

## Enrollment Checklist for Continuing CCP Students

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

- Obtain a virtual copy of High School Transcript (PDF, JPG, Excel, or Word format)**
  - Review **High School Transcript Checklist** for document requirement
  - Transcript must have current print date (**02/01/2025 – Present**)
  - Grade Reports/Report Cards/PowerSchool 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: Official review of score reports can take up to 4-6 weeks**
  
- Complete Online CCP Continuing Student Form**
  - **Resource: CCP Continuing Student Form User Guide (located on Continuing Students webpage)**
  - Attach a copy of high school transcript
  - Please ensure all information is accurate and complete prior to submitting
  
- Receive Approval Confirmation Email (Clearance to Register)**
  - Students will receive their confirmation email with clearance to register upon the review and approval of the CCP Team