

# Sanderson HS Business Administration Cohort Checklist (New Students)

## Business Administration: Business Core – C25120DH

### Cohort Enrollment Steps:

The following items must be submitted/completed to enroll in the cohort:

- CCP New Student Application Form
  - Attach High School Transcript (PDF, Word, or JPG format)
  - Choose Business Administration: Business Core – C25120DH (First Pathway or Second Pathway)
  - Principal/Designee Required Email Address: [ccollins4@wcpss.net](mailto:ccollins4@wcpss.net)
- Receive Acceptance Letter
- Activate Wake Tech Account
- Complete New Student Orientation (Online)
- Complete eLearning Intro Assessment (Online)

**ATTENTION: The CCP Team will register you for the designated cohort course(s). You will not register yourself for any “cohort” course(s).**

- **BUS 110 – Introduction to Business (Fall 2025)**
- Confirm your registered course(s) in the Self-Service Portal

**NOTE: Students who enroll in cohort courses are responsible for non-tuition related costs which includes textbooks and/or access codes.**

**NOTE: Registration for these courses will occur later within the enrollment cycle. You will be notified once you have been registered for the designated courses.**

**NOTE: For further assistance regarding enrollment, schedule an appointment to check the status of your enrollment or a virtual advising appointment upon acceptance. For other general questions and/or information, email [ccp@waketech.edu](mailto:ccp@waketech.edu).**