**KNIGHTDALE HIGH SCHOOL OF COLLABORATIVE DESIGN**

**Wake Tech CCP - Steps to Enrollment**

**1. Meet with your counselor to verify your eligibility**

**2. Attend Mandatory Information Session (seated or online)** Attendance is valid one year.

Register at [www.waketech.edu/admissions-aid/career-and-college-promise](http://www.waketech.edu/admissions-aid/career-and-college-promise)

* Seated Session: students will receive an application link within the email they provided during check-in after attending the session.
* Online Session: Students must watch and listen to the entire video, sign-in via the bit.ly link, complete the session survey via the bit.ly link. Students will receive an application link once the CCP Team confirms their attendance based on the sign-in/survey records.

**3. Complete CCP Enrollment Online**

 ∙ CCP Application (once this is submitted, you will receive a link for EV form)

 ∙ Eligibility Verification (EV) Form

* Signatures -Students will be required to put the **name and email** of their designated parent and appropriate staff member on the EV Form for e-Signature.
* (9th & 10th grade – krichardson@wcpss.net, 111th & 12th grade – kdavis9@wcpss.net)

 ∙ Attach high school transcript (PDF Format) and any applicable supplemental documents

**4. Receive Official Acceptance Letter**

∙ Students will receive email alerts indicating when documents have been received and processed. Once application materials have been completely processed, students will receive an acceptance letter with next steps.

**5. Attend CCP New Student Orientation at Wake Tech** (online or seated)

**6. Return CCP Course Selection Form to Wake Tech**

 ∙ Students must be enrolled in a minimum of two KHSCD classes (preferably 1st & 2nd period)

 ∙ If leaving KHSCD after 2nd period, choose Wake Tech classes beginning after 11:30

 ∙ If leaving KHSCD after 3rd period, choose Wake Tech classes beginning after 2:00

**7. Be registered for class(es) at Wake Tech**

 ∙ Attend Open-Lab Session if you need assistance with schedule changes and did not attend

 orientation.

**8. Return completed WCPSS Dual Enrollment form to KHSCD Student Services**

 ∙ Attach a copy of your course schedule printed from your Wake Tech WebAdvisor account

 ∙ Work with your counselor to adjust your KHSCD schedule, complete early release form

**9. Obtain Wake Tech Student ID/parking decal** (If you did not do so at orientation)

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

**11. Attend class!**

**\*Continuing Students: Continuing Students will receive a notification within their Self-Service Portal of when they need to submit their updated transcript and EV Form.**