



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

1. **Complete the CRC Cross Registration Form and retrieve the appropriate signatures with the help of the registrar's office at your home institution:**
 - ☐ To retrieve the CRC Cross Registration Form, go to tinyurl.com/CRCStudentResources.
 - ☐ To search for available courses, visit register.waketech.edu and click on the "View For-Credit Courses" button under Prospective Student.
 - ☐ Submit the form to your **HOME** institution's registrar's office (**NOT** to Wake Tech). Your institution will then forward your completed CRC form to the registrar's office at Wake Tech. You will be notified via email of any updates regarding your CRC form.
2. **Apply to Wake Tech as a Visiting Student:**
 - ☐ Complete the NC Residency Determination Service (RDS) online interview, 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 a residency certification number (RCN) from your public home institution, enter this number on your Wake Tech application. If not, you will have to go through the RDS online interview 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, the registrar's office at Wake Tech will manually register you for the course(s) you have been approved for. You can also register yourself. Please refer to [Self Service](#) for instructions on how to register. If you choose to register yourself, you must notify us via email at crc@waketech.edu. *Note: you may be held financially responsible for courses that you register for on your own that you have not retrieved approval for.*
3. **Send your 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/scores 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 may be responsible for any special fees (lab fees, art fees, etc.), books or supplies required.
- Registering for a CRC course at Wake Tech will entitle you to a parking decal and student ID card as well as access to the libraries, open computer labs and individualized learning centers at every campus 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).