Enrollment Checklist for New CCP Students:

Step 1: COMPLETE THE MANDATORY INFORMATION SESSION (Online):

☐ **Complete Mandatory Information Session:**
- Watch the full CCP Info Session video
- Complete the required sign-in link questions (Sections 1 & 2) after the completion of Information Session
- Review the CCP Application Form/Link and enclosed PDF resources for students and parents (Section 3)
- Submit the Sign-In Form (Responses, Links, and Documents will be sent to the email address provided)

☐ **Complete online application:**
- Complete the online CCP Application Form using the link from Section 3 of the Info Session sign-in link
- Submit your application and electronically sign your application via DocuSign

☐ **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)
- Acceptable test scores include **PSAT, SAT, Pre-ACT, ACT, or RISE Placement Test (See Attachment A)**
- AP Score Report- Qualifying AP Scores we use for registration purposes only.

☐ **Complete electronic Eligibility Verification (EV) Form:**
- Access the EV Form using the electronic link sent in the application confirmation automated response.
- Attach virtual copy of high school transcript, test scores (if applicable) and any other supplemental documentation
- The EV Form will need ALL necessary signatures via DocuSign (Student, 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)

Please note- Once all electronic signatures are obtained on the EV form, DocuSign will send a final copy of the EV form to the student. This is when the student's entire admissions packet enters the queue to be reviewed and processed. The CCP Office will send email correspondence either notifying an "incomplete status" requesting additional documentation or an acceptance letter.

Electronic Submission:

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

Career Technical Education (CTE) Pathway:
Tuition-free course credits toward an entry-level job credential, certificate or diploma for eligible high school students.

9th/10th grade 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 grade of 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) and Business Technologies (25xxx) programs (Information Technologies (25xxx) included upon further review)

    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) and Business Technologies (25xxx) programs (Information Technologies (25xxx) included upon further review)

11th/12th grade CTE Pathway Eligibility:

Be a high school Junior or Senior and:

- ☐ Have an unweighted GPA of 2.8 on high school courses; **OR**

- ☐ Demonstrate college readiness in English, reading and mathematics on an assessment (See Attachment A 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); **AND**

- ☐ 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.

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

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/10th Grade

Option 1:

Be a high school Freshman or Sophomore and:

☐ Be identified as gifted by local AIG plan in English/reading and math **(See below for local plan identification documentation examples)**; **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 memo; **AND**

☐ Receive written consent of the student's parent/guardian via memo; **AND**

☐ Receive academic advising prior to enrollment in the program.

OR

Option 2:

☐ Be identified as academically or intellectually gifted in English, reading and math 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 below 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 memo **AND**

☐ Receive written consent of the student's parent/guardian via memo; **AND**

☐ Receive academic advising prior to enrollment in the program.

**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)**

<u>**List of Acceptable Aptitude and Achievement Tests**</u>

- ☐ **CogAT (Aptitude)**

- ☐ **IOWA (Achievement)**

- ☐ **Woodcock-Johnston IV (Achievement)**

- ☐ ***Any other Aptitude and Achievement tests submitted will be reviewed for eligibility***

11th/ 12th grade College Transfer (CT) Pathway Eligibility:

<u>Be a high school Junior or Senior and:</u>

- ☐ Have an unweighted GPA of 2.8 on high school courses; **OR**

- ☐ Demonstrate college readiness in English, reading and mathematics on an approved assessment (See Attachment A for college readiness scores)