NEW CCP STUDENTS- STEPS TO ENROLLMENT

1. Watch the information session linked <u>here.</u>

- The online information session is available 24/7 and covers eligibility requirements, the application process, pathway options and course offerings. Parents are encouraged to watch as well.

2. Explore pathways and eligibility requirements.

- Wake Tech offers CCP students both a <u>College Transfer pathway</u> for those who plan to continue their education at a four-year college or university and a <u>Career and Technical Education pathway</u> for those seeking skills for immediate employment. Students can take up to **two** pathways, but if they do, one **must** be a Career and Technical Education pathway.

- **REMEMBER** what pathway you choose determines what classes you can take. See Mrs. Montgomery, Dean of Students, or Mrs. Gates, Career Development Coordinator, to assist you in this process.

3. Complete the CCP Application.

- CCP Applications are submitted the semester prior to when you wish to enroll in CCP classes. You will need a copy of your transcript to complete the CCP application. You can request one <u>here.</u>
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- Use <u>mmontgomery4@wcpss.net</u> for the principal/designee email address within the application

- Begin and complete the New Student Application process by doing the following:
  - Click Start Application
  - Select CCP New Student Application
  - Create an account

4. Receive Letter of Acceptance- *Congratulations!*

- Students will receive their acceptance letter upon review and approval of the CCP team
- **NOTE:** Students will receive an email with additional steps and instructions if application is "incomplete"

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5. Complete Post-Acceptance Requirements

- **BEFORE** you sign up/register for classes at Wake Tech students must:
  - Activate Wake Tech key account and email
  - Complete new student orientation (required for **all** new students)
  - Complete elearning Intro (required for students taking online CCP classes)
  - Mandatory academic advising (9th/10th grade college transfer students **ONLY**)

6. Sign up for Wake Tech Classes

- *Make sure to choose courses that are later in the day so that you have adequate time to leave WSHS and drive, park and walk to your Wake Tech class, if it is on campus.*
- Underclassmen are expected to spend at least 50% of the school day at WSHS during 1st and 2nd block. Students can enroll in 2 classes at WSHS in the morning and 2 at Wake Tech in the afternoon OR 3 classes at WSHS (1st-3rd blocks) and 1 class at Wake Tech in the afternoon. NO EXCEPTIONS!
- Seniors must be enrolled in 2 classes at WSHS each semester, but may take a reduced course load as outlined in the Early Release/Late Arrival form for Seniors.
- **REMINDER:** You can only take classes that are in your declared pathway. Wake Tech's self-service does not limit the classes that you may sign up for but if you sign up for a class that is not in your pathway, you WILL be dropped! Refer back to the pathways to be sure that the class is in your pathway.

7. LAST STEP!! Complete the WSHS Dual Enrollment Google Form linked <u>here.</u>

Your high school schedule will **<u>NOT</u>** be adjusted until this step is complete.

CCP FAQ'S @ WSHS