

## Enrollment Checklist for New CCP Students

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

- ☐ Watch Online Information Session and Explore Pathways & Eligibility
- ☐ Obtain a virtual copy of High School Transcript (PDF, JPG, Excel, or Word format)
  - Review High School Transcript Checklist for document requirements
  - Transcript must have current print date (02/01/2026 – Present)
    - \*If print date is prior to 02/01/2026, final grades from previous term should be displayed
  - Grade Report/Report Card 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](mailto:ccp@waketech.edu)
  - NOTE: Students interested in earning official credit for AP/CLEP Scores, must submit official score reports to [transcripts@waketech.edu](mailto:transcripts@waketech.edu) from College Board
  - NOTE: Students are highly encouraged to speak with an advisor prior to submission
  - NOTE: Official review of score reports can take up to 4-6 weeks
- ☐ Complete Online CCP New Student Application Form
  - Resource: CCP New Student Application User Guide (located on New Students webpage)
  - Attach copy of high school transcript, test scores and supporting documents to application
  - Please ensure all information is accurate and complete prior to submitting
  - NOTE: Letters of Recommendation must be submitted by the Principal/Designee within the Principal/Designee Consent Form.
- ☐ Receive Letter of Acceptance
  - Students will receive their acceptance letter upon the review and approval of the CCP Team
  - NOTE: Students will receive an email with additional steps and instructions if application has been deemed "Incomplete".
- ☐ Complete Post-Acceptance Requirements
  - Students should complete the following items prior to course registration:
    - Activate Wake Tech Account & Email
    - Complete New Student Orientation (required for all students)
    - Complete eLearning Intro (required for online course enrollment)
    - Mandatory Academic Advising (9<sup>th</sup>/10<sup>th</sup> Grade College Transfer Students Only)

# CCP 11<sup>th</sup>/12<sup>th</sup> Grade CTE & CT Pathway Eligibility Documentation Checklist

## Career Technical Education (CTE) Pathway:

Tuition-free course credits toward an entry-level job credential, certificate or diploma for eligible high school students.

### 11<sup>th</sup>/12<sup>th</sup> Grade Career and Technical Education (CTE) Pathway Eligibility:

Be a high school Junior or Senior and:

- ☐ Have an unweighted, cumulative GPA of 2.8 or higher on high school courses; **or**
- ☐ Demonstrate college readiness in English, Reading and Mathematics on an assessment (See Attachment A below for college readiness scores); **or**
- ☐ Have the recommendation of the high school principal or his/her designee and his/her rationale for recommendation (in memo form) in place of GPA requirement (assessment scores should be considered)
- ☐ NOTE: If the pathway requires any course on the UGETC (Universal General Education Transfer Component) list, the same criteria for the transfer pathway will be required.

**\*\*Recommendations will not be allowed for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s) included in the pathways.**

**\*\*All students must meet course prerequisites in order to be registered.**

## College Transfer (CT) Pathway:

Tuition-free courses credit towards the Associate Degree in Arts, Engineering, Science and Fine Arts and a four year-degree.

### 11<sup>th</sup> and 12<sup>th</sup> Grade College Transfer (CT) Pathway Eligibility:

Be a high school Junior or Senior and:

- ☐ Have an unweighted, cumulative GPA of 2.8 on high school courses; **or**
- ☐ Demonstrate college readiness in English, Reading and Mathematics on an assessment (See Attachment A below for college readiness scores)
- ☐ NOTE: Letter of Recommendations **are not** accepted in place of the GPA or test scores

**\*\*All students must meet course prerequisites in order to be registered.**

# CCP 9<sup>th</sup>/10<sup>th</sup> Grade CTE & CT Pathway Eligibility Documentation Checklist

## Career Technical Education (CTE) Pathway

Tuition-free course credits toward an entry-level job credential, certificate or diploma for eligible high school students.

### 9<sup>th</sup> and 10<sup>th</sup> Grade Career and Technical Education (CTE) Pathway Eligibility

Student must meet criteria listed under option 1 or option 2 in order to be eligible to take part in the CTE Pathways.

#### Option 1:

Be a high school Freshman or Sophomore and:

- ☐ Have the recommendation of the high school principal or his/her designee (assessment scores should be considered) and rationale for recommendation in memo form; **and**
- ☐ Pass Math I with a C or better; **and**
- ☐ Score a 3, 4, or 5 on the End of Course assessment (EOC) for Math I; **and**
- ☐ Score a 3, 4, or 5 on the 8th grade End of Grade ELA assessment; **and**
- ☐ Enroll in Engineering (40xxx), Construction (35xxx), Business Technologies (25xxx) and/or Information Technologies (25xxx) pathway(s)

**OR**

#### Option 2:

Be a high school Freshman or Sophomore and:

- ☐ Have the recommendation of the high school principal or his/her designee (assessment scores should be considered) in memo form; **and**
- ☐ Demonstrate college readiness in English, Reading and Mathematics on an assessment (See Attachment A for college readiness scores.) **and**
- ☐ Enroll in Engineering (40xxx), Construction (35xxx), Business Technologies (25xxx) and/or Information Technologies (25xxx) pathway(s)

## College Transfer Pathway

Tuition-free courses credit towards the Associate Degree in Arts, Engineering, Science and Fine Arts and a four-year degree.

### College Transfer Pathway Eligibility:

Student must meet all listed criteria in option 1 or option 2 in order to be eligible.

### 9<sup>th</sup> and 10<sup>th</sup> Grade College Transfer (CT) Pathway Eligibility:

#### Option 1:

Be a high school Freshman or Sophomore and:

- ☐ Be identified as gifted by local AIG plan in English/Reading and Mathematics (**See Recommended Local AIG Plan Documentation Examples below**); **and**
- ☐ Demonstrate college readiness in English, Reading and Mathematics on an approved assessment (See Attachment A for college readiness scores); **and**
- ☐ Receive recommendation verifying the student has maturity to enroll from high school principal (or equivalent administrator) via letter of recommendation; **and**
- ☐ Receive written consent of the student's parent/guardian; **and**
- ☐ Receive **mandatory** academic advising prior to enrollment in the program (Schedule CCP Virtual Advising Appointment)

OR

#### Option 2:

- ☐ Be identified as academically or intellectually gifted in English, Reading and Mathematics on an aptitude **and** achievement test as evidenced by a score in the range between the 92nd percentile and the 99th percentile on an aptitude **and** an achievement test included in the Mental Measurements Yearbook published by the Buros Institute of Mental Measurements (**See Page 4 for Recommended Acceptable Tests**); **and**
- ☐ Demonstrate college readiness in English, Reading and Mathematics on an approved assessment (See Attachment A for college readiness scores); **and**
- ☐ Receive recommendation verifying the student has maturity to enroll from high school principal (or equivalent administrator) via letter of recommendation **and**
- ☐ Receive written consent of the student's parent/guardian; **and**
- ☐ Receive academic advising prior to enrollment in the program (Schedule CCP Virtual Advising Appointment)

**\*\*Freshmen and Sophomores may not enroll in any CTE pathways that contain UGETC (Universal General Education Transfer Component) courses**

### Recommended Local AIG Plan Documentation for Eligibility

- ☐ Individual Student Profile (ISP)
- ☐ Differentiated Education Plan (DEP)
- ☐ Individual Student Profile – Reciprocity (ISP-R)

**\*\*See Eligibility Standards webpage for examples**

### List of Suggested/Acceptable Aptitude and Achievement Tests

- **Aptitude**
  - ☐ Cognitive Abilities Test, Form 7 (CogAT)
  - ☐ Weschler Intelligence Scale for Children – Fifth Edition (WISC-V)
- **Achievement**
  - ☐ Iowa Assessments, Form E
  - ☐ Woodcock-Johnson IV
- **NOTE: Any aptitude and/or achievement test not listed above with need to be further evaluated for eligibility by the CCP Team**