



Checklist for Wake Tech Students Participating in Cooperating Raleigh Colleges at Another Institution

To be eligible to take CRC courses, you must:

- Be enrolled in a degree-seeking program at Wake Tech (visiting students are not eligible)
- Have a cumulative GPA of 2.0 or higher and satisfied all developmental course requirements
- Be a full-time student and/or enrolled in at least 9 credit hours at Wake Tech for the semester
- Not be a first semester student (exceptions may be made for students participating in Marching Band and Army ROTC at North Carolina State University during the Fall)

To register for a CRC Course:

1. Complete a **CRC application** by going to tinyurl.com/crcapproval.
2. Submit your completed application to the Wake Tech registrar's office:
 - Your CRC application may be scanned and e-mailed to crc@waketech.edu or presented in person to the registrar's office at the Southern or Northern campuses.
 - Please make sure you have a phone number and email address listed on your application.

What happens next:

- Your application will be reviewed by an academic or faculty advisor and the dean of your program to determine eligibility and/or transferability.
- Your application will be forwarded to the institution by the registrar's office.
- You will be notified via the email address provided on the application of ANY updates regarding your CRC registration. Once you receive an enrollment confirmation, please plan to attend the CRC course at the other institution by acquiring needed transportation, textbooks, supplies etc.
- You will be notified about being registered for a CRC placeholder course before the beginning of the semester. Please pay for your placeholder course and/or make sure that you have a complete financial aid application once it appears on your schedule. If you do not pay for your placeholder course or have financial aid in place, you may be dropped from your CRC course.
- You must notify the registrar's office at Wake Tech by emailing crc@waketech.edu if you wish to drop or withdraw at any time. The registrar's office will ask the other institution to remove you from the course roster.

Additional Information for Wake Tech CRC students:

- You may take up to two CRC courses per semester.
- You can NOT summer courses through CRC.
- You will be charged tuition at Wake Tech only. You may be responsible for student fees such as lab fees, art fees, etc. and any books or supplies required for the CRC course. These expenses are NOT covered by financial aid.

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.