

Enrollment Checklist for Continuing CCP Students

Review the following steps below to successfully complete the enrollment process (prior to course registration):

- ☐ **Obtain a virtual copy of High School Transcript (PDF, JPG, Excel, or Word format)**
 - Review **High School Transcript Checklist** for document requirement
 - **Transcript must have current print date**
 - Grade Reports/Report Cards/PowerSchool screenshots **are not** acceptable
 - **NOTE: If your school does not calculate your GPA on the transcript or operate on a 4.0 scale, a school representative must provide a written memo with your projected, unweighted GPA**

- ☐ **Obtain a copy of test score reports and supporting documentation (if applicable)**
 - Unofficial copies are acceptable (copy of student score report w/ student's name)
 - Advanced Placement (AP) score reports are used for registration purposes only
 - **NOTE: Unofficial Advanced Placement (AP) score reports can be emailed to ccp@waketech.edu**
 - **NOTE: Students interested in earning official credit for AP/CLEP scores, must submit official score reports to transcripts@waketech.edu from College Board**
 - **NOTE: Official review of score reports can take up to 4-6 weeks**

- ☐ **Complete Online CCP Continuing Student Form**
 - **Resource: CCP Continuing Student Form User Guide (located on Continuing Students webpage)**
 - Attach a copy of high school transcript
 - Please ensure all information is accurate and complete prior to submitting

- ☐ **Receive Approval Confirmation Email (Clearance to Register)**
 - Students will receive their confirmation email with clearance to register upon the review and approval of the CCP Team