WAKE TECH
CAREER & COLLEGE PROMISE

Enrollment Checklist for Continuing CCP Students:

Review the following steps below to successfully complete the enrollment process:

☐ **Obtain a virtual copy of high school transcript (PDF or jpg format)**
- The high school transcript needs to be current (8/17/20 to present day).
- Home School High School Transcripts - Please visit **"Frequently Asked Questions"** on ccp.waketech.edu for a list of required items.
- Grade reports/report cards/PowerSchool will <u>NOT</u> be accepted in place of the high school transcript.

☐ **Obtain a copy of test scores (if applicable)**
- Unofficial copies are acceptable (copy of student score report w/ student's name)
- AP Score Report- Qualifying AP Scores we use for registration purposes only.

☐ **Complete electronic Eligibility Verification (EV) Form:**
- Access the EV Form in your Self-Service Portal
- Attach virtual copy of high school transcript, test scores (if applicable) and any other supplemental documentation
- Choose your current CCP Pathways (as displayed in Self-Service)
  - ****If you have more than one pathway, hold the Ctrl button and click on your two approved pathways**
- The EV Form will need ALL necessary signatures via DocuSign (Principal & Parent)
- Make sure the email addresses provided are correct since the EV Form /DocuSign will be sent via email.
- DO NOT submit more than one EV Form since the system will recognize as a duplication and will stop the workflow.

☐ **Complete Direct Placement Form for Higher Level Math (if applicable)**
- Students will not be registered for higher level math (MAT 271, MAT 272, MAT 273) without supporting documentation.
- Submit any necessary documentation along with the form to support the request for direct placement to ccp@waketech.edu. (**Direct Placement Form and necessary documentation can be attached to EV Form)

☐ **Obtain EV Form Confirmation Emails**
- Access the CCP EV Form Confirmation Email immediately after submitting the form
- Access the CCP EV Form Received & Processed Email (after your form has been reviewed and processed)
  - This second email will give you clearance to register for courses

Please note –

Upon submitting your EV Form your high school principal/designee will be prompted to sign via DocuSign, and then to your parent/guardian will be prompted to sign via DocuSign. Once signatures are obtained your EV Form will enter the queue to be reviewed and processed by the CCP Team.

Electronic Submission:

- If additional supplemental documents are needed (not attached to the EV Form, please send as a PDF attachment to: **ccp@waketech.edu**