

FUQUAY-VARINA HIGH SCHOOL

Wake Tech CCP - Steps to Enrollment for Current CCP Students

Access each of the following steps through the ccp.waketech.edu website. Pay attention to [Important Dates and Deadlines](#).

1. Complete Continuing Student form

- Use **Patricia Moore** and fvhscpp@wcpss.net as the Principal/Designee and email address for the signature request.
- Upload a copy of your high school transcript. To request an electronic copy of your transcript:
Go to <https://wcpss.scribborder.com/>
Click on Current High School Student on the left-hand side
Complete the form and under **Select The Information Type(s) Requested:**
choose **College and Career Promise (Electronic Copy)**

2. Complete Wake Tech course registration

- Students must be enrolled in a minimum of two FVHS classes (1st and 2nd period)
- If leaving FVHS after 2nd period, choose Wake Tech classes beginning at **11:30 or later**
- If leaving FVHS after 3rd period, choose Wake Tech classes beginning at **1:30 or later**

See Mrs. Moore in Student Services for information on how Wake Tech courses are counted toward high school credits and graduation requirements.

3. Confirm your Wake Tech class schedule

- [How to Check Your Class Schedule in WebAdvisor and Self-Service](#)

4. Return completed FVHS paperwork to Mrs. Moore in Student Services

- [WCPSS Dual Enrollment Form](#) - ATTACH A COPY OF YOUR WAKE TECH COURSE SCHEDULE/REGISTRATION printed from your Wake Tech Self-Service account
- [FVHS Early Release Form](#)
- Work with Mrs. Moore to adjust your FVHS schedule

*****IMPORTANT***: DO NOT DROP A CCP COURSE WITHOUT PRIOR PERMISSION FROM MRS. MOORE. DROPPING A CCP COURSE MAY RESULT IN A WF ON YOUR HIGH SCHOOL TRANSCRIPT AND IN YOUR HIGH SCHOOL GPA CALCULATION.**