

Instructions and Information for Visiting Students

A Visiting Student

- Is any applicant planning to enroll in one or more curriculum courses but not pursuing admission into a degree, diploma, or certificate program
- Is subject to all the admission and registration regulations of Wake Tech
- Is limited to 16 semester hours per semester
- Is not eligible for financial aid or veteran's benefits
- Is required to pay Wake Tech [Tuition and Fees](#)
- Is responsible for verifying that their home institution will accept credit earned from Wake Tech
- Must arrange to have a transcript of any credit earned at Wake Tech sent to their home institution

Completing the Application

- Apply Online at admissions.waketech.edu (select *Visiting Student* as program/major name on application)
- Activate your Wake Tech Student Account at my.waketech.edu
- Set up your Student Email Account
- Attend New Student Orientation if required. For more information, visit orientation.waketech.edu
- Complete eLearning Intro if you plan to take a class offered online. For more information, visit eli.waketech.edu

Completing the Visiting Student Pre-Requisite Approval Form

- It is required to submit a completed Visiting Student Pre-requisite Approval Form (below)
- Determine if the course(s) to be taken requires a pre-requisite/co-requisite:
 - Visit waketech.edu (you are not required to login)
 - Click "Login" in the top right corner of page and then click "Self-Service"
 - Click "View Courses Without Signing In"
 - Select the Course Subject you intend to take
 - You may then view the course pre/co-requisites by scrolling to the desired course

Visiting Student Pre-Requisite Approval form may be submitted

Email: visitingstudents@waketech.edu

In person: At any of these Wake Tech campuses (Southern Wake, Perry Health Sciences, Western Wake, Public Safety, Scott Northern Wake or Research Triangle Park)

If Pre-Requisite/Co-Requisite is **Required**

1. Provide an unofficial copy of your transcript, AP test scores, etc. for verification
2. You will be notified via email when your request has been processed
3. If approved, register for courses at selfserve.waketech.edu
(Note [Registration Priority Dates](#))

If Pre-Requisite/Co-Requisite is **NOT Required**

1. Register for courses at selfserve.waketech.edu
(Note [Registration Priority Dates](#))

Pay tuition in person at the Cashier's Office or online at selfserve.waketech.edu. Please visit waketech.edu and explore the Payment Deadlines page for the most up-to-date schedule and deadline information.

Student ID _____	Date of Birth _____	
Last Name _____	First Name _____	MI _____
Phone _____	Email _____	

Information

- Please list the courses below that you wish to take at Wake Tech along with name of institution or test where pre-requisites/co-requisites were completed. ***Pre-requisites/Co-requisites must be supported by submission of official or unofficial transcripts.***
- Students requesting permission to register for an **Early Childhood Education (EDU)** or **Accounting (ACC)** course that require a pre-requisite/co-requisite must contact the appropriate Department Head for permission to enroll in these courses.

Early Childhood Education

Karen Ray
 919-866-5738
kiray@waketech.edu

Accounting

Melanie Thomas
 919-866-5859
mathomas@waketech.edu

- You will be notified via e-mail when your request has been processed. Please allow up to two business days for your request to be processed. ***Approved requests do not guarantee space in any course.***

Granting a pre-requisite/co-requisite does NOT guarantee transfer credit to Wake Tech should you decide to change your status from a Visiting student to a Wake Tech degree seeking student.

If you are currently enrolled in the pre-requisite/co-requisite, you will be allowed conditional permission to enroll in the course or to join its waitlist if approved. You must earn the minimum passing grade of a C- or higher to remain enrolled in the course you intend to take at Wake Tech. Failure to earn a passing grade could result in administrative de-enrollment by the department.

Wake Tech Course of Interest (Ex: ENG 111)	Course or test name which satisfies pre-requisite/co-requisite <small>(Must be completed with a C- or higher)</small>	Name of Institution or test name where pre-requisite/co-requisite was completed	Office Use Only	
			Approved	Denied

I understand that by completing this form and submitting transcripts that I am not guaranteed the class I wish to enroll in will be available. I also understand that it is my sole responsibility to verify with my home institution (or any other receiving college or university you plan to transfer Wake Tech credit to) whether or not the courses I complete at Wake Tech will transfer and meet requirements at the receiving institution. **Granting a pre-requisite/co-requisite does NOT guarantee transfer credit to Wake Tech should you decide to change your status from a Visiting student to a Wake Tech degree seeking student.**

Student Signature _____ Date _____

NOTE: Requests will not be processed without a signature.

Office Use Only:

FRENG _____ FRMAT _____ FRMAT 2 _____ Processed by _____
 Notes _____ Date Processed _____