



Instructions for CRC Students Coming to Wake Tech from Another Institution

1. Apply to Wake Tech as a Visiting Student:

- Complete the NC Residency Determination Interview, if needed:
 - i. Wake Tech participates in the statewide Residency Determination System; if you already have an RCN number from your previous institution enter this number on your Wake Tech application. If not, you will have to go through the RDS process. Visit ncresidency.cfnc.org to complete the process.
- Visit apply.waketech.edu to apply. Enter Visiting Student (T90990) as your program of study/major. Note: Once you are enrolled, **DO NOT** register for CRC classes yourself. The CRC liaison at Wake Tech will register you for the course(s) you have been approved for.
- Activate your Wake Tech Account
 - i. Go to activate.waketech.edu and click on "Activate Key Account".

2. Complete the CRC application form with the help of the Registrar's office at your home institution:

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

3. Send your official or unofficial transcript for prerequisites, if needed:

- Your transcript may be scanned and e-mailed to jharris17@waketech.edu or presented in person to the Registrar's office at the Southern or Northern campuses. Please indicate that you are a CRC student if presenting a transcript in person.

Additional Information for visiting CRC students:

- You will be notified via email of ANY updates regarding your CRC application.
- CRC courses can be taken during the Fall or Spring semesters only.
- You will not be charged tuition at Wake Tech; however, you will be responsible for any special fees (lab fees, art fees, etc.) and any books or supplies required for the CRC course. These expenses are NOT covered by Financial Aid.
- You can NOT take online or distance learning courses or summer courses through CRC. (Note: Online or distance learning courses may be allowed for special circumstances).
- 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](https://www.waketech.edu) for more information.

For more information, contact:

Jasmine Harris, Registration & Records Coordinator

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