

Students interested in taking community college courses free through the Career and College Promise program through Wake Technical Community College should follow the steps below in order to help have a successful dual enrollment experience.

Step 1: Research CCP and attend one of the **mandatory** Information Sessions offered by Wake Tech. Information about the CCP program and online registration for Information Sessions can be found at ccp.waketech.edu. There are limited dates for Information Sessions each semester so please plan ahead to make sure you are able to attend.

Step 2: Follow Wake Tech procedures for applying to the CCP program and registering for your courses **and** complete the attached Dual Enrollment form to return to MCHS. You and your family are responsible for meeting all deadlines, completing necessary paperwork, and selecting appropriate courses.

Hints about course registration:

- Make sure to choose courses that are later in the day so that you have adequate time to leave MCHS and drive, park, and walk to your Wake Tech class. Students are responsible for their own transportation each day and may not leave MCHS classes early in order to travel to Wake Tech under any circumstance.
- Juniors are expected to be enrolled in four classes each semester, with 50% of your school day spent at MCHS during first and second block. Juniors can enroll in 2 classes at MCHS in the morning and 2 at Wake Tech in the afternoon OR 3 classes at MCHS (1st-3rd blocks) and 1 class at Wake Tech in the afternoon. **NO EXCEPTIONS!**
- Seniors must be enrolled in 2 classes at MCHS each semester, but may take a reduced course load as outlined in the Early Release/Late Arrival form for Seniors.
- Pay attention to the school calendars for both MCHS and Wake Tech. CCP students take community college classes that are on the community college calendar. Wake Tech semesters start and end before MCHS semesters and students are responsible for coordinating class schedules and outside commitments around both calendars.

Step 3: Once you have registered for your Wake Tech classes, please print out a copy of your Wake Tech schedule and return to the Dean of Students at MCHS as soon as possible. MCHS Schedules will not be adjusted for early dismissal to attend Wake Tech courses until the Wake Tech schedule is received.

Step 4: Do your best in your Wake Tech courses as these final grades will be a part of your MCHS transcript and high school GPA. Before dropping/adding a course at Wake Tech you must speak with the Dean of Students at MCHS. Please communicate early about any course withdrawal. All Wake Tech procedures must be followed.

Please report to Student Services to have Enrollment Verification form completed for Wake Tech enrollment AND return Dual Enrollment form to Mrs. Gillespie in Student Services.