Enrollment Checklist for New CCP Students

Review the following steps below to successfully complete the enrollment process:

☐ **Watch Online Information Session and Explore Pathways & Eligibility**
- o **We highly recommend completing Steps 1-3 before proceeding…**

☐ **Complete Online CCP Application Form:**
- o Complete the Online CCP Application Form (**Step 4** within the CCP New Student Steps)
  - o **NOTE: Please ensure all information and email addresses provided are correct before submitting. Please avoid using autofill when completing the form.**
- o Submit your application and electronically sign your application via AdobeSign
  - o **NOTE: The AdobeSign Signature Request will be sent to the email address you provide on your Application Form.**

☐ **Obtain a virtual copy of High School Transcript (PDF, JPG, or Word format)**
- o Review **High School Transcript Checklist** for document requirements
  - o **Transcript must be updated/current (02/1/21 to present day)**
- o Grade reports/report cards/PowerSchool will **NOT** be accepted in place of the high school transcript
  - o **NOTE: If your school does not calculate your GPA on the transcript, a school representative must provide a written memo with your projected, unweighted GPA.**

☐ **Obtain a copy of test scores and supporting documentation (if applicable)**
- o Review the **Eligibility Checklists below per Grade Level and Pathway(s) of interest**
- o Unofficial copies are acceptable (copy of student score report w/ student's name)
- o Acceptable test scores include **PSAT, SAT, Pre-ACT, ACT, or RISE Placement Test (See Attachment A on CCP Pathway Eligibility webpage)**
- o **9th/10th Grade students should also review other requirements which may include AIG Identification, EOC/EOG Scores, Letters of Recommendation and Written Parent Consent**
- o AP Score Report - Qualifying AP Scores are used for registration purposes only
  - o Email unofficial score reports to ccp@waketech.edu
  - o Email official score reports to transcripts@waketech.edu

☐ **Complete electronic Eligibility Verification (EV) Form(s):**
- o Access the EV Form using the electronic link sent in the application confirmation automated response.
  - o **The link can be used to complete both the Summer AND Fall EV Form.**
- o **Attach virtual copy of High School Transcript, Test scores (if applicable) and any other supplemental documentation**
  - o **Letters of Recommendations from Principals/Designees can be emailed to ccp@waktech.edu**
- o Make sure the email addresses provided are correct since the EV Form /AdobeSign will be sent via email (See notice below)
  - o **NOTE: The EV Form will required ALL necessary signatures via AdobeSign (All parties listed below will receive an email from AdobeSign for the necessary signatures in the order listed below)**
    - • **Student**
    - • **Parent**
    - • **Principal/Designee**

ATTENTION
Upon submitting your EV Form, the student will receive an email and be prompted to sign via AdobeSign. Then, the parent/guardian will be prompted to sign electronically via AdobeSign, and lastly, the high school principal/designee will be prompted to sign electronically via AdobeSign. Once signatures are obtained, the EV Form will enter the queue to be reviewed and processed by the CCP Team. If the student submits a Summer AND Fall EV Form, signatures, High School Transcript and supporting documentation are required for both forms which will result in two separate processes for each form.

☐ **Obtain Letter of Acceptance**
- o   Students will receive their acceptance letter upon the review and approval of the CCP Team.
- o   **Within the Letter of Acceptance, students will receive their Wake Tech Student ID Number and instructions to activate their Wake Tech account/email, complete New Students Orientation, and complete the eLearning Intro Assessment.**

☐ **Complete Direct Placement Form for Higher Level Math (if applicable)**
- o   Students **WILL NOT** be registered for higher level math (MAT 271, MAT 272, MAT 273) without supporting documentation
- o   Submit the Direct Placement Form and supporting documentation to support the request for direct placement to ccp@waketech.edu

(Please proceed to page 3 below to review the Pathway Eligibility Documentation Checklists)

CCP 11ᵗʰ/12ᵗʰ Grade CTE & CT
Pathway Eligibility Documentation Checklist

Career Technical Education (CTE) Pathway:

Tuition-free course credits toward an entry-level job credential, certificate or diploma for eligible high school students.

11ᵗʰ/12ᵗʰ Grade Career and Technical Education (CTE) Pathway Eligibility:

Be a high school Junior or Senior **and**:

- ☐ Have an unweighted, cumulative GPA of 2.8 or higher on high school courses; **or**

- ☐ Demonstrate college readiness in English, Reading and Mathematics on an assessment (See Attachment A below for college readiness scores); **or**

- ☐ Have the recommendation of the high school principal or his/her designee and his/her rationale for recommendation (in memo form) in place of GPA requirement (assessment scores should be considered)

- ☐ NOTE: If the pathway requires any course on the UGETC (Universal General Education Transfer Component) list, the same criteria for the transfer pathway will be required.

  **Recommendation will not be allowed for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s) included in the pathways.

  **All students must meet course prerequisites in order to be registered.

College Transfer (CT) Pathway:

Tuition-free courses credit towards the Associate Degree in Arts, Engineering, Science and Fine Arts and a four year-degree.

11ᵗʰ/12ᵗʰ Grade College Transfer (CT) Pathway Eligibility:

Be a high school Junior or Senior **and**:

- ☐ Have an unweighted, cumulative GPA of 2.8 on high school courses; **or**

- ☐ Demonstrate college readiness in English, Reading and Mathematics on an assessment (See Attachment A below for college readiness scores)

- ☐ NOTE: Letter of Recommendations are not accepted in place of the GPA or test scores

  **All students must meet course prerequisites in order to be registered.

CCP 9th/10th Grade CTE & CT
Pathway Eligibility Documentation Checklist

Career Technical Education (CTE) Pathway
Tuition-free course credits toward an entry-level job credential, certificate or diploma for eligible high school students.

9th/10th Grade Career and Technical Education (CTE) Pathway Eligibility

Student must meet criteria listed under option 1 or option 2 in order to be eligible to take part in the CTE Pathways.

Option 1:

Be a high school Freshman or Sophomore **and**:

- ☐ Have the recommendation of the high school principal or his/her designee (assessment scores should be considered) and rationale for recommendation in memo form; **and**

- ☐ Pass Math I with a grade of C or better (or P or better); **and**

- ☐ Score a 3, 4, or 5 on the End of Course assessment (EOC) for Math I; **and**

- ☐ Score a 3, 4, or 5 on the 8th grade End of Grade ELA assessment; **and**

- ☐ Enroll in Engineering (40xxx), Construction (35xxx), Business Technologies (25xxx) and/or Information Technologies (25xxx)

OR

Option 2:

Be a high school Freshman or Sophomore and:

- ☐ Have the recommendation of the high school principal or his/her designee (assessment scores should be considered) in memo form; **and**

- ☐ Demonstrate college readiness in English, Reading and Mathematics on an assessment (See Attachment A for college readiness scores.) **and**

- ☐ Enroll in Engineering (40xxx), Construction (35xxx), Business Technologies (25xxx) and/or Information Technologies (25xxx)

9th/10th Grade Career and Technical Education (CTE) Pathway Options	
Architectural Technology (C40100AH)	Accounting and Finance (C25800CH)
Civil Engineering Technology (C40140CH)	Business Administration: Business Core (C25120DH)
Electronics Engineering Technology (C40200CH)	Business Administration: Entrepreneurship (C25120C)
Geomatics Technology (C40420CH)	Criminal Justice Technology (C55180P)
Mechanical Engineering Technology (C40320CH)	Early Childhood Education (C55220H)
Construction Management Technology (C35190CH)	Hospitality Event Coordinator (C25110G)
Advertising & Graphic Design (C30100AA)	Supply Chain Management: Global Logistics Tech (C25620GA)
Business Analytics: Business Intelligence (C25350A)	Business Analytics: Logistics Analytics (C25350E)
Business Analytics: Finance Analytics (C25350F)	Business Analytics: Marketing Analytics (C25350C)
Information Technology: Foundations (C25590FA)	Information Technology: Computer Programming Foundations (C25590FB)
Information Technology: Web Development Foundations (C25590WA)	Introduction to Simulation and Game Development (C25450AA)
Office Administration: Office Software (C25370SA)	

College Transfer Pathway

Tuition-free courses credit towards the Associate Degree in Arts, Engineering, Science and Fine Arts and a four-year degree.

College Transfer Pathway Eligibility:

Student must meet all listed criteria in option 1 or option 2 in order to be eligible.

9th/10th Grade College Transfer (CT) Pathway Eligibility:

Option 1:

Be a high school Freshman or Sophomore **and**:

- ☐ Be identified as gifted by local AIG plan in English/Reading and Mathematics **(See Recommended Local AIG Plan Documentation Examples below)**; **and**

- ☐ Demonstrate college readiness in English, Reading and Mathematics on an approved assessment (See Attachment A for college readiness scores); **and**

- ☐ Receive recommendation verifying the student has maturity to enroll from high school principal (or equivalent administrator) via memo; **and**

- ☐ Receive written consent of the student's parent/guardian via memo; **and**

- ☐ Receive **mandatory** academic advising prior to enrollment in the program (Schedule CCP Virtual Advising Appointment)

OR

Option 2:

- ☐ Be identified as academically or intellectually gifted in English, Reading and Mathematics on an aptitude **and** achievement test as evidenced by a score in the range between the 92nd percentile and the 99th percentile on an aptitude **and** an achievement test included in the Mental Measurements Yearbook published by the Buros Institute of Mental Measurements **(See Page 3 for Recommended Acceptable Tests)**; **and**

- ☐ Demonstrate college readiness in English, Reading and Mathematics on an approved assessment (See Attachment A for college readiness scores); **and**

- ☐ Receive recommendation verifying the student has maturity to enroll from high school principal (or equivalent administrator) via memo **and**

- ☐ Receive written consent of the student's parent/guardian via memo; **and**

- ☐ Receive academic advising prior to enrollment in the program (Schedule CCP Virtual Advising Appointment)

  **Freshmen and Sophomores may not enroll in any CTE pathways that contain UGETC (Universal General Education Transfer Component) courses.

Recommended Local AIG Plan Documentation for Eligibility

- ☐ **Individual Student Profile (ISP)**

- ☐ **Differentiated Education Plan (DEP)**

    **See Pathway Eligibility webpage for examples

List of Acceptable Aptitude and Achievement Tests

- ☐ **CogAT (Aptitude)**

- ☐ **Weschler Intelligence Scale for Children – Fifth Edition "WISC-V" (Aptitude)**

- ☐ **IOWA (Achievement)**

- ☐ **Woodcock-Johnston IV (Achievement)**

- ☐ **NOTE: Any other Aptitude and/or Achievement Tests must come from the *"Twentieth Mental Measurements Yearbook"* published by the Buros Institute of Mental Measurements**

College Readiness Benchmarks
(Attachment A)

*CCP Program Eligibility Benchmarks on Approved Diagnostic Assessment Tests

Test	PSAT 10 and PSAT/NMSQT (2015 and Future)	SAT (March 2016 and Future)	Pre-ACT and ACT	NC DAP (NCCCS Cut Score)	RISE Placement Test
English	26 or a composite score of 460 for Evidenced-Based Reading and Writing	480 composite score for Evidenced-Based Reading and Writing	18	Composite score of 151 or higher	70 or higher on Tier 1 and Tier 2 (See RISE placement)
Reading	26 or a composite score of 460 for Evidenced-Based Reading and Writing		22		

Mathematics	24.5 or 510	530	22	7 on each assessment for DMA 010 thru 060	70 or higher on Tier 1 and Tier 2 and Tier 3 (See RISE placement Guide)

Advanced Placement (AP)		International Baccalaureate (IB)		Cambridge International Examinations	
English, Language and Composition	3 or higher	IB English A (Standard or Higher Level)	4 or higher	AS Level English Language	C or higher
English, Literature and Composition	3 or higher	IB Mathematics (Higher Level)	4 or higher	A Level English Language	C or higher
Calculus AB	3 or higher	IB Advanced Mathematics (Higher Level)	4 or higher	AS Level Language and Literature in English	C or higher
Calculus BC	3 or higher	IB Mathematical Studies (Standard Level)	4 or higher	AS Level Math	C or higher
*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 22 on ACT math with 480 on SAT composite score for evidenced based reading and writing to demonstrate college readiness.				A Level Math	C or higher
				A Level Mathematics – Further	C or higher