WAKE ∥ TECH
COMMUNITY COLLEGE

Instructions for Wake Tech Students Attending Another Institution through CRC

To be eligible to take a CRC course, you must:

☐ Have a cumulative GPA of 2.0 of higher
☐ Be enrolled for at least 9 credit hours at Wake Tech for the semester
☐ Not be in your first semester at Wake Tech
☐ Have satisfied all developmental course requirements
☐ Be enrolled in a degree-seeking program at Wake Tech

To register for a CRC Course:

1. Complete a **CRC application.**
   ☐ To retrieve the CRC application, go to **tinyurl.com/crcapproval.**
2. Submit your completed application to the Registrar's office:
   ☐ Your CRC application 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 make sure you have a phone number and email address listed on your application.
3. Your application will be reviewed by an academic or faculty advisor and the dean of your program.
   ☐ Please note: While a course may transfer to Wake Tech, it may or may not fall into the requirements for your program.
4. Your application will be forwarded to the institution by the Registrar's office. The institution will contact you directly via email regarding your application.

To withdraw from a CRC Course:

You must notify the Wake Tech Registrar's office by emailing **jharris17@waketech.edu**. The Registrar will ask the other institution to remove your name from the course roster.

Additional Information for Wake Tech CRC students:

- You may take up to two CRC courses per semester.
- 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. (Note: Online or distance learning courses may be allowed for special circumstances).
- You will be charged tuition at Wake Tech; however, you will be responsible for student fees (including 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, contact:
Jasmine Harris, Registration & Records Coordinator
919-866-5118
jharris17@waketech.edu