



## CCP New Student Application

### How to Submit Application User Guide

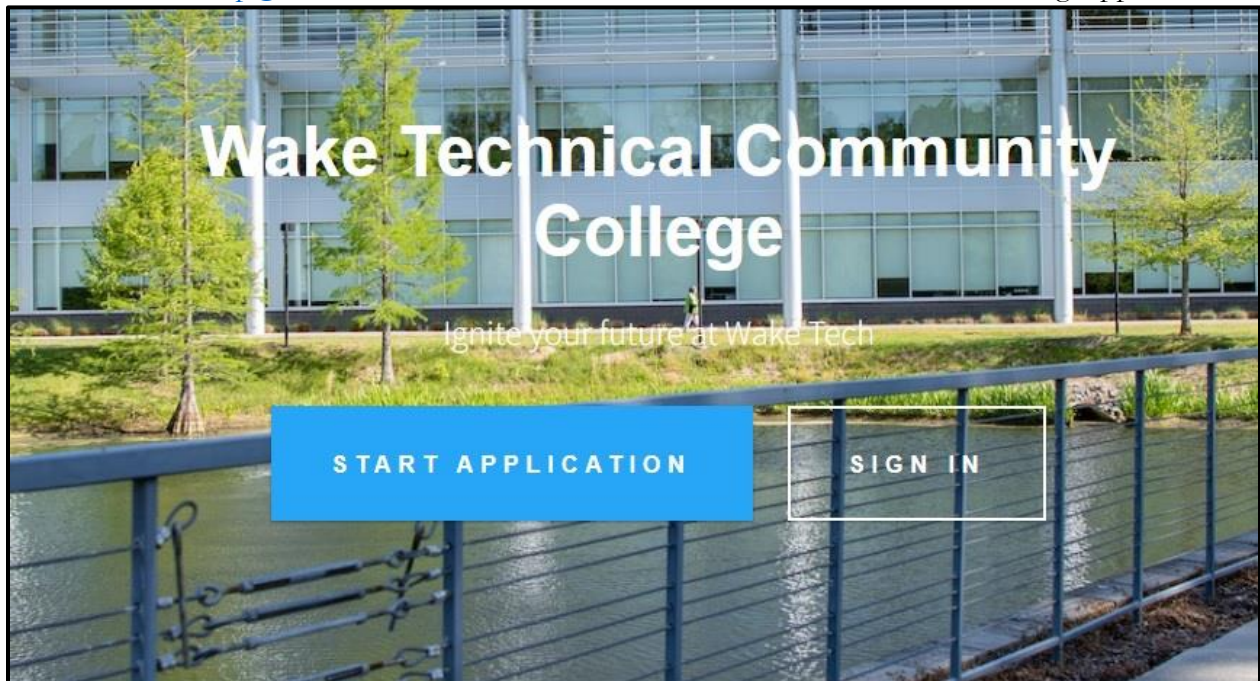
Instructions: Complete the application by following the step-by-step instructions below.

**Begin and complete the New Student Application process by doing the following:**




- Click Start Application
- Select **CCP New Student Application**
- Create an Account

**NOTE – Only create a New Account if you have not previously done so. Students who have previously created an account should log in utilizing their previous credentials.**

**NOTE – Creating a New Account:** The Email Address and Password provided to create your first-time account must be used for future logins as a New and/or Continuing Student. Do not create multiple user accounts. If you are experiencing login issues, utilize the “Forgot Password?” feature or email [ccp@waketech.edu](mailto:ccp@waketech.edu) for assistance or schedule a CCP Virtual Advising Appointment.



Start your application  
What do you want to apply for?

-  International Admissions Application >
-  **CCP New Student Application** >
-  CCP Continuing Student Form >

Create an account  
To track your application.

\* Email  \* Password  \* Confirm Password   
Password must be at least 8 characters and contain at least one uppercase, lowercase, number and special character (#!@%&\*).

\* First Name/Given Names  \* Last Name/Surname  \* Date of Birth   
MM/DD/YYYY

\* Term  \* Intended Program of Study

Secondary Program of Study   
Leave selection blank, if only interested in one program.

**CREATE ACCOUNT**

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Access the Dashboard and begin entering required information into the following areas:

- **Your Information**
- **Education Goals**
- **Education Information**
  - o **Attach current High School Transcript**
  - o **Attach current/previous College Transcript(s) (if applicable)**
- **Test Scores**
  - o **Attach AIG Identification Documents and/or College Readiness Scores (if applicable)**
- **Signature Requests**



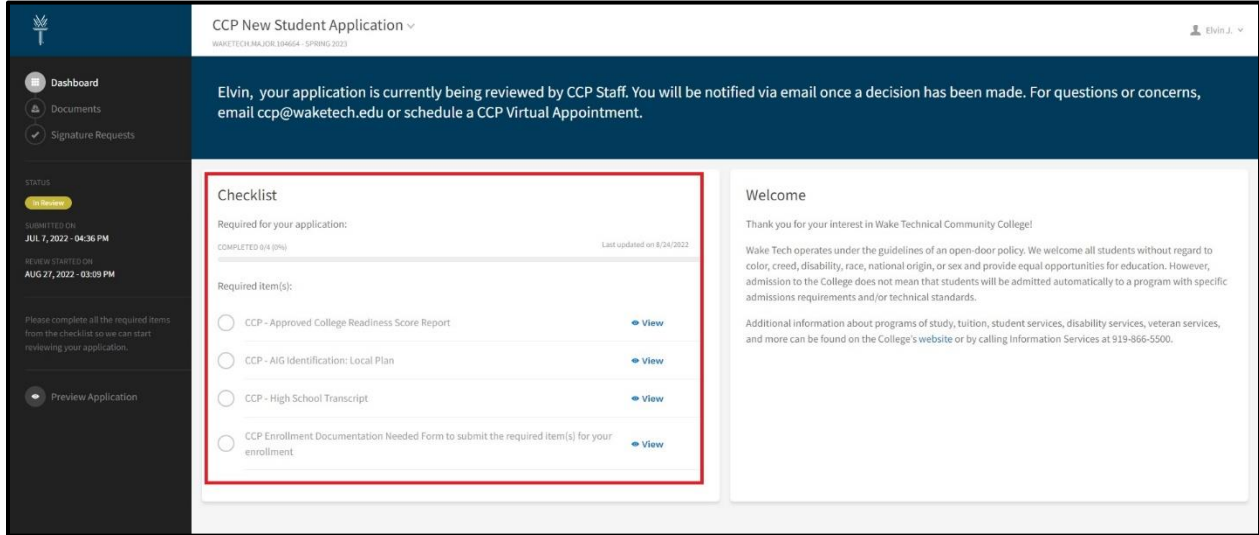
**NOTE – Dashboard:** When accessing and/or submitting a new application, the message area will provide helpful tips. Also, the “Application Progress” area will allow you to view which areas of your application still needs to be completed. Before submitting your application, ensure that all information is accurate and correct. Email [ccp@waketech.edu](mailto:ccp@waketech.edu) for assistance if you submit incorrect information in error.

The screenshot shows the "CCP New Student Application" dashboard. At the top, it says "CCP New Student Application" and "COLLEGE TRANSFER PATHWAY LEADING TO THE ASSOC. IN ARTS - FALL 2022". A user profile for "John D." is visible in the top right. On the left, a sidebar menu lists "APPLICATION PROGRESS (75%)" with items: Dashboard, Your Information, Education Goals, Education Information, Test Scores, Signature Requests, and Submit Application. The main content area has a large blue header with "Hello, John" and a welcome message: "Welcome to the CCP New Student Application (for High School students). Your application is automatically saved as you work on it. Don't worry about losing anything. If you don't finish now, come back and pick up where you left off. If you have submitted information in error after submitting the application, please email ccp@waketech.edu for assistance. Please do not submit multiple application forms. Application Deadline: December 15, 2022." Below this is a "CONTINUE APPLICATION" button. A "Welcome" section follows, thanking the user and providing information about Wake Tech's open-door policy and contact details for information services.

## Review and agree to the provided acknowledgements and submit your application

The screenshot shows the "Almost done." review and agreement page. It prompts the user to "Review the following and sign your application." The "Additional Acknowledgements" section includes a list of bullet points: acknowledging readiness for high school and college responsibilities; meeting with a high school counselor, Dean of Students, or Career Development Coordinator; agreeing to the release of high school information; understanding that grades earned at Wake Tech will appear on the permanent transcript; notifying Wake Tech of any changes within 30 days; and acknowledging the requirement to meet with a CCP Advisor. Below the list, there is a "Please check I Agree after reading the above section" prompt with an "I Agree" checkbox. A paragraph of text states: "If you have been convicted of a crime other than a minor traffic violation, those convictions will not prohibit your admission to the College. However, convictions for certain crimes may disqualify you from participation in clinical or co-op experiences in the health, law enforcement, and early childhood type programs. Your inability to complete these requirements will prohibit you from progressing and completing your program. I certify that the information on this application is correct. I have read and agree to abide by the rules, policies, and regulations of Wake Technical Community College during my enrollment at the College." This is followed by another "I Agree" checkbox. At the bottom, there is a "Sign your name" field and a large blue "SUBMIT YOUR APPLICATION" button.

**Review Checklist and submit additional documentation (if form is deemed “Incomplete”). You will receive email instructions on how to submit missing documents for review.**



The screenshot shows a web application interface for a student application review. The top navigation bar includes the Wake Tech logo and the text 'CAREER & COLLEGE PROMISE'. The main header area displays 'CCP New Student Application' and a user profile 'Elvin J.'. A dark blue banner contains a message: 'Elvin, your application is currently being reviewed by CCP Staff. You will be notified via email once a decision has been made. For questions or concerns, email ccp@waketech.edu or schedule a CCP Virtual Appointment.' Below this, the 'Checklist' section is highlighted with a red border. It lists four required items, each with a radio button and a 'View' link. The 'Welcome' section on the right provides a message of appreciation and information about the college's open-door policy and contact details.

**CCP New Student Application** ▾ Elvin J. ▾

Elvin, your application is currently being reviewed by CCP Staff. You will be notified via email once a decision has been made. For questions or concerns, email [ccp@waketech.edu](mailto:ccp@waketech.edu) or schedule a CCP Virtual Appointment.

### Checklist

Required for your application: Last updated on 8/24/2022

COMPLETED 0/4 (0%)

Required item(s):

- CCP - Approved College Readiness Score Report [View](#)
- CCP - AIG Identification: Local Plan [View](#)
- CCP - High School Transcript [View](#)
- CCP Enrollment Documentation Needed Form to submit the required item(s) for your enrollment [View](#)

### Welcome

Thank you for your interest in Wake Technical Community College!

Wake Tech operates under the guidelines of an open-door policy. We welcome all students without regard to color, creed, disability, race, national origin, or sex and provide equal opportunities for education. However, admission to the College does not mean that students will be admitted automatically to a program with specific admissions requirements and/or technical standards.

Additional information about programs of study, tuition, student services, disability services, veteran services, and more can be found on the College's website or by calling Information Services at 919-866-5500.



## Glossary

### Statuses

**Submitted** – Applicant has submitted an enrollment form (application or continuing form).

**To Be Reviewed** – The enrollment form is ready to be reviewed by a CCP staff member.

**In Review** – The enrollment form is currently being reviewed by a CCP staff member. Email correspondence and instructions will be sent to the applicant if a form is deemed “Incomplete”.

**Admitted** – The enrollment form has been approved.

**Withdrawn** – The enrollment form has been withdrawn due to successful completion of form/process or ineligibility.

### Other Terms

#### **Principal (or equivalent administrator):**

- Person responsible for administration of a high school, grades 9-12.
- Examples:
  - o Principal
  - o Assistant Principal
  - o Headmaster
  - o Administrator
  - o Homeschool Administrator

#### **Designee:**

- Person appointed by “Principal” or “Equivalent Administrator” of a high school, grades 9-12, designated to provide consent/approval.
- Examples:
  - o Dean of Students
  - o Career and Development Coordinator (CDC)
  - o Counselor (Guidance, Student Services, etc...)

#### **Parent/Guardian:**

- Person considered as a birth or adoptive parent, legal guardian, or other person having responsibility for, or legal custody of the student.

#### **College Readiness Scores:**



- College Readiness Scores are considered as standardized test completed during high school grades 9-12.
- Examples:
  - o PSAT 10
  - o PSAT/NMSQT
  - o Pre-ACT (10)
  - o ACT
  - o SAT
  - o Wake Tech RISE