WAKE ∥ TECH
COMMUNITY COLLEGE

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 **my.waketech.edu**, click the red ACTIVATE ACCOUNT button and follow the directions.
        - ii. Activate your Wake Tech email by going to **waketech.edu** and clicking Logins and Student Email

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

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.
- You can NOT take online or distance learning courses or summer courses through CRC.
- 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.
- 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 **waketech.edu** for more information.

For more information, contact:
Jasmine Harris, Registration & Records Coordinator
Wake Technical Community College
919-532-5879
jharris17@waketech.edu