



## 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/transition course requirements
- ☐ Be a full-time student and/or enrolled in at least nine (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 the CRC Cross Registration Form by going to [tinyurl.com/CRCStudentResources](https://tinyurl.com/CRCStudentResources).**
  - Please be sure to complete the form in its entirety and list a phone number and email address. Please list the course number and section number that you would like to be registered for on the form. If necessary, discuss course options and review the institutions course schedule with an academic advisor.
2. **Submit your completed form to the Wake Tech registrar's office:**
  - Your CRC form may be e-mailed directly to [crc@waketech.edu](mailto:crc@waketech.edu) or presented in person to the registrar's office at the Southern or Northern campuses.

### What happens next:

- Your CRC Cross Registration Form will be reviewed by the registrar's office first to determine eligibility and then by an academic or faculty advisor for transferability. Final approval will be made by the dean of your program.
- Once all signatures are retrieved, the form will be forwarded to the institution by the registrar's office.
- You will be notified via the email address provided on the form of ANY updates regarding your CRC registration. Once you receive an enrollment confirmation, please plan to attend the CRC course(s) at the institution you are visiting by acquiring needed transportation, textbooks, supplies etc.
- You will be notified about being registered for a Wake Tech 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 Wake Tech schedule. If you do not pay for your placeholder course or have financial aid in place, you may be dropped from your CRC course at the institution you are visiting.
- You must notify the registrar's office at Wake Tech by emailing [crc@waketech.edu](mailto: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 take 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, visit

[registercrc.waketech.edu](https://registercrc.waketech.edu), email [crc@waketech.edu](mailto:crc@waketech.edu) (for the fastest response to your inquiry) or call 919-866-5786.