

APEX FRIENDSHIP HIGH SCHOOL

Wake Tech- Continuing CCP Student- Steps to Enrollment

1. Review CCP Information

- ❖ <https://www.waketech.edu/career-and-college-promise/current-students>
- ❖ View [CCP Course Registration Onboarding](#)
- ❖ See the AFHS [CCP Student Information Sheet](#)

2. Review [CCP Enrollment Checklist for Continuing Students](#)

3. Reapply to CCP by completing the [Continuing Student Form](#)

- ❖ Use your personal email address to login as a continuing student
- ❖ Use Sarah Carter and scarter@wcpss.net as the Principal/Designee for the signature request
- ❖ Request an electronic copy of your transcript through wcpss.scribborder.com List College and Career Promise as the reason.

4. Monitor your admission status

- ❖ Students whose form has been approved will receive a "clearance" email informing them that they can register for courses.
- ❖ Students who are notified that their form is incomplete will need to review the instructions provided in the email correspondence.

5. Register for Wake Tech classes

- ❖ During the registration period, students can register through [Self-Service](#).
- ❖ Students are allowed to take **only courses within their approved pathway(s)**, as well as within allowable credits and program-specific restrictions. **Students who register for courses outside of their approved pathways will be dropped from those courses.**
- ❖ Students need to submit a Change of Status form before registering if they are completing a pathway and want to take courses from the broader parent program or want to change their pathway. Email ccp@waketech.edu or set up a virtual advising appointment to get the form.
- ❖ Students must be enrolled in a minimum of two AFHS classes
- ❖ If leaving AFHS after 2nd period, choose Wake Tech classes beginning at 11:30 or later
- ❖ If leaving AFHS after 3rd period, choose Wake Tech classes beginning after 1:30.

8. Read and complete the [Dual Enrollment form](#). Return completed form to AFHS Student Services. If you are requesting a reduced schedule, include a copy of your Wake Tech course schedule.

10. Obtain Wake Tech Student ID/parking decal, purchase textbooks and/or required course materials, and attend class! Please note that you are expected to follow college-level policies and procedures expected of you by your Wake Tech professor. Pay attention to attendance policies, testing policies, and grading policies listed on your syllabus.

IMPORTANT: DO NOT DROP A CCP COURSE WITHOUT PRIOR PERMISSION FROM MRS. CARTER. DROPPING A CCP COURSE MAY RESULT IN A WF ON YOUR HIGH SCHOOL TRANSCRIPT AND IN YOUR HIGH SCHOOL GPA CALCULATION.