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Career and College Promise

Course Registration Onboarding

Wake Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Wake Technical Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Wake Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500 or by using information available on SACSCOC's website (www.sacscoc.org).

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Welcome to the Career and College Promise Course Registration Onboarding

The information provides need-to-know information as students prepare for course registration and the first day of class.

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Discussion Points

Pathway & Course Requirements

Course Registration

Attendance, Grades & Satisfactory Academic Progress

Campus Resources, Services & Other Information

Important Dates & Deadlines

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Before you begin…

Are you a New Student or Continuing (Current) Student?

New Students vs Continuing (Current) Students

New Students

- Students who have never been admitted into the CCP program at Wake Tech prior to the current term.
- Required Enrollment Steps prior to course registration:
  - New Student Application Enrollment Form(s) Approval
  - Activate Wake Tech Account and Email
  - New Student Orientation
  - eLearning Intro (Online Courses Only)

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New Students vs Continuing (Current) Students

Continuing (Current) Students

- Students who have been previously admitted prior to the current term into the CCP program at Wake Tech.
- Required Enrollment Steps prior to course registration:
  - Continuing (Current) Student Enrollment Form(s) Approval
  - eLearning Intro (Online Courses Only) *if not completed previously
- Continuing Student Form and updated transcript required each term of enrollment

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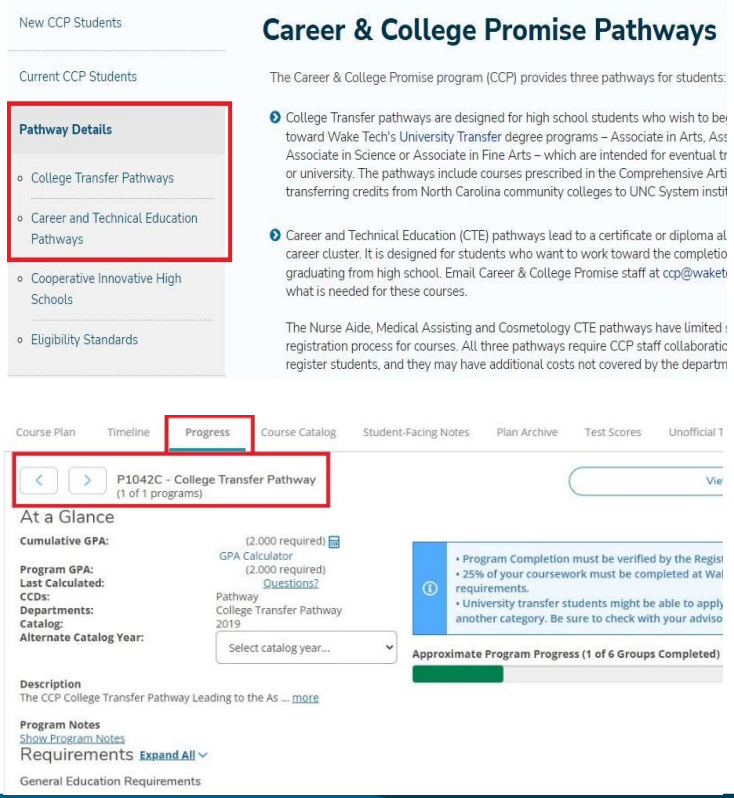
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Pathway and Course Requirements

Pathway and Course Requirements

Reviewing Your Pathway(s)

- CCP Pathways can found in two locations:
  - CCP Pathway Details Webpage
  - Self-Service Portal (Admitted Students)
    - Log into selfserve.waketech.edu
    - Select “Student Planning”
    - Select “View Your Progress/Go to My Progress”



Pathway and Course Requirements

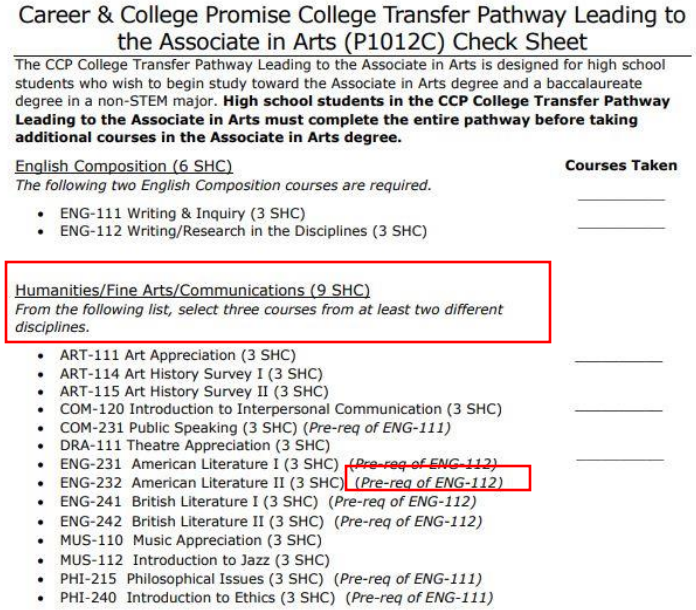
Reviewing Your Pathway(s) (cont.)

- Students are required to enroll only in courses within their approved pathway(s).

- Students are relegated to pathway "discipline restrictions" and "course pre-requisites":
  - Example – Only nine (9) semester hour credits (SHC) can be attempted within the Humanities/Fine Arts/Communications discipline

  - Example – Select three (3) courses from two (2) disciplines: ART-111 / ART-114 / COM-120

  - Example – ENG-232 requires the completion of ENG-112 (or course equivalent) prior to course enrollment



Career & College Promise College Transfer Pathway Leading to the Associate in Arts (P1012C) Check Sheet

The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school students who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major. **High school students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree.**

English Composition (6 SHC) — **Courses Taken**

The following two English Composition courses are required.

- ENG-111 Writing & Inquiry (3 SHC)
- ENG-112 Writing/Research in the Disciplines (3 SHC)

Humanities/Fine Arts/Communications (9 SHC)

From the following list, select three courses from at least two different disciplines.

- ART-111 Art Appreciation (3 SHC)
- ART-114 Art History Survey I (3 SHC)
- ART-115 Art History Survey II (3 SHC)
- COM-120 Introduction to Interpersonal Communication (3 SHC)
- COM-231 Public Speaking (3 SHC) *(Pre-req of ENG-111)*
- DRA-111 Theatre Appreciation (3 SHC)
- ENG-231 American Literature I (3 SHC) *(Pre-req of ENG-112)*
- ENG-232 American Literature II (3 SHC) *(Pre-req of ENG-112)*
- ENG-241 British Literature I (3 SHC) *(Pre-req of ENG-112)*
- ENG-242 British Literature II (3 SHC) *(Pre-req of ENG-112)*
- MUS-110 Music Appreciation (3 SHC)
- MUS-112 Introduction to Jazz (3 SHC)
- PHI-215 Philosophical Issues (3 SHC) *(Pre-req of ENG-111)*
- PHI-240 Introduction to Ethics (3 SHC) *(Pre-req of ENG-111)*

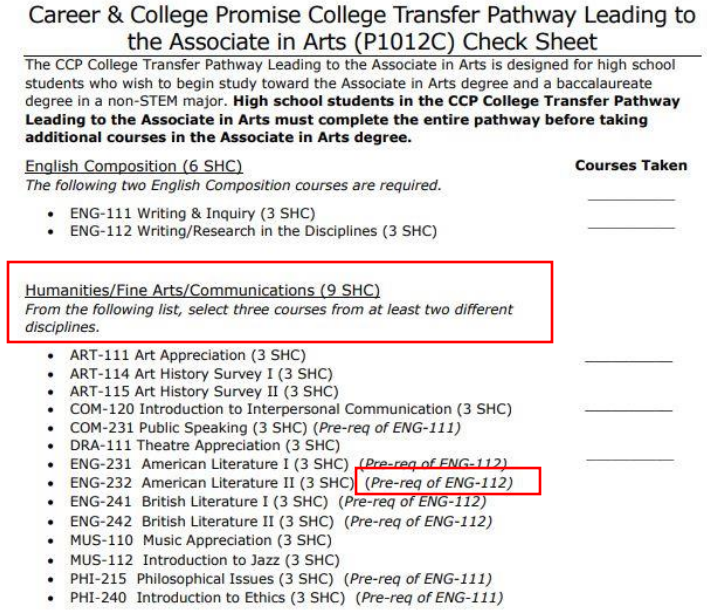
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Pathway and Course Requirements

Reviewing Your Pathway(s) (cont.)

- **Warning: Registering for courses outside pathways and/or beyond the allotted discipline restrictions will result in courses being automatically dropped from a student's schedule.**

- **Completion of pathway requirements and approval by CCP Staff can result in students registering for courses outside of pathway.**



Career & College Promise College Transfer Pathway Leading to the Associate in Arts (P1012C) Check Sheet

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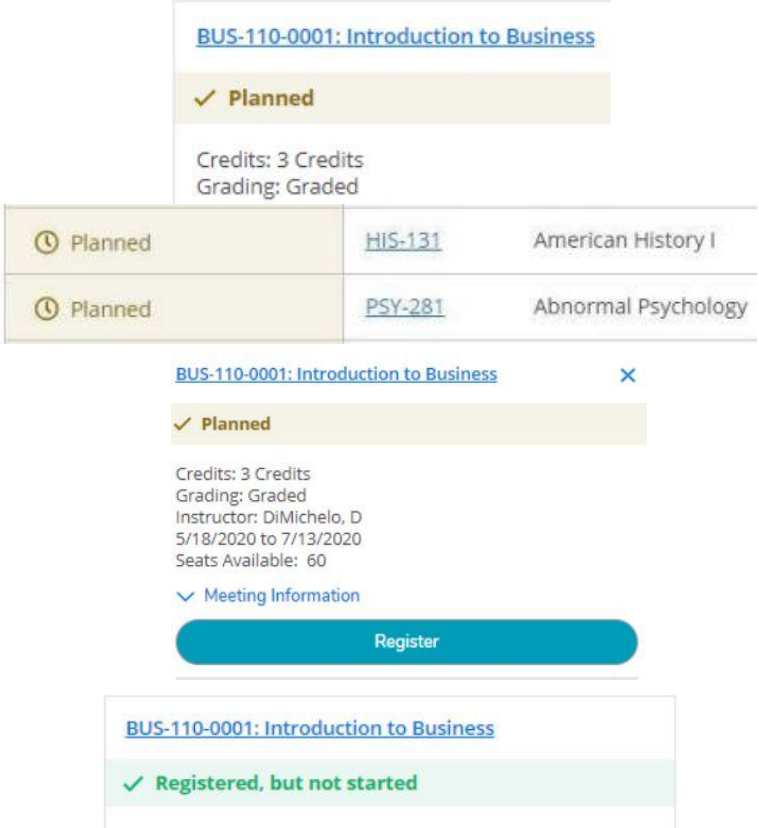
Course Registration

Course Registration

Registering for Courses

- **Planned Courses**
  - Students are able to add courses to their plan to prepare for upcoming/future terms. This is indicated by a yellow highlight.
  - **Just because a course is "Planned" does not confirm you are registered.**

- **Registered Courses**
  - **Students must click the blue "Register" button to ensure they have registered for a course.** Courses are highlighted in green to confirm successful registration.



Course Registration

Registering for Courses (cont.)

- **Self-Registration Period**
  - Allows students to register independently (via Self-Service portal) during the designated timeframe set by the CCP Staff. CCP Staff will audit registered courses to determined if course drops are required.



- **Manual Registration Period**
  - Self-registration is locked, and students are required to complete/submit the CCP Course Request Form. CCP Staff will review, and process requests sent by students.

Course Registration

Registering for Courses(cont.)

- Term Types
  - 16-Week (Fall/Spring)
  - 12-Week (Fall/Spring)
  - 10-Week (Summer Only)
  - 1st and 2nd 8-Week (Fall/Spring/Summer)
    - Mini-mesters are not recommended for CCP students due to rigor and pace of instruction.



Example	16 week semester	First 8 week session	Second 8 week session	12 week session
Semester starts	5-Jan	5-Jan	3-Mar	3-Feb
Last day to drop without "W" grade	17-Jan	10-Jan	8-Mar	10-Feb
Last day to withdraw with 'W' grade	21-Mar	8-Feb	14-Apr	31-Mar
Semester ends	8-May	2-Mar	8-May	8-May

Course Registration

Registering for Courses (cont.)

- "G" Sections (English and Math Courses)
  - Designed for students who may need additional support in the designated subject areas.
  - Students are required to register/enroll in the "0" level course(s) if a "G" section is selected during registration.
  - Examples:
    - ENG-111-0001G and ENG-011-0001G
    - MAT-171-0001G and MAT-071-0001G
  - CCP Students are not recommended to enroll in "G" sections but are able in the event course availability is limited for English and Math.



Course Registration

Registering for Courses (cont.)

- Proctored Exams
  - Students in online and hybrid courses may be required to complete tests or assignments with a proctor at a Wake Tech e-Learning Testing Center (no student fee involved) or an approved proctoring location. Approved proctoring locations off Wake Tech campuses may include a student fee to cover the cost of the service by the provider.
  - Students should review the course syllabus to determine if proctored exams are required.



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Attendance, Grades & Satisfactory Academic Progress

Attendance, Grades & Satisfactory Academic Progress

Attendance Policy

- **Absences**
  - A class absence is defined as missing one-third or more of any regularly scheduled class meeting.
  - Students who know of upcoming absences should notify their instructors in advance. If advance notice is not possible, students should contact instructors immediately upon their return to class.
  - Students are expected to attend at least 90% of all scheduled class meetings. If a student's absences in a class exceed 10% and are not justified to the satisfaction of the instructor, that instructor will submit an online withdrawal form to Registration and Student Records documenting the student's last date of attendance.



- **Course Entry Quiz (Hybrid and Online Courses)**
  - Your entry into each online class is the Course Entry Quiz. You must complete the quiz by the 10% point of the semester to remain in the class.

Attendance, Grades & Satisfactory Academic Progress

Grades

- **Grade Points**

Grade	Points per credit	Explanation
A	4	Excellent
B	3	Very good
C	2	Satisfactory
D	1	Poor
F	0	Failing
W	0	Withdrawal (prior to 80%)

Grades of W and WP will not be used in computing grade point averages

Attendance, Grades & Satisfactory Academic Progress

Grades (cont.)

- ❑ Enrollment reports are sent to local high school partners.
- ❑ Wake Tech Transcript

Drop

- ❑ Doesn't appear on transcript
- ❑ Request must be made by 10% point of term/session

Withdrawal

- ❑ Request made after the 10% point of term/session
- ❑ Appears as a "W" on Wake Tech transcript

It is the student's responsibility to keep up with drop and withdrawal dates. Your high school may assign an 'F' or 'WF' for a withdrawal. Please talk to you high school designee about how withdrawals are listed on your high school transcript. Any question about how a class will be shown on your high school transcript is up to your high school. For any questions that relate to high school policies, please talk to your Dean of Students, CDC or Counselor.

Attendance, Grades & Satisfactory Academic Progress

Satisfactory Academic Progress

- **CCP/Wake Tech Academic Standing Policy (Effective Fall 2022)**
  - A student must maintain a minimum of a 2.0 GPA in college coursework after completing two courses at Wake Tech. Failure to meet the Academic Standing Policy will be subject to "Academic Concern" and/or "Discontinuation of CCP Enrollment".

- **Academic Concern**
  - If a 2.0 cumulative GPA is not met during any initial term while a student is actively enrolled in the program, the student will receive a notice of "Academic Concern". The notice will provide helpful information and resources to support the student for the upcoming subsequent semester in which the student plans to participate. Academic Concern will not remove/terminate a student from the CCP program.

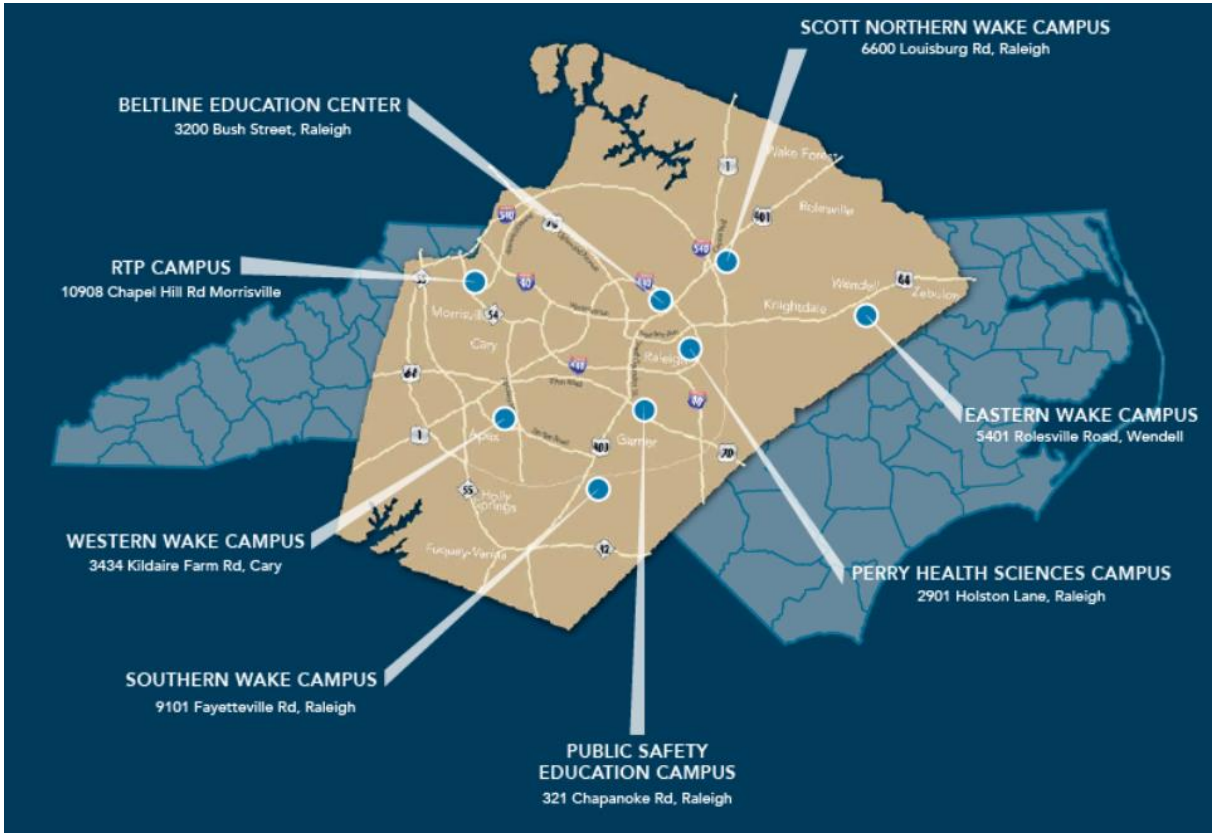
- **Discontinuation of CCP Enrollment**
  - If a 2.0 cumulative GPA is not met after a subsequent semester of Academic Concern, the student will no longer be eligible to participate in CCP. Discontinuation will not prevent students from enrolling at Wake Tech upon graduating from high school.

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Campus Resources, Services & Other Information

Campus Resources, Services & Other Information



Campus Resources, Services & Other Information









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Campus Resources, Services & Other Information

Care Center

- Wake Tech's Care Center can provide the guidance and resources to help you stay on track to achieve your educational and career goals. The center creates and maintains a circle of student care to clear a path toward success.



Tutoring & Learning Center

- Wake Tech's Tutoring & Learning Center (TLC) offers a range of free tutoring services for students.

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TUTORING & LEARNING CENTER

Campus Resources, Services & Other Information

Disability Support Services

- Disability Support Services (DSS) serves students who may, due to documented physical, psychological or learning disabilities, require academic or non-academic accommodations for equal access to college facilities, academic programs and other activities (defined by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act).



Fostering Bright Futures

- The Fostering Bright Futures program is a student success program that addresses the overwhelming need for a comprehensive support structure to assist our community's foster youth in making the transition from foster care to independent young adulthood.



Campus Resources, Services & Other Information

Academic Success Centers

- Wake Tech's Academic Success Centers offer comfortable and inviting spaces where students can study, build skills and develop ideas, collaborate with other students and engage with faculty. Each of the centers has a specific focus – STEM, reading, writing, math, communications, social sciences, foreign language and the humanities – and provides valuable resources and support aimed at helping students complete their programs of study successfully.



****CCP Students do not have access to "Wellness Services"**

Campus Resources, Services & Other Information

FERPA (Family Educational Rights and Privacy Act)

When a student, regardless of age, enters (is in attendance the first day of classes) an institution of higher education such as Wake Tech, all rights to inspect and review the education record transfer from the parent to the student under FERPA. Educational records are confidential and will only be shared with other Wake Tech administrators or lending agencies that have a legitimate need to know this information.

Campus Resources, Services & Other Information

Leon's Law

Under Leon's Law, North Carolina SL 2025-46, Wake Tech is required to disclose your education records to your parent(s)/legal guardian(s) without your consent if you are younger than 18 and they claim you as a dependent for federal tax purposes, as well as to administrators and counselors at the school in which you are dually enrolled.

So, if you apply to Wake Tech and are under 18, to the extent allowed under FERPA and as required by Leon's Law, your education records will be provided, on request, to your parent(s)/legal guardian(s) as long as the parent/legal guardian has not opted out of receiving the records, and your education records will be provided to the administrators and counselors at the school at which you are dually enrolled.

Campus Resources, Services & Other Information

Title IX (Sex Discrimination) Policy

Wake Technical Community College adheres to all federal, state and local civil rights laws prohibiting discrimination in employment and education. The college does not discriminate in its admissions practices (except as permitted by law), in its employment practices or in its educational programs or activities on the basis of sex.

As a recipient of federal financial assistance for education activities, the college is required by Title IX of the Education Amendments of 1972 to ensure that all its education programs and activities do not discriminate on the basis of sex. Sex includes gender, sex stereotypes, gender identity, gender expression, sexual orientation and pregnancy or parenting status.

The college also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence and stalking are forms of sex discrimination, which are prohibited under Title IX and by college policy.

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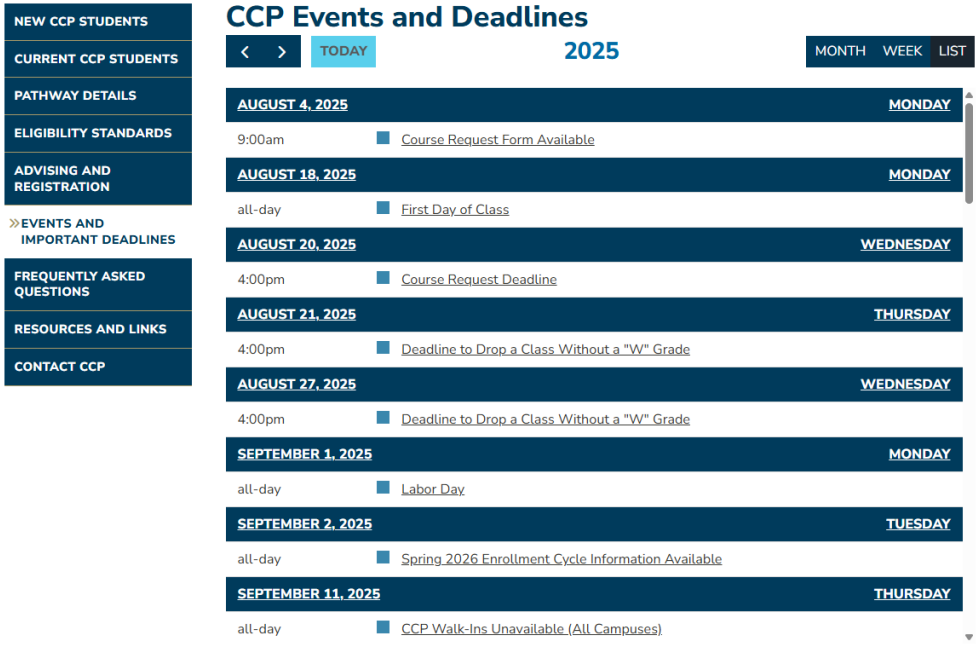
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Important Dates & Deadlines

Important Dates & Deadlines

Students should utilize the CCP Important Dates and Deadlines page as a resource…

(Example)



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For questions and further assistance…

Email ccp@waketech.edu

or

Schedule a CCP Virtual Advising Appointment