**Wake Technical Community College**

**Career and College Promise**

**CCP Instruction Sheet for Continuing Students**   
  
This instruction sheet is designed to instruct current CCP students how to complete the Continuing Student documentation process for the Career and College Promise program at Wake Technical Community College.  
  
**PLEASE READ ALL INFORMATION CAREFULLY!!!   
FAILURE TO READ ALL INFORMATION MAY RESULT IN AN INCOMPLETE SUBMISSION OF MATERIALS!!!**

**Application Materials Needed**

* The following materials are needed to complete the Continuing Student process:
  + - **Updated Eligibility Verification (EV) Form (Required)**
    - **Updated High School Transcript (Required)**
* Students will be unable to register until the registration forms are **reviewed** and **processed**. Students will two email correspondence: 1) when the EV Form has been **Received**, and 2) when the form has been **Processed**. It is when students receive the second correspondence that they can register for courses.

**DOCUMENTATION SUBMISSION NOTICE – E-SIGNATURES EMAIL DELAY  
Please be aware that emails received, for DocuSign signatures, by the Principal/Designee, Parent/Guardian, and AIG Coordinator (if applicable) may or may not arrive immediately. Please give each signee time to receive the emails.**

**DISCLAIMERS  
To remain eligible to continue in the program, you must continue to make progress towards high school graduation and maintain at least a 2.0 GPA in college coursework after complete two courses.   
  
You will be dropped from any courses registered that are not a part of your pathway! You will also be dropped from any course for which you place yourself on a waitlist.  
  
Continuing Students who are not graduating seniors will need to submit two EV Forms if you plan to take courses in the Summer AND Fall Terms.**

|  |  |
| --- | --- |
| **Summer EV Form** | **Fall EV Form** |
| **Current Grade** | **Expected Grade** |
| **Ex. Summer EV Form – Grade 11** | **Fall EV Form – Grade 12** |

**Submitting Documentation Online (NEW)**

**Continuing Students will now submit the required documentation ONLINE. See the following steps below which displays how to successfully submit the required documentation:**

* **Step 1:** **Eligibility Verification (EV) Form** 
  + Continuing Students will access the Eligibility Verification (EV) Form in **Self-Service**.
  + Students will input all required information. **See the following EV Form notes below:**
    - **Attach your “Updated High School Transcript” in the EV Form.**
    - **Select your current pathway(s) within the “College Transfer and/or Career and Technical Education Pathways section”**
      1. **If you are enrolled in two pathways, hold the “Ctrl” key and click both pathways to select**
    - **Students must provide the following email addresses for e-signature requests:**
      1. **Principal or Designee Email Address**
         * **If you are a WCPSS student, check with your High School’s Student Services Team/Representative to get the appropriate email address before submitting the EV Form. You can also visit the CCP Website for available email addresses.**

**9th/10th Grade: Principal Email Address Required**

**11th/12th Grade: Principal or Designee Email Address Required**

* + - 1. **Parent/Guardian Email Address**
      2. **AIG Coordinator Email Address (if applicable; 9th/10th Grade College Transfer Pathway)  
           
         \*\*Failure to input email addresses in correctly will result in an incomplete EV Form and the student will need to resubmit the entire form. Check with your school, parent/guardian, and AIG Coordinator (if applicable) before contacting the CCP Team regarding signature statuses.**
  + **Once all required information is given, the student MUST read each section, and click the “STUDENT” boxes within the Acknowledgments section, sign and date the EV Form, and then submit.**
  + **After submitting the Eligibility Verification (EV) Form:** 
    - **Students will receive a confirmation email.**
  + **This will complete the student’s portion of the application process, but does not complete the process fully!**
* **Step 3:** **Principal or Designee Acknowledgment & Signature**
  + The Principal or Designee will receive the link for e-signature via DocuSign once the student completes the EV Form.
* **Step 4:** **Parent Acknowledgement & Signature**
  + The student’s Parent/Guardian will receive the link for e-signature via DocuSign once the Principal or Designee signs the EV Form.
  + **The student’s Parent/Guardian will input their NAME and INITIALS for signature, click the “PARENT” boxes within the Acknowledgements section, sign and date the EV Form, and then submit.**
  + **\*\*If student is in 11th/12th grade, the Wake Tech Chief Development Office will sign after this signature and processing will begin. (See Step 6 for more information)**
* **Step 5: AIG Coordinator Signature (if applicable; 9th/10th Grade College Transfer Pathway)**
  + The student’s AIG Coordinator will receive a link for e-signature via DocuSign once the parent signs the EV Form.  
     **SIGNATURES NOTE: If the hyperlinks to the forms for signature are not clickable via DocuSign, utilize a different web browser.**
* **Step 6: WTCC Chief Development Officer Acknowledgment and Signature/Processing Begins**
  + Once all signatures are submitted, the WTCC Chief Development Officer will sign and the processing phase will begin.
  + **Students DO NOT have to reach out to Wake Tech to obtain this signature.**
* **Step 7: Receive confirmation email and register for courses via Self-Service**
  + Students will receive an email notifying students their forms have been processed and instructing them to register for courses via Self-Service. Visit the **CCP Registration** page at ccp.waketech.edu for information on how to register in Self-Service.

**Important Information**

**DOCUMENTATION SUBMISSIONS  
If a student submits an incomplete Eligibility Verification (EV) Form (in addition to the High School Transcript) the student will receive an email from the CCP Team prompting the student to make the necessary change(s) and/or provide the requested documentation. Failure to submit accurate information and required documentation may result in a delay within the student’s application review process.  
  
\*\*Failure to input email addresses in correctly will result in an incomplete EV Form and the student will need to resubmit the entire form. Check with your school, parent/guardian, and AIG Coordinator (if applicable) before contacting the CCP Team regarding signature statuses.  
  
  
TRANSCRIPTS  
If you are a WCPSS student, check with your High School’s Student Services Team/Representative to get the appropriate email address before submitting the EV Form. You can also visit the CCP Website for available email addresses.**

**For WCPSS students who need a copy of their transcript, contact your schools Student Services Representative(s), or visit** <wcpss.scriborder.com>.  **Homeschool students and parents/guardians are encouraged to visit the “Frequently Asked Questions” on the CCP Website for transcript requirements.   
  
  
COHORTS (FUQUAY VARINA HS and SANDERSON HS STUDENTS ONLY)  
If you attend Fuquay Varina HS, Sanderson HS, or participating in the NCTAP Program, email the following contact below and indicate your interest in joining the Cohort.   
  
Fuquay Varina HS (Criminal Justice; Courses-TBD; Fall Semester) – Dr. Emily Jessee (ejessee@wcpss.net)**

**Sanderson HS (BUS-110; Fall Semester) – Mr. Chad Collins (ccollins4@wcpss.net)**

**GRADUATING HIGH SCHOOL SENIORS – FALL 2020  
 If you are a high school senior participating in CCP who will be graduating in this academic year and you plan to attend Wake Tech as a regular, traditional student after graduation, please follow the general admission procedures immediately to complete NC Residency and Wake Tech application at CFNC.org for admission for the Fall Term. For more information, visit** [**CCP Graduating Seniors**](https://www.waketech.edu/admissions-aid/career-and-college-promise/graduating-students)**. Failure to complete steps within the traditional admissions process may delay your enrollment for the Fall Semester.**