

Enrollment Checklist for New CCP Students

Review the following steps below to successfully complete the enrollment process (prior to course registration):

- Watch Online Information Session and Explore Pathways & Eligibility**

- Obtain a virtual copy of High School Transcript (PDF, JPG, Excel, or Word format)**
 - Review **High School Transcript Checklist** for document requirements
 - Transcript must have current print date (**09/01/2023 – Present**)
 - Grade Reports/Report Cards/PowerSchool screenshots **are not** acceptable
 - **NOTE: If your school does not calculate your GPA on the transcript or operate on a 4.0 scale, a school representative must provide a written memo with your projected, unweighted GPA**

- Obtain a copy of test score reports and supporting documentation (if applicable)**
 - Unofficial copies are acceptable (copy of student score report w/ student's name)
 - Advanced Placement (AP) score reports are used for registration purposes only
 - **NOTE: Unofficial Advanced Placement (AP) score reports can be emailed to ccp@waketech.edu**
 - **NOTE: Students interested in earning official credit for AP/CLEP Scores, must submit official score reports to transcripts@waketech.edu from College Board**
 - **NOTE: Official review of score reports can take up to 4-6 weeks**

- Complete Online CCP Application Form**
 - **Resource: CCP New Student Application User Guide (located on New Students webpage)**
 - Attach copy of high school transcript, test scores and supporting documents to application
 - Please ensure all information is accurate and complete prior to submitting
 - **NOTE: Letters of Recommendation must be submitted by the Principal/Designee within the Principal/Designee Consent Form.**

- Receive Letter of Acceptance**
 - Students will receive their acceptance letter upon the review and approval of the CCP Team
 - **NOTE: Students will receive an email with additional steps and instructions if application has been deemed "Incomplete".**

- Complete Post-Acceptance Requirements**
 - **Students should complete the following items prior to course registration:**
 - Activate Wake Tech Account & Email
 - Complete New Student Orientation (required for all students)
 - Complete eLearning Intro (required for online course enrollment)
 - Mandatory Academic Advising (9th/10th Grade College Transfer Students Only)

CCP 11th/12th Grade CTE & CT Pathway Eligibility Documentation Checklist

Career Technical Education (CTE) Pathway:

Tuition-free course credits toward an entry-level job credential, certificate or diploma for eligible high school students.

11th/12th Grade Career and Technical Education (CTE) Pathway Eligibility:

Be a high school Junior or Senior and:

- Have an unweighted, cumulative GPA of 2.8 or higher on high school courses; **or**
- Demonstrate college readiness in English, Reading and Mathematics on an assessment (See Attachment A below for college readiness scores); **or**
- Have the recommendation of the high school principal or his/her designee and his/her rationale for recommendation (in memo form) in place of GPA requirement (assessment scores should be considered)
- NOTE: If the pathway requires any course on the UGETC (Universal General Education Transfer Component) list, the same criteria for the transfer pathway will be required.

****Recommendations will not be allowed for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s) included in the pathways.**

****All students must meet course prerequisites in order to be registered.**

College Transfer (CT) Pathway:

Tuition-free courses credit towards the Associate Degree in Arts, Engineering, Science and Fine Arts and a four year-degree.

11th and 12th Grade College Transfer (CT) Pathway Eligibility:

Be a high school Junior or Senior and:

- Have an unweighted, cumulative GPA of 2.8 on high school courses; **or**
- Demonstrate college readiness in English, Reading and Mathematics on an assessment (See Attachment A below for college readiness scores)
- NOTE: Letter of Recommendations **are not** accepted in place of the GPA or test scores

****All students must meet course prerequisites in order to be registered.**

CCP 9th/10th Grade CTE & CT Pathway Eligibility Documentation Checklist

Career Technical Education (CTE) Pathway

Tuition-free course credits toward an entry-level job credential, certificate or diploma for eligible high school students.

9th and 10th Grade Career and Technical Education (CTE) Pathway Eligibility

Student must meet criteria listed under option 1 or option 2 in order to be eligible to take part in the CTE Pathways.

Option 1:

Be a high school Freshman or Sophomore and:

- Have the recommendation of the high school principal or his/her designee (assessment scores should be considered) and rationale for recommendation in memo form; **and**
- Pass Math I with a C or better; **and**
- Score a 3, 4, or 5 on the End of Course assessment (EOC) for Math I; **and**
- Score a 3, 4, or 5 on the 8th grade End of Grade ELA assessment; **and**
- Enroll in Engineering (40xxx), Construction (35xxx), Business Technologies (25xxx) and/or Information Technologies (25xxx) pathway(s)

OR

Option 2:

Be a high school Freshman or Sophomore and:

- Have the recommendation of the high school principal or his/her designee (assessment scores should be considered) in memo form; **and**
- Demonstrate college readiness in English, Reading and Mathematics on an assessment (See Attachment A for college readiness scores.) **and**
- Enroll in Engineering (40xxx), Construction (35xxx), Business Technologies (25xxx) and/or Information Technologies (25xxx) pathway(s)

9th/10th Grade Career and Technical Education (CTE) Pathway Options

Architectural Technology (C40100AH)	Accounting and Finance (C25800CH)
Civil Engineering Technology (C40140CH)	Business Administration: Business Core (C25120DH)
Electronics Engineering Technology (C40200CH)	Business Administration: Entrepreneurship (C25120C)
Geomatics Technology (C40420CH)	Hospitality Event Coordinator (C25110G)
Mechanical Engineering Technology (C40320CH)	Hospitality Management – Hotel Operations (C25110H)
Construction Management Technology (C35190CH)	Supply Chain Management: Global Logistics Tech (C25620GA)
Business Analytics: Business Intelligence (C25350A)	Business Analytics: Logistics Analytics (C25350E)
Business Analytics: Finance Analytics (C25350F)	Business Analytics: Marketing Analytics (C25350C)
Information Technology: Foundations (C25590FA)	Information Technology: Computer Programming Foundations (C25590FB)
Information Technology: Web Development Foundations (C25590WA)	Introduction to Simulation and Game Development (C25450AA)
UX Design Foundations (C25590XD)	Office Administration: Office Software (C25370SA)

College Transfer Pathway

Tuition-free courses credit towards the Associate Degree in Arts, Engineering, Science and Fine Arts and a four-year degree.

College Transfer Pathway Eligibility:

Student must meet all listed criteria in option 1 or option 2 in order to be eligible.

9th and 10th Grade College Transfer (CT) Pathway Eligibility:

Option 1:

Be a high school Freshman or Sophomore **and**:

- Be identified as gifted by local AIG plan in English/Reading and Mathematics (**See Recommended Local AIG Plan Documentation Examples below**); **and**
- Demonstrate college readiness in English, Reading and Mathematics on an approved assessment (See Attachment A for college readiness scores); **and**
- Receive recommendation verifying the student has maturity to enroll from high school principal (or equivalent administrator) via letter of recommendation; **and**
- Receive written consent of the student's parent/guardian; **and**
- Receive **mandatory** academic advising prior to enrollment in the program (Schedule CCP Virtual Advising Appointment)

OR

Option 2:

- Be identified as academically or intellectually gifted in English, Reading and Mathematics on an aptitude **and** achievement test as evidenced by a score in the range between the 92nd percentile and the 99th percentile on an aptitude **and** an achievement test included in the Mental Measurements Yearbook published by the Buros Institute of Mental Measurements (**See Page 4 for Recommended Acceptable Tests**); **and**
- Demonstrate college readiness in English, Reading and Mathematics on an approved assessment (See Attachment A for college readiness scores); **and**
- Receive recommendation verifying the student has maturity to enroll from high school principal (or equivalent administrator) via letter of recommendation **and**
- Receive written consent of the student's parent/guardian; **and**
- Receive academic advising prior to enrollment in the program (Schedule CCP Virtual Advising Appointment)

****Freshmen and Sophomores may not enroll in any CTE pathways that contain UGETC (Universal General Education Transfer Component) courses**

Recommended Local AIG Plan Documentation for Eligibility

- Individual Student Profile (ISP)
- Differentiated Education Plan (DEP)
- Individual Student Profile – Reciprocity (ISP-R)

****See Eligibility Standards webpage for examples**

List of Suggested/Acceptable Aptitude and Achievement Tests

- **Aptitude**
 - Cognitive Abilities Test, Form 7 (CogAT)
 - Weschler Intelligence Scale for Children – Fifth Edition (WISC-V)
- **Achievement**
 - Iowa Assessments, Form E
 - Woodcock-Johnson IV
- **NOTE: Any aptitude and/or achievement test not listed above with need to be further evaluated for eligibility by the CCP Team**