

CCP Enrollment Packet Checklist

A complete enrollment packet consists of the following items:

- Completed application**
 - Make sure to sign and date appropriately on the last page
 - Make sure to complete all sections on the application

- Completed Eligibility Verification (EV) Form**
 - Make sure to include ALL necessary signatures (Principal/designee, student, and parent)
 - Refer to www.ccp.waketech.edu for pathway information/codes

- Copy of high school transcript (unofficial copy is acceptable)**

- Copy of test scores (if applicable)**
 - Unofficial copies are acceptable (copy of student score report)
 - Acceptable test scores include Pre-ACT, PLAN, ACT, PSAT, and SAT (no more than 5 years old)

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

Reminders

- Incomplete enrollment packets **will not be processed!**
- **You are not allowed to sit for placement testing** until your application has been processed.
- You will receive notification/next steps once your enrollment packet has been processed.
- Please **allow 2-3 business** days for processing of enrollment packets. Processing time can be greater during peak enrollment.
- Packets can be submitted via email at ccp@waketech.edu (preferred method), via postal mail, or in person in the Admissions Office at our Main and/or Northern campuses. Main Campus Admissions is located in the Student Services Building Suite 121. Northern Campus Admissions is located in Building B Room 225.
- Students applying for **Nurse Aide** and/or **Cosmetology** pathways will be provided with specific next step information via email once complete enrollment packet has been received and processed.