

## 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**
- Obtain a virtual copy of High School Transcript (PDF, JPG, Excel, or Word format)**
  - Review [High School Transcript Checklist](#) for document requirements
    - **Transcript must be current (02/01/2022 – Present) OR display final grades from Fall Term courses**
  - Grade reports/report cards/PowerSchool screenshots will **NOT** be acceptable
    - **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)**
  - Unofficial copies are acceptable (copy of student score report w/ student's name)
  - 9<sup>th</sup>/10<sup>th</sup> grade students should also review other requirements which may include AIG Identification, EOC/EOG Scores, Letter of Recommendation and Written Parent Consent
  - AP Score Report - Qualifying AP Scores are used for registration purposes only...
    - Email unofficial score reports to [ccp@waketech.edu](mailto:ccp@waketech.edu)
    - Email official score reports to [transcripts@waketech.edu](mailto:transcripts@waketech.edu)
    - **NOTE: Official review of score reports may take 4-6 weeks**
- Complete Online CCP Application Form:**
  - Complete the Online CCP Application Form (**Step 4** within the **New CCP Students Steps**)
    - **NOTE: Please ensure all information and email addresses provided are correct before submitting. Please avoid using autofill when completing the form.**
  - Electronically sign your application via AdobeSign
    - **NOTE: The AdobeSign Signature Request will be sent to the email address you provide on your Application Form.**
- Complete electronic Eligibility Verification (EV) Form:**
  - Access the EV Form(s) using the electronic link sent in the application confirmation automated response.
    - **NOTE: Students must complete both the Summer and Fall EV Form if planning to enroll for both terms (with the exception of Graduating Seniors – Summer Only)**
    - **NOTE: Please ensure all information and email addresses provided are correct before submitting. Please avoid using autofill when completing the form.**
  - **Attach virtual copy of High School Transcript, Test scores (if applicable), and any other supplemental documentation to the EV Form**
    - **Letters of Recommendations from Principals/Designees can be emailed to [ccp@waketech.edu](mailto:ccp@waketech.edu).**

- Make sure the email addresses provided are correct since the EV Form /AdobeSign will be sent via email(See notice below)
  - **NOTE: The EV Form will require ALL necessary signatures via AdobeSign (All parties listed below will receive an email from AdobeSign for the necessary signatures in the orderlisted below)**
    - Student
    - Parent/Guardian
    - 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.**

#### **Obtain Letter of Acceptance**

- Students will receive their acceptance letter upon the review and approval of the CCP Team.
- **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 Student Orientation, and complete the eLearning Intro Assessment.**

#### **Complete Direct Placement Form for Higher Level Math (if applicable)**

- Students **WILL NOT** be cleared to registered/manually registered for higher level math (MAT 271, MAT 272, MAT 273) without supporting documentation
- Submit the Direct Placement Form and supporting documentation to support the request for direct placement to [ccp@waketech.edu](mailto:ccp@waketech.edu)

**(Please proceed to page 4 below to review the  
Pathway Eligibility Documentation Checklists)**

# CCP 11<sup>th</sup>/12<sup>th</sup> 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.

### 11<sup>th</sup>/12<sup>th</sup> 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.

**\*\*Recommendations 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.

### 11<sup>th</sup> and 12<sup>th</sup> 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 9<sup>th</sup>/10<sup>th</sup> 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.

### 9<sup>th</sup> and 10<sup>th</sup> 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)

#### 9<sup>th</sup>/10<sup>th</sup> 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)	Hospitality Event Coordinator (C25110G)
Mechanical Engineering Technology (C40320CH)	Hospitality Management – Hotel Operations (C25110H)
Construction Management Technology (C35190CH)	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.

### 9<sup>th</sup> and 10<sup>th</sup> 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 Suggested/Acceptable Aptitude and Achievement Tests

### - Aptitude

- Cognitive Abilities Test, Form 7 (CogAT)
- Weschler Intelligence Scale for Children – Fifth Edition (WISC-V)
- Kaufman Brief Intelligence Test, Second Edition

### - Achievement

- Iowa Assessments, Form E
- Woodcock-Johnson IV
- California Achievement Tests, Fifth Edition
- i-Ready K-12 Diagnostic and K-8 Instruction
- Measures of Academic Progress
- Stanford Achievement Test, 10<sup>th</sup> Edition

- **NOTE: Any aptitude and/or achievement test not listed above with need to be further evaluated for eligibility by the CCP Staff**

## 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