CCP Continuing Student Form

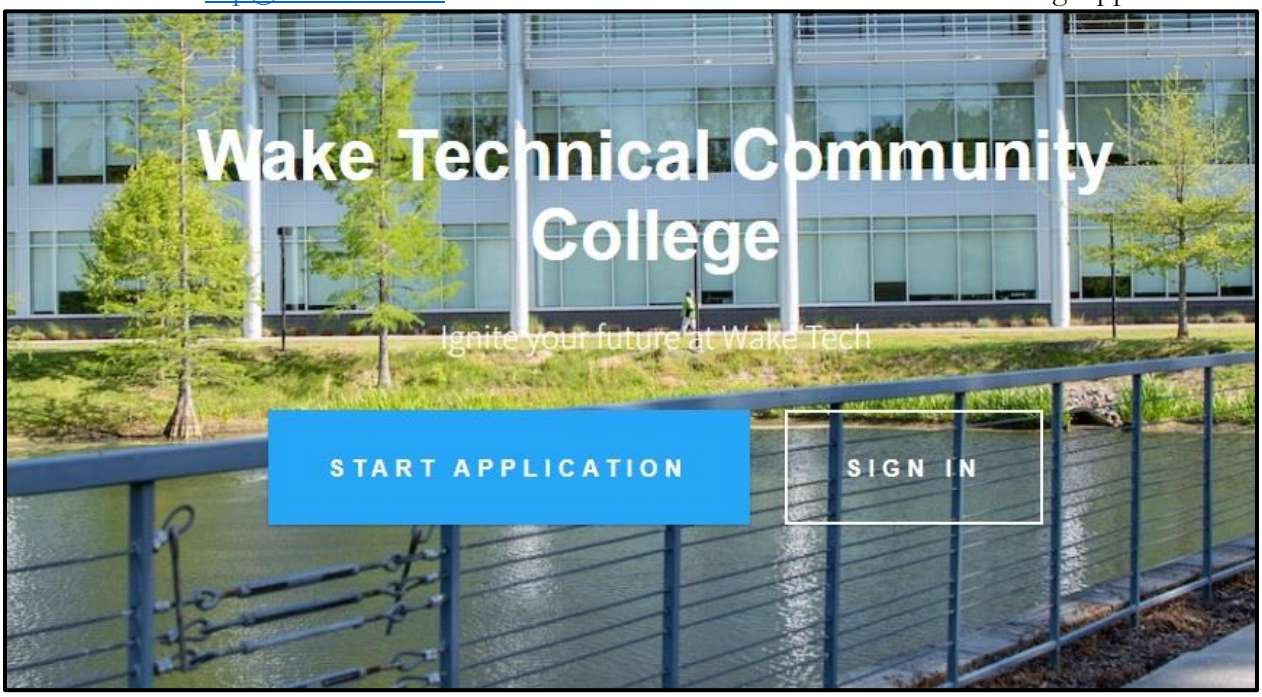
How to Submit Continuing Student Form User Guide

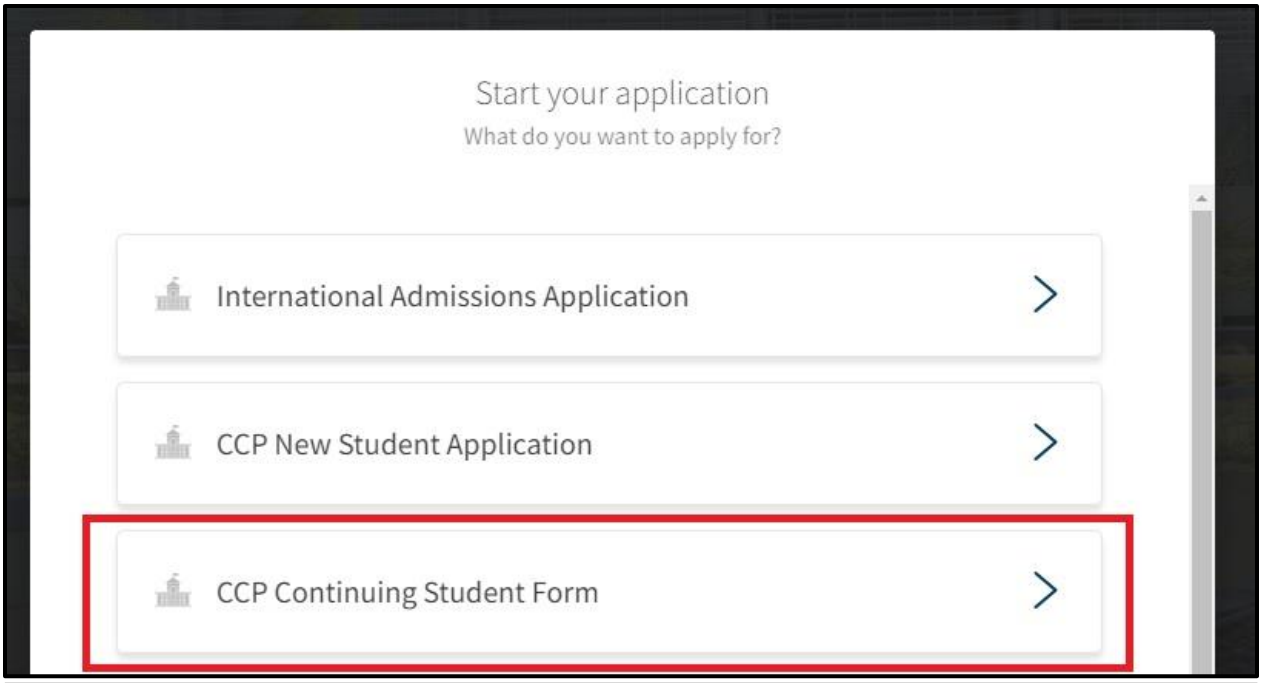
Instructions: Complete the form by following the step-by-step instructions below.

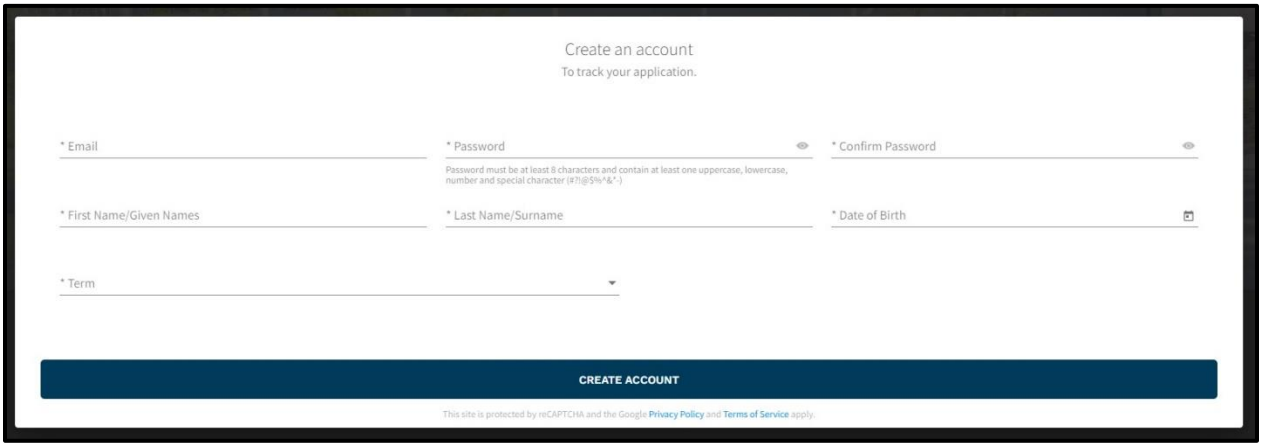
Begin and complete the Continuing Student Form process by doing the following:

- **Click Start Application**
- **Select CCP Continuing Student Form**
- **Create an Account**

NOTE – Creating a New Account: The Email Address and Password provided to create your first-time account must be used for future logins as a New and/or Continuing Student. Do not create multiple user accounts. If you are experiencing login issues, utilize the "Forgot Password?" feature or email ccp@waketech.edu for assistance or schedule a CCP Virtual Advising Appointment.



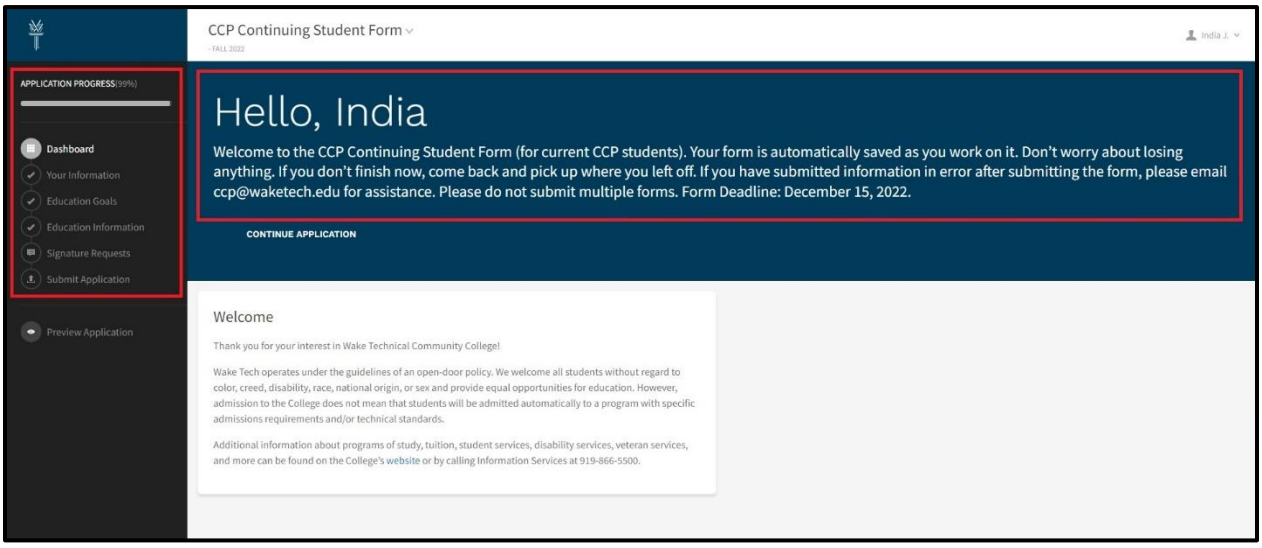




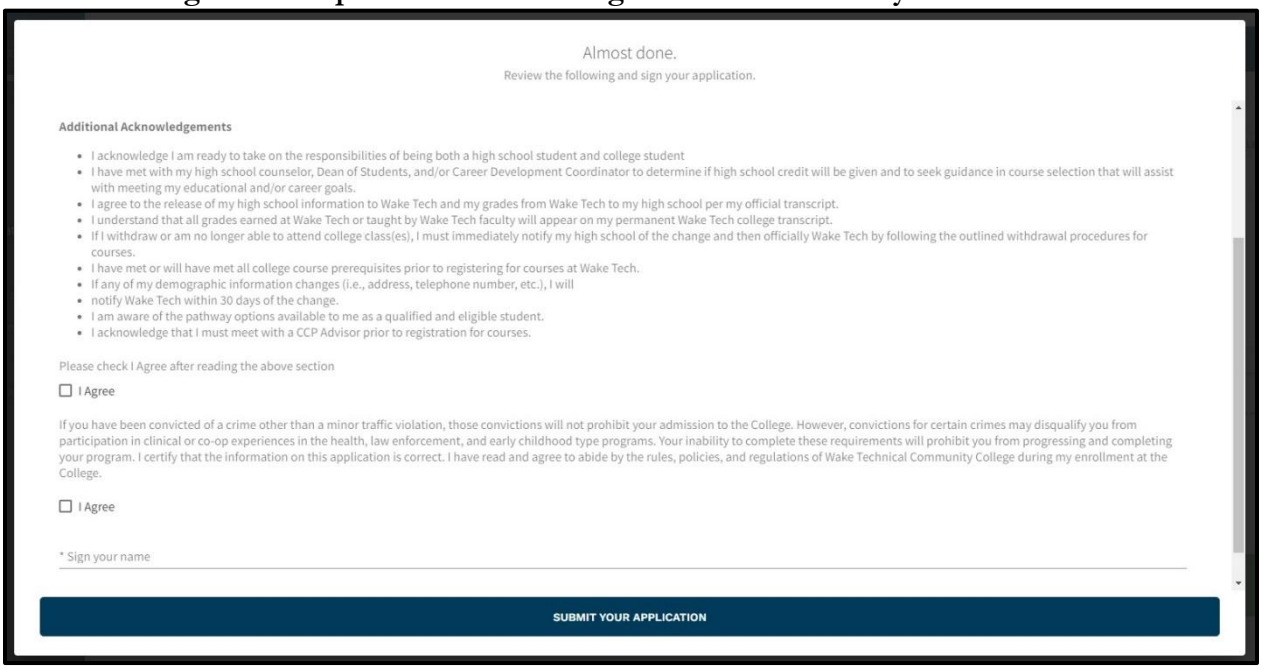
Access the Dashboard and begin entering required information into the following areas:

- **Your Information**
- **Education Goals**
- **Education Information**
    - **Attach current High School Transcript**
    - **Attach current/previous College Transcript(s) (if applicable)**
- **Signature Requests**

NOTE – Dashboard: When accessing and/or submitting a new form, the message area will provide helpful tips. Also, the "Application Progress" area will allow you to view which areas of your form still needs to be completed. Before submitting your form, ensure that all information is accurate and correct. **Email ccp@waketech.edu for assistance if you submit incorrect information in error.**



Review and agree to the provided acknowledgements and submit your form



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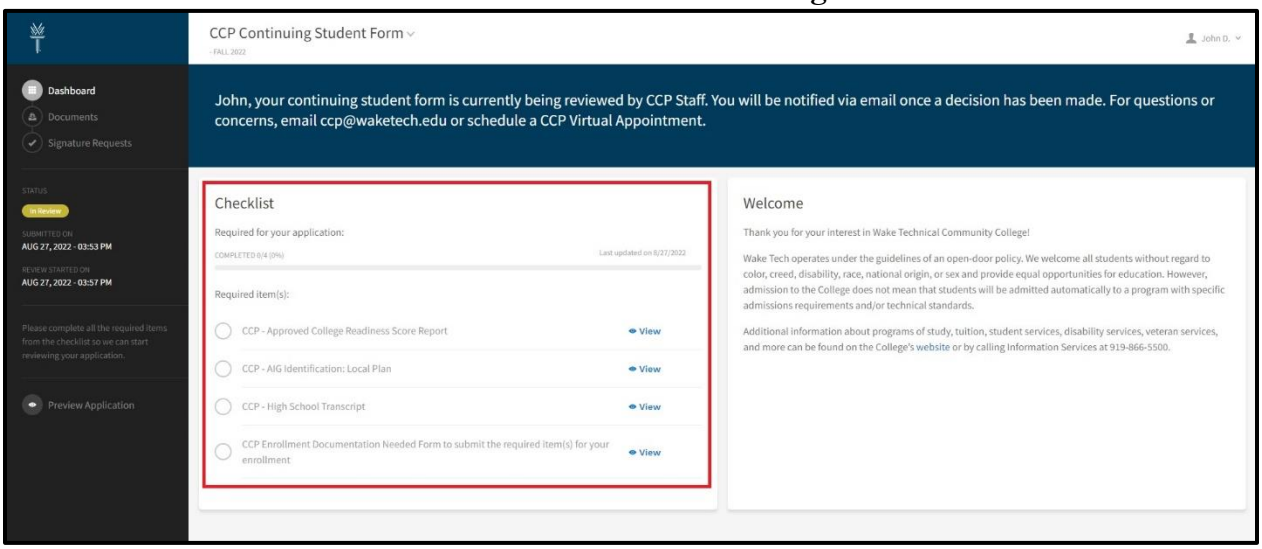
Review Checklist and submit additional documentation (if form is deemed "Incomplete") You will receive email instructions on how to submit missing documents for review.



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Glossary

Statuses

Submitted – Applicant has submitted an enrollment form (application or continuing form).

To Be Reviewed – The enrollment form is ready to be reviewed by a CCP staff member.

In Review – The enrollment form is currently being reviewed by a CCP staff member. Email correspondence and instructions will be sent to the applicant if a form is deemed "Incomplete".

Admitted – The enrollment form has been approved.

Denied – The enrollment form has been denied.

Other Terms

Principal (or equivalent administrator):

- Person responsible for administration of a high school, grades 9-12.
- Examples:
    - Principal
    - Assistant Principal
    - Headmaster
    - Administrator
    - Homeschool Administrator

Designee:

- Person appointed by "Principal" or "Equivalent Administrator" of a high school, grades 9-12, designated to provide consent/approval.
- Examples:
    - Dean of Students
    - Career and Development Coordinator (CDC)
    - Counselor (Guidance, Student Services, etc…)

College Readiness Scores:

- College Readiness Scores are considered as standardized test completed during high school grades 9-12.
- Examples:
    - PSAT 10
    - PSAT/NMSQT
    - Pre-ACT (10)
    - ACT

- SAT
- Wake Tech RISE