

CCP Continuing Student Enrollment Process

STEP 1 Receive email with enrollment cycle information (students are sent an email in October for Spring enrollment, March for Summer enrollment and May for Fall enrollment). Students should check **all** folders in their WTCC email account.

STEP 2 Complete and submit a new EV Form **and** submit an updated transcript for the new term (this information is required each term you are enrolled; home school transcripts should be in the correct format). Continuing students do not need to submit a new application.

STEP 3 View WebAdvisor/Self-Service for courses for the term in your pathway(s). Students can confirm their pathway(s) in Admissions. There is a limited number of times pathways can be adjusted. Students should take time to review all pathways to determine the best alignment with their future career and college plans. CCP advising is available to assist you with this.; see the CCP website for advising dates/times/locations.

STEP 4 Attend CCP advising/open lab for assistance, if needed. CCP students can only meet with CCP staff for advising.

STEP 5 Complete/ submit course selection form to be registered for classes. The date for form submission is provided in the enrollment cycle email and on the CCP website. Students are encouraged to take time in developing their schedule; it is better to register for what you want/need than it is to adjust schedules later in the registration cycle.

STEP 6 Complete/Submit Add form to CCP staff to adjust schedule if needed (**students drop themselves** in WebAdvisor/Self-Service).

STEP 7 Attend class and get textbooks as needed for courses. Remember to complete your course entry assignment for online/hybrid courses.

