Enrolling in CCP

**1.  Attend mandatory Information Session (this is the only way to obtain enrollment documents)**

* Register for [**Information Session.**](https://www.waketech.edu/programs-courses/career-and-college-promise/information-sessions)
* Anyone can attend any Information Session at any location. Regional Sessions are offered in the community for convenience.

**2. Return complete Enrollment Packet (checklist provided for guidance)\***

* Application
* Eligibility Verification (EV) Form
* Copy of high school transcript (unofficial)
* Unofficial test scores (if applicable)

**3 Receive confirmation of complete Enrollment Packet**

* You will receive confirmation of your packet receipt once it is processed
* If you need placement testing, you can test once confirmation is received

**4.Receive Official Acceptance Letter**

* Will include information regarding registering for Orientation

**5.Attend CCP Orientation**

* Activate student key and email accounts
* Receive registration information and instructions
* Campus tours, student ID’s and parking decals

**6. Return CCP Course Selection Form**

**7. Be registered for class(es)**

**8. Check your student account to confirm your class schedule** (you will be given a date on which to do this step)

**9. Attend Open-Lab Session and/or Email CCP for assistance and/or schedule adjustments**

**10. Obtain Student ID/parking decal**(If you did not do so at Orientation)

**11. Purchase textbooks and/or required course materials**

**12. Attend class!**

**\*Completed packets may be returned by:**

1. Email (scan and email each page of each document) to [ccp@waketech.edu](mailto:ccp@waketech.edu)  
2. Hand delivery to:

|  |  |
| --- | --- |
| Northern Campus Admissions Building B, Rm. 225 | Southern Wake (Main) Campus Admissions  Student Services Building, Suite 121 |

3. Postal Mail to:  
Wake Tech Admissions  
Attn: CCP Admissions  
9101 Fayetteville Rd.  
Raleigh, NC 27603