WAKE ‖ TECH
COMMUNITY COLLEGE

Checklist for Cooperating Raleigh Colleges Students
Visiting Wake Tech from Another Institution

1. **Apply to Wake Tech as a Visiting Student:**
   - ☐ Complete the NC Residency Determination Service (RDS) application, if needed:
     - i. Wake Tech requires every student to have a residency determination as mandated by the state of North Carolina for all public colleges and universities; if you already have an RCN number from your public home institution, enter this number on your Wake Tech application. If not, you will have to go through the RDS process. Visit **ncresidency.org** to complete the process.
   - ☐ Visit **apply.waketech.edu** and click Visiting Student Admissions to apply to Wake Tech. It is important that you enter Visiting Student (T90990) as your program of study/major and enter your RCN number on your application.
   - ☐ Activate your Wake Tech Account
     - i. After receiving an email that your Wake Tech account has been created, go to **activate.waketech.edu** and click on "Activate Key Account". Follow the steps to activate your account.
   - ☐ Once you are enrolled, **DO NOT** register yourself for classes. The registrar's office at Wake Tech will manually register you for the course(s) you have been approved for. Note: You may be held financially responsible for courses that you register for on your own that do not have approval.

2. **Complete the CRC application form with the help of the registrar's office at your home institution:**
   - ☐ To search for available courses, visit **register.waketech.edu** and click on the "View For-Credit Courses" button under Prospective Student.
   - ☐ To retrieve the CRC application, go to **tinyurl.com/crcapproval**. Submit the application to your home institution's registrar's office (not to Wake Tech).
   - ☐ Your institution will then forward your CRC application to the registrar's office at Wake Tech. You will be notified via email of any updates regarding your CRC application.

3. **Send your official or unofficial transcript for prerequisites, if needed:**
   - ☐ Wake Tech cannot register you for a course that has local prerequisites unless a transcript or test scores are provided showing that you meet the prerequisites to take that course.
   - ☐ Your transcript may be scanned and e-mailed to **crc@waketech.edu** or presented in person to the registrar's office at the Southern (SL-243) or Northern (NB-216) campuses. Please indicate that you are a visiting CRC student if presenting a transcript in person.

Additional Information for visiting CRC students:

- CRC courses can be taken during the Fall or Spring semesters only. Students are not able to take CRC courses during the Summer. If you are interested in taking Summer courses at Wake Tech, please visit **apply.waketech.edu** for information on applying as a Visiting Student the traditional way.
- You will not be charged tuition at Wake Tech for CRC courses; however, you will be responsible for any special fees (lab fees, art fees, etc.) and any books or supplies required. These expenses are NOT covered by Financial Aid.
- Registering for a CRC course at Wake Tech will entitle you to a parking tag and a student ID card at no cost to you. Please visit **the Wake Tech website** for more information.

For more information on participating in Cooperating Raleigh Colleges at Wake Tech, email crc@waketech.edu (for the fastest response to your inquiry) or call 919-866-5118.