**Wake Technical Community College**

**Career and College Promise**

**Documentation Processes**

**Instruction Sheet for High School Staff**

This instruction sheet is designed to help high school staff members to learn about the new application processes for the Career and College Promise program at Wake Technical Community College.

**New Students**

**Step 1: Student must attend a Mandatory Information Session (Seated or Online)**

* This is the only way to obtain application materials via email
* **Seated Session:**
	+ Students will receive the application link within the email they provided during check-in after attending the session
* **Online Session:**
	+ Students must do the following:
		- **Watch and listen to the entire video**
		- **Sign-In (via the bit.ly link)**
		- **Complete the session survey (via the bit.ly link)**
* Students will receive the application link once the CCP Team confirms their attendance based on the sign-in/survey records
* Attendance is valid one year

**Step 2: Submit Application Materials Online (NEW)**

* The following materials are needed to complete the CCP Application process:

	+ - **CCP Application (Required)**
		- **Eligibility Verification (EV) Form (Required)**
		- **Updated High School Transcript (Required)**
		- **Unofficial test scores (if applicable)**
			* **Examples: SAT, ACT, Pre-ACT, PSAT, RISE Placement Test, etc…**
		- **Other supporting documentation (if applicable)**
			* **Achievement/Assessment Tests**
			* **AIG Identification**
			* **Direct Placement Form**
			* **Any other relevant documentation**
* Students will receive email alerts indicating when documents have been **received** and **processed**. Once application materials have been completely processed, students will receive an acceptance letter with next steps.
* **If a student submits an incomplete CCP Application and/or Eligibility Verification (EV) Form (in addition to supporting documentation), the student will receive an email from the CCP Team prompting the student to make the necessary change(s) and/or provide the requested documentation. Failure to submit accurate information, complete forms, and/or supporting documentation may result in a delay within the student’s application review process.**
* **IMPORTANT INFORMATION: If a student submits incorrect email addresses during the EV Form submission, students will have to revisit the CCP EV Form Link provided within their email and resubmit the entire form. Please stress to students to input the correct email addresses and information!**
* **DocuSign Signature: If you currently have a DocuSign account, you will need to adjust your signature settings, so that your NAME and not email address can be utilized for signature.**

**Documentation Workflow**

**The steps below outlines the workflow of successfully submitting application materials online for prospective “New Students”:**

* **Step 1:** **CCP Application**
	+ Students will receive the application link within the email they provide during the information session.
	+ **After submitting the CCP Application:**
		- **Students will be redirected to a confirmation, and**
		- **Students will receive two emails (this may take a few minutes):**
			1. **Confirming the application was submitted (which will include the link to the EV Form), and**
			2. **To sign and date the application again via DocuSign (This will result in two signatures for the CCP Application)**
	+ **Students will also receive an email indicating their CCP Application Form has been processed.**
* **Step 2:** **Eligibility Verification (EV) Form**
	+ Once the CCP Application is complete, students will receive the link to the Eligibility Verification (EV) Form.
	+ **Within the form, students must provide the following email addresses:**
		- **Principal or Designee Email Address (Principal, CDC, Dean, Counselor, API, etc…)**
			1. **See details below regarding recommendation…**
		- **Parent Email Address**
		- **AIG Coordinator Email Address (if applicable)

		\*\*Failure to input email addresses in correctly will result in an incomplete EV Form and the student will need to resubmit the entire form from the link provided within the email previously sent.**
	+ **Students will attach required and/or applicable supporting documentation to the EV Form which may include the following:**
		- **Updated High School Transcript (Required)**
		- **Supplemental Documentation (if applicable)**
			1. **Unofficial Test Scores**
			2. **Achievement/Assessment Tests**
			3. **AIG Identification**
			4. **Direct Placement Form**
			5. **Memos**
			6. **Any other relevant documentation**
	+ Students will review all information inputted, check the “Student” box within the acknowledgments section, sign and date.
	+ Students will be redirected to a confirmation page and receive two emails: an email confirming the submission of the EV Form **and** an email to sign again via DocuSign.
* **Step 3:** **Principal or Designee Acknowledgement & Signature**
	+ The Principal or Designee will receive the link for e-signature via DocuSign once the student completes the EV Form.
	+ **The Principal or Designee will input their NAME and INITIALS for signature, click the “Principal/Designee” boxes within the Acknowledgments section, sign and date the EV Form, and then submit.**
		- **Principal signs for 9th and 10th**
		- **Designee (API, CDC, Dean, etc…) signs for 11th and 12th**
		- **\*\*See “Workflow Signature Recommendation” for signature suggestion\*\***
* **Step 4:** **Parent Acknowledgement & Signature**
	+ The student’s Parent will receive the link for e-signature via DocuSign once the Principal or Designee signs the EV Form.
		- **\*\*If student is in 11th/12th grade, the Wake Tech Chief Development Office will sign after this signature and processing will begin.**
* **Step 5: AIG Coordinator Signature (9th/10th Grade College Transfer Pathway ONLY)**
	+ The student’s AIG Coordinator will receive a link for e-signature via DocuSign once the parent signs the EV Form.
		- **\*\*This signature is only for prospective 9th/10th grade College Transfer Pathway students

		SIGNATURES NOTE: If the hyperlinks to the forms for signature are not clickable via DocuSign, utilize a different web browser.**
* **Step 6: WTCC Chief Development Officer Signature/Processing Begins**
	+ Once all signatures are submitted, the WTCC Chief Development Officer will sign and the processing of the application will begin
	+ **Students DO NOT have to reach out to Wake Tech to obtain this signature.**
* **Step 7: Acceptance Letter**
	+ Students receive an acceptance letter once their documentation has been reviewed and approved by the CCP Team
	+ All students will be required to complete New Student Orientation and the eLearning Intro.
		- **eLearning Intro is required only for students who plan to enroll in Online courses.**

**Workflow Signature Recommendation (for High School Staff Members)**For schools who have multiple staff members involved in the CCP review process for their students, we recommend the following:

* **Create a Google Account (for your school’s counseling/student services department) for CCP review purposes only that can be used to receive the EV Form e-signature links for students (for the Principal and Designee) and to also track students depending on your school’s process. If a Google Account is created, each staff member (principal, CDC, Dean, API, etc…) will have access to the link for incoming EV Forms and attached documents for review and signature purposes within Gmail. The email associated this new Google Account will be what students use for the Principal or Designee Signature if this option is utilized.**
	+ **Each staff member would be able to print off documents from the link for records purposes. Staff members could also create Excel Spreadsheets within Google Drive for tracking purposes (Student Name, Grade Level, Pathway, etc…)**
* **Each school/department would have to create their own Google Account and manage to make sure signatures are being submitted if this option is utilized.**

**Something to consider…e-Signature via DocuSign**

**The e-Signatures, as mentioned above, will be submitted via DocuSign, so I would recommend utilizing one e-signature (the Principal’s signature, in conjunction with the Google Account) for 9th/10th and 11th/12th grade applicants even though the CDC, Deans, or whoever will also be reviewing and approving (for 11th and 12th). For example, if an 11th/12th grade EV Form is being reviewed at School A, and the CDC at School A is responsible for the signature, the CDC would access the link within the Google Account and accept on behalf of School A’s Principal since the Principal’s Signature is the designated signature in DocuSign. So, School A’s CDC will review and approve, but School A’s Signature will be displayed on the paperwork.**

**Reminder**

* **DocuSign Signature: If you currently have a DocuSign account, you will need to adjust your signature settings, so that your NAME and not email address can be utilized for signature.**

**Continuing Students**

* The following materials are needed to continue in the CCP program:

	+ - **Eligibility Verification (EV) Form (Required)**
		- **Updated High School Transcript (Required)**
		- **Other supporting documentation (if applicable)**
			* **Unofficial test scores**
			* **Achievement/Assessment Tests**
			* **AIG Identification**
			* **Direct Placement Form**
			* **Any other relevant documentation**
* Continuing CCP students will be sent an email notification to their Wake Tech email account each term when it is time to register for classes for the upcoming term.
* To remain eligible to continue in the program, students must continue to make progress towards high school graduation and maintain at least a 2.0 GPA in college coursework after completing two courses.

**Documentation Workflow**

**The steps below outlines the workflow of successfully submitting materials online for “Continuing Students”:**

* **Step 1:** **Eligibility Verification (EV) Form**
	+ Once the CCP Application is complete, students will receive the link to the Eligibility Verification (EV) Form.
	+ **Within the form, students must provide the following email addresses:**
		- **Principal or Designee Email Address (Principal, CDC, Dean, Counselor, API, etc…)**
		- **Parent Email Address**
		- **AIG Coordinator Email Address (if applicable)

		\*\*Failure to input email addresses in correctly will result in an incomplete EV Form and the student will need to resubmit the entire form from the link provided within the email previously sent.**
	+ **Students will attach required and/or applicable supporting documentation to the EV Form which may include the following:**
		- **Updated High School Transcript (Required)**
		- **Supplemental Documentation (if applicable)**
			1. **Unofficial Test Scores**
			2. **Achievement/Assessment Tests**
			3. **AIG Identification**
			4. **Direct Placement Form**
			5. **Memos**
			6. **Any other relevant documentation**
	+ Students will review all information inputted, check the “Student” box within the acknowledgments section, sign and date.
	+ Students will be redirected to a confirmation page and receive two emails: an email confirming the submission of the EV Form **and** an email to sign again via DocuSign.
* **Step 3:** **Principal or Designee Acknowledgement & Signature**
	+ The Principal or Designee will receive the link for e-signature via DocuSign once the student completes the EV Form.
	+ **The Principal or Designee will input their NAME and INITIALS for signature, click the “Principal/Designee” box within the Acknowledgments section, sign and date the EV Form, and then submit.**
		- **Principal signs for 9th and 10th**
		- **Designee (API, CDC, Dean, etc…) signs for 11th and 12th**
		- **\*\*See “Workflow Signature Recommendation” for signature suggestion\*\***
* **Step 4:** **Parent Acknowledgement & Signature**
	+ The student’s Parent will receive the link for e-signature via DocuSign once the Principal or Designee signs the EV Form.
		- **\*\*If student is in 11th/12th grade, the Wake Tech Chief Development Office will sign after this signature and processing will begin.**
* **Step 5: AIG Coordinator Signature (9th/10th Grade College Transfer Pathway ONLY)**
	+ The student’s AIG Coordinator will receive a link for e-signature via DocuSign once the parent signs the EV Form.
		- **\*\*This signature is only for prospective 9th/10th grade College Transfer Pathway students

		NOTE: If the hyperlinks to forms are not clickable, they can be copied and pasted into the address bar.**
* **Step 6: WTCC Chief Development Officer Signature/Processing Begins**
	+ Once all signatures are submitted, the WTCC Chief Development Officer will sign and the processing of the application will begin
	+ **Students DO NOT have to reach out to Wake Tech to obtain this signature.**

**Continuing Students can refer to the “CCP Registration” page on the CCP website for further details regarding next steps and registration.**

 **Continuing Students will receive two emails: 1) indicating their EV Form(s) and documents have been received and 2) indicating their EV Form(s) and documents have been processed. The second email signifies a students can now register for courses.**