

## 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, JPG, or Word format)**
  - Review [High School Transcript Checklist](#) for document requirements
  - **Transcript must be updated/current (02/1/21 to present day)**
  - Grade reports/report cards/PowerSchool will **NOT** be accepted in place of the high school transcript
    - **NOTE: If your school does not calculate your GPA on the transcript, a school representative must provide a written memo with your projected, unweighted GPA.**
  
- 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 can be used for registration purposes only
  - Email unofficial score reports to [ccp@waketech.edu](mailto:ccp@waketech.edu)
  - Email official score reports to [transcripts@waketech.edu](mailto:transcripts@waketech.edu)
  
- Complete electronic Eligibility Verification (EV) Form(s) in Self-Service:**
  - Access EV Form(s) for Summer and/or Fall (depending on eligibility)
    - **NOTE: Please ensure all information and email addresses provided are correct before submitting. Please avoid using autofill when completing the form.**
  - **Attach virtual copy of High School Transcript to the EV Form(s) (PDF, JPG, or Word Format)**
  - **Choose your current, approved CCP Pathway(s) as displayed in Self-Service**
    - **\*\*If you have more than one pathway, hold the Ctrl button and click on your two approved pathways**
    - **NOTE: Changing pathways on the form does not mean you have changed your pathways. Pathways changes can only be done via a Change of Status Form submitted to [ccp@waketech.edu](mailto:ccp@waketech.edu)**
  - Make sure the email addresses provided are correct since the EV Form /AdobeSign will be sent via email (See notice below)
    - **NOTE: The EV Form will require ALL necessary signatures via AdobeSign (All parties listed below will receive an email AdobeSign for the necessary signatures in the order listed below)**
      - **Parent/Guardian**
      - **Principal/Designee**
  - **DO NOT** submit more than one individual EV Form since the system will recognize it as a duplication and will stop the workflow.

### **ATTENTION**

**Upon submitting your EV Form, your parent/guardian will be prompted to sign electronically via AdobeSign, and then your high school principal/designee will be prompted to sign electronically via AdobeSign. Once signatures are obtained your EV Form will enter the queue to be reviewed and processed by the CCP Team. If you submit a Summer AND Fall EV Form, signatures and High School Transcript are required for both forms.**

## Obtain EV Form Confirmation Emails

- Access the CCP EV Form Submission Confirmation Email immediately after submitting the form
- Access the CCP EV Form Processed Confirmation Email (after your form has been reviewed and processed)
  - **The second email will give you clearance to register for courses!**
  - **If your EV Form is “Incomplete” you will receive email correspondence requesting additional information before being cleared to register**

## 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 the Direct Placement Form and supporting documentation to support the request for direct placement to [ccp@waketech.edu](mailto:ccp@waketech.edu)