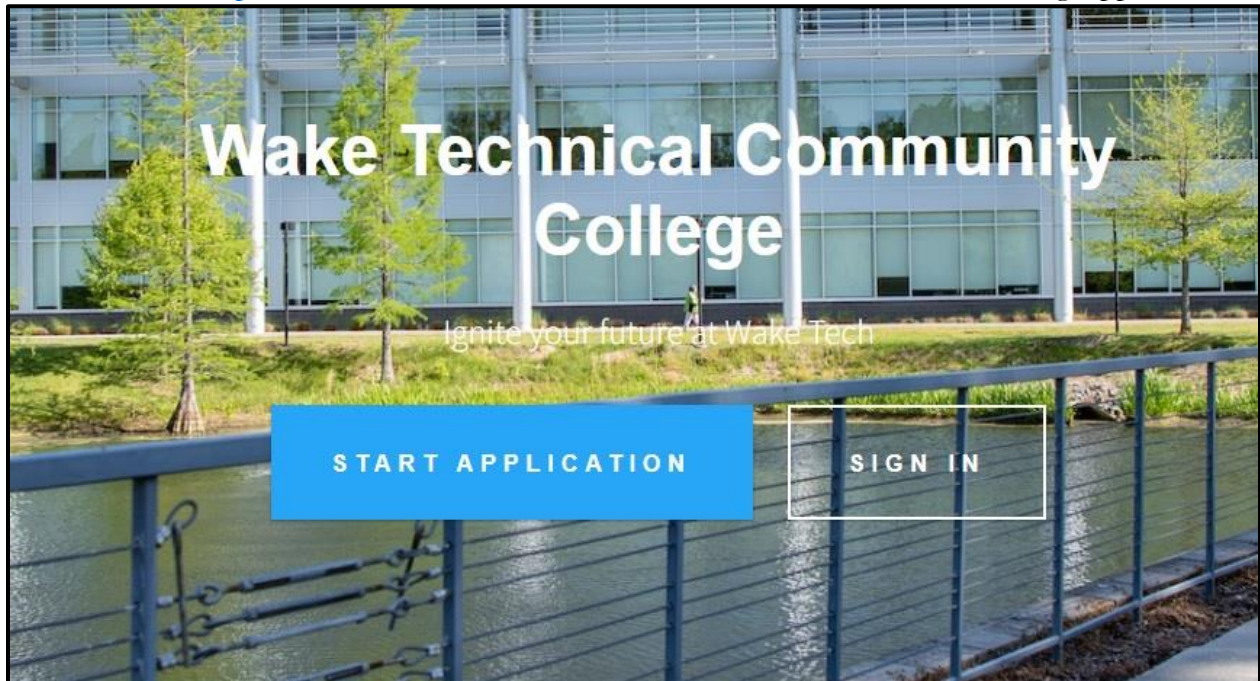
Instructions: Complete the application by following the step-by-step instructions below.

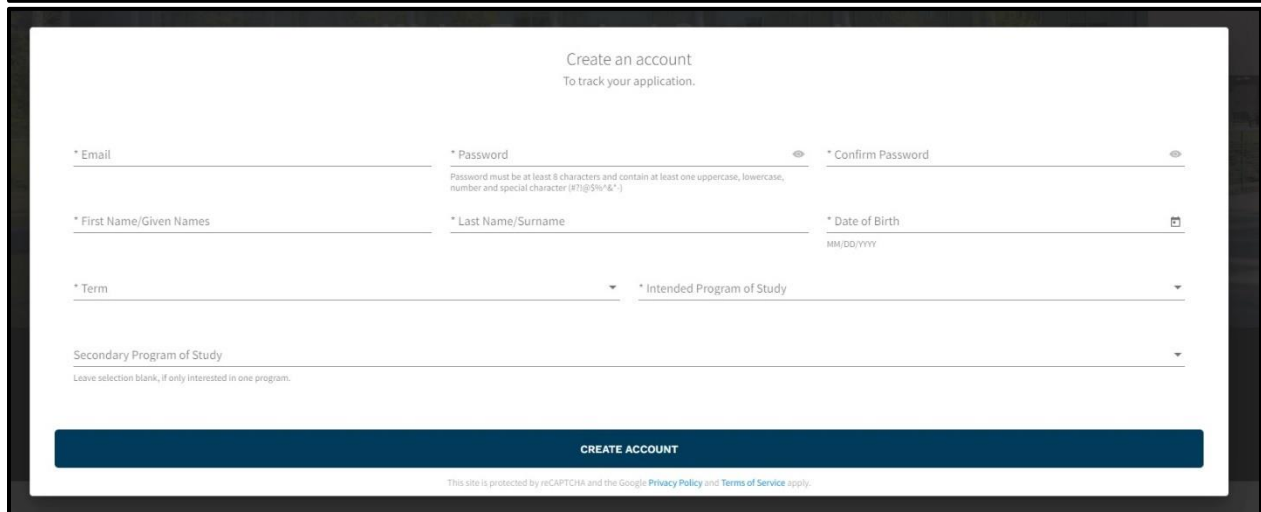
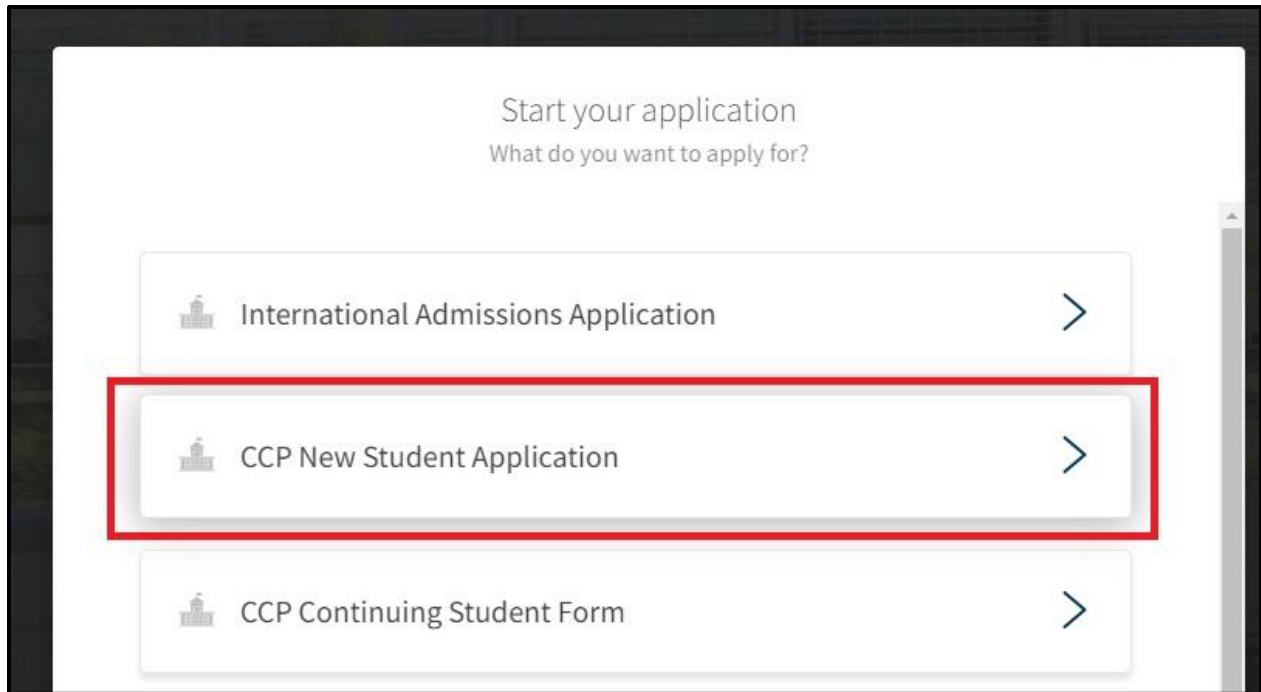
Begin and complete the New Student Application process by doing the following:

- Click Start Application
- Select **CCP New Student Application**
- Create an Account

NOTE – Only create a New Account if you have not previously done so. Students who have previously created an account should log in utilizing their previous credentials.

NOTE – Creating a New Account: The Email Address and Password provided to create your first-time account must be used for future logins as a New and/or Continuing Student. Only utilize a personal email address (Ex. Gmail) when creating your account. Do not create multiple user accounts. If you are experiencing login issues, utilize the “Forgot Password?” feature or email ccp@waketech.edu for assistance or schedule a CCP Virtual Advising Appointment.





Access the Dashboard and begin entering required information into the following areas:

- **Your Information**
- **Education Goals**
- **Education Information**
 - **Attach current High School Transcript**
 - **Attach current/previous College Transcript(s) (if applicable)**
- **Test Scores**
 - **Attach AIG Identification Documents and/or College Readiness Scores (if applicable)**
- **Signature Requests**



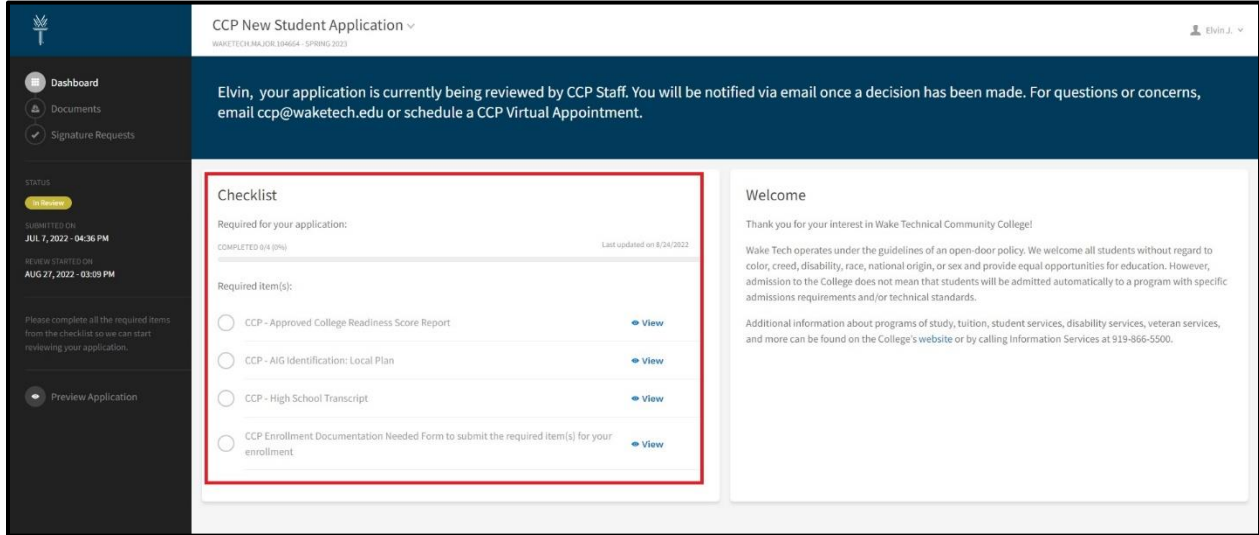
NOTE – Dashboard: When accessing and/or submitting a new application, the message area will provide helpful tips. Also, the “Application Progress” area will allow you to view which areas of your application still needs to be completed. Before submitting your application, ensure that all information is accurate and correct. Email ccp@waketech.edu for assistance if you submit incorrect information in error.

The screenshot shows the 'CCP New Student Application' dashboard. On the left is a navigation sidebar with options: Dashboard, Your Information, Education Goals, Education Information, Test Scores, Signature Requests, Submit Application, and Preview Application. The main content area features a 'Hello, John' greeting, a welcome message, and a 'CONTINUE APPLICATION' button. Below this is a 'Welcome' section with text about Wake Tech's open-door policy and contact information for Information Services.

Review and agree to the provided acknowledgements and submit your application

The screenshot shows the 'Almost done.' review and agreement page. It includes a list of 'Additional Acknowledgements' with bullet points regarding student responsibilities, transcript release, withdrawal procedures, prerequisites, demographic changes, and CCP advisor meetings. Below the list are two 'I Agree' checkboxes. A signature line is provided at the bottom, followed by a large blue 'SUBMIT YOUR APPLICATION' button.

Review Checklist and submit additional documentation (if form is deemed “Incomplete”). You will receive email instructions on how to submit missing documents for review.



The screenshot shows a web application interface for a student application. The top navigation bar includes the Wake Tech logo and the text 'WAKE TECH CAREER & COLLEGE PROMISE'. The main header area displays 'CCP New Student Application' and a user profile 'Elvin J.'. A dark blue banner contains a message: 'Elvin, your application is currently being reviewed by CCP Staff. You will be notified via email once a decision has been made. For questions or concerns, email ccp@waketech.edu or schedule a CCP Virtual Appointment.' The main content area is divided into three sections: a left sidebar with navigation options (Dashboard, Documents, Signature Requests), a central 'Checklist' section, and a right 'Welcome' section. The 'Checklist' section is highlighted with a red border and contains a table of required items. The 'Welcome' section includes a welcome message and information about the college's open-door policy and contact services.

CCP New Student Application ▼ Elvin J.

Elvin, your application is currently being reviewed by CCP Staff. You will be notified via email once a decision has been made. For questions or concerns, email ccp@waketech.edu or schedule a CCP Virtual Appointment.

Checklist

Required for your application:

COMPLETED 0/4 (0%) Last updated on 8/24/2022

Required item(s):

<input type="radio"/> CCP - Approved College Readiness Score Report	View
<input type="radio"/> CCP - AIG Identification: Local Plan	View
<input type="radio"/> CCP - High School Transcript	View
<input type="radio"/> CCP Enrollment Documentation Needed Form to submit the required item(s) for your enrollment	View

Welcome

Thank you for your interest in Wake Technical Community College!

Wake Tech operates under the guidelines of an open-door policy. We welcome all students without regard to color, creed, disability, race, national origin, or sex and provide equal opportunities for education. However, admission to the College does not mean that students will be admitted automatically to a program with specific admissions requirements and/or technical standards.

Additional information about programs of study, tuition, student services, disability services, veteran services, and more can be found on the College's website or by calling Information Services at 919-866-5500.



Glossary

Statuses

Submitted – Applicant has submitted an enrollment form (application or continuing form).

To Be Reviewed – The enrollment form is ready to be reviewed by a CCP staff member.

In Review – The enrollment form is currently being reviewed by a CCP staff member. Email correspondence and instructions will be sent to the applicant if a form is deemed “Incomplete”.

Admitted – The enrollment form has been approved.

Withdrawn – The enrollment form has been withdrawn due to successful completion of form/process or ineligibility.

Other Terms

Principal (or equivalent administrator):

- Person responsible for administration of a high school, grades 9-12.
- Examples:
 - o Principal
 - o Assistant Principal
 - o Headmaster
 - o Administrator
 - o Homeschool Administrator

Designee:

- Person appointed by “Principal” or “Equivalent Administrator” of a high school, grades 9-12, designated to provide consent/approval.
- Examples:
 - o Dean of Students
 - o Career and Development Coordinator (CDC)
 - o Counselor (Guidance, Student Services, etc...)

Parent/Guardian:

- Person considered as a birth or adoptive parent, legal guardian, or other person having responsibility for, or legal custody of the student.

College Readiness Scores:



- College Readiness Scores are considered as standardized test completed during high school grades 9-12.
- Examples:
 - o PSAT 10
 - o PSAT/NMSQT
 - o Pre-ACT (10)
 - o ACT
 - o SAT
 - o Wake Tech RISE