

# **APPLIED ENGINEERING AND TECHNOLOGIES**

**New Student Orientation  
Admissions and Registration**

# Initial Steps for Admissions

**You should have already done the following:**

- **Determine Residency**
- **Submit Application online**
- **Submit Official Transcripts**
- **Placement Testing, if necessary**
- **Apply for Financial Aid (Complete FAFSA)**
- **Activate your Wake Tech Account**

# Continuing Admissions Steps

**Now as a new student, you need to:**

- **Meet with a Student Services (Academic) Advisor**
- **Complete Online New Student Orientation**
- **Take eLearning INTRO Online Readiness Assessment**
- **Obtain a Student ID and Vehicle Decal**
- **Sign up for Wake Tech Warn**
- **Check out [my.waketech.edu](https://my.waketech.edu) student portal**

# Connect with Resources

Take advantage of the following resources:

- Admissions
- Career & Employment Resources
- Disability Support Services
- Financial Aid
- Registration & Records
- Student Services (Advising)
- Veteran Services

# Academic Advising is Critical

**Academic Advising is critical in transition to Registration:**

- **The student MUST UNDERSTAND:**
  - **Course sequencing/PPG for program**
  - **Placement into Course Sequence**
    - **RISE Placement (transition, co-requisites, core)**
    - **Transfer Credits / Course Substitutions**
  - **How to calculate a balanced academic workload**
  - **Cyclical Timelines and Important Dates**

# Registration Process

**Follow the steps below to register for courses**

- **Find your Registration Priority Date**
- **Log in to Self-Service to register**
- **Follow Registration Guide / Self-Service Steps**
- **Complete Registration**
- **Pay Tuition and Fees by the Due Date**
- **Purchase Books and Supplies**
- **Get Instructions and Directions for the First Day of Class**



# Registration Timeline

**Mar 24** - Last day to withdraw with W

**April 5** - Schedule available for viewing

**April 12** - Registration for Continuing Students begins

**April 21** - Registration for New Students begins

**April 23** - Registration for Visiting Students begins

- For Registration Priority Dates/Times based on credits, visit <https://www.waketech.edu/student-services/registration-student-records/payment-deadlines/priority-dates>

# Tuition Payment Deadlines

## SUMMER 2021

- **May 3, 2021** if Registered Between 4/12/2021 - 5/3/2021
- **May 18, 2021** if Registered Between 5/4/2021 - 5/18/2021

## FALL 2021

- **July 26, 2021** if Registered Between 4/12/2021 - 7/26/2021
- **August 15, 2021** if Registered Between 7/27/2021 - 8/15/2021

**NOTE: Make payment to avoid being dropped from classes!**



# Registration Issues

## Pre-requisites/Co-requisites:

- Students who have not met pre-requisite or co-requisite requirements for any AET course
  - Will NOT remain registered for that course.
- Registered students who have transcripts, grades, or work experience proving completion of pre-requisite or co-requisite requirements must see the Program Director or Department Head before the beginning of the semester to obtain an override.
- Official transcripts must be sent to Wake Tech's Admissions Office
  - Initiates the Transcript evaluation process.

## Time Conflicts:

- Exceeding Retake Limits, and Overload ( $\geq 20$  credit hours)
  - Issues resolved on an individual basis
  - Expected to repeat a course no more than 1 time
  - Contact the Program Director or Department Head

# Registration Issues

## Late Adds:

- Courses may NOT be added after the end of Schedule Adjustment Week (Drop/Add period)
- Students with extenuating circumstances should speak to their Program Director or Department Head before the end of Schedule Adjustment Week

## Full Classes:

- Wake Tech cannot guarantee any student entry into a class that is full
- It is critical that students register as early as possible
- Any student purged from a class due to non-payment will not be guaranteed entry into that class once it is full

# Reminders

- **Submit Transcripts to get course credit**
- **Complete FAFSA early to avoid missing deadlines**
- **Monitor Wake Tech E-mail for all communications**
- **Register Early to ensure getting into courses**
- **Meet Payment Deadlines to avoid being purged from classes**
- **Attend 90% of Classes, both on campus and online**
- **Monitor Blackboard daily to stay up on requirements**