

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, Excel, or Word format)

- Review [High School Transcript Checklist](#) for document requirements
 - Transcript must be current (02/01/2022 – Present) OR display final grades from Fall Term courses
- Grade reports/report cards/PowerSchool screenshots will NOT be acceptable
 - **NOTE: If your school does not calculate your GPA on the transcript, a school representative must provide a written memo with your projected, unweighted, cumulative 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
 - Email official score reports to transcripts@waketech.edu
 - **NOTE: Official review of score reports may take 4-6 weeks**

Complete electronic Eligibility Verification (EV) Form in Self-Service:

- Access the EV Form(s) using the electronic link located within the “Required Documents” section
 - **NOTE: Students must complete both the Summer and Fall EV Forms if planning to enroll for both terms (with the exception of Graduation Seniors – Summer Only)**
 - **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
- 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)**
 - Principal/Designee

ATTENTION

Upon submitting your EV Form, 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.

Obtain EV Form Confirmation Emails

- Access the CCP EV Form Submission Confirmation Email immediately after submitting the form
- Access the CCP EV Form Registration Clearance 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 cleared to registered/manually registered for higher level math courses (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.