



Wake Tech CCP: How to Register For Classes

1. Go to ccp.waketech.edu on a laptop or computer
 2. Click Login at the top
 3. Click Self-Service
 4. Login using your Wake Tech email address and password
 5. Click Student Planning
 6. Click Go To My Progress
 7. Review your pathways and click the link for a class (click **Expand All** next to Requirements)
 8. Read the course description
 9. Click View Available Sections
 10. Click the semester you want to take the class during
 11. Scroll through class options (sections) and click the **Plan Section on Schedule** button for the section you want to take (make sure the button lines up with the section you want)
 12. Click Plan Section
 13. Go to home screen
 14. Click Student Planning
 15. Click Plan & Schedule
 16. Tab over to the semester you are planning
 17. Click the Register button for the class you planned
 18. Click the Drop button if you choose not to take it (check deadlines on CCP website for dropping a class yourself through Self-Service)
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- **All online math and science classes require in-person tests**
 - **Ignore pre-requisites listed that start with a zero (Ex: ENG-025)**
 - **Classes that are not in your pathways or violate certain credit allowances will be dropped by CCP staff before the semester starts**

Flip over for Tips & Tricks with pictures

Tips and Tricks

- ❖ For each class section, notice how many seats are available, where it is located, and the times that it meets as you scroll through the options
- ❖ If you want a class that is fully online and asynchronous (no required meeting times), choose one that only says “Online” under Locations
- ❖ For math and English classes, avoid sections that end in a “G” (example: ENG 111-0001 vs ENG 111-0001G)
- ❖ Notice the length of the semester listed for each section under Times (some sections are offered as accelerated “mini-mesters” that are only 8 or 12 weeks long)

Pictured below: **a)** Online synchronous (required meeting times) **b)** Online asynchronous (no required meeting times) **c)** Hybrid (required in-person meeting times with online component) **d)** In-person (required meeting times)

a)

ART-111-0001 Art Appreciation Plan Section on Schedule

Seats	Times	Locations	Instructors
5 / 26 / 31 / 0	T 11:00 AM - 12:15 PM 1/7/2026 - 5/8/2026	Virtual - Required Days and Times	Fox, Allison (Classroom Hours)
	1/7/2026 - 5/8/2026	Online	

b)

ART-111-0003 Art Appreciation Plan Section on Schedule

Seats	Times	Locations	Instructors
1 / 55 / 56 / 0	1/7/2026 - 5/8/2026	Online	Miller, Emilie T. (Classroom Hours)

c)

BUS-110-1106 Introduction to Business Plan Section on Schedule

Seats	Times	Locations	Instructors
10 / 20 / 30 / 0	F 9:00 AM - 10:10 AM 1/7/2026 - 5/8/2026	Southern Wake Campus, Building A-Holding Hall 141 Classroom Hours	Simmons, KaTasha (Classroom Hours)
	1/7/2026 - 5/8/2026	Online	

d)

HIS-131-2201 American History I Plan Section on Schedule

Seats	Times	Locations	Instructors
3 / 27 / 30 / 0	M/W 9:30 AM - 10:45 AM 1/7/2026 - 5/8/2026	Northern Wake Campus, NE-Building E 360 Classroom Hours	Smith, Farris (Classroom Hours)