

COLLEGE CREDIT PLUS



STUDENT STEPS TO GET STARTED PUBLIC SCHOOL STUDENTS

- 1** Student and parent/guardian attend the **CCP Information Night** provided by their school. See school guidance counselor for details and date of mandatory event.

- 2** Student meets with their school guidance counselor to discuss participation in the CCP program and completes the required **Intent to Participate Form** by the deadline established by the Ohio Department of Education (**April 1**). After this deadline has passed, students will need permission from the school district superintendent to participate.

- 3** Student completes the **ONLINE** Sinclair College **CCP Application** at **apply.sinclair.edu/ccp** and submits all required documents for **Summer and Fall Semesters by May 1 and for Spring Semester by October 15**.
 - Student must submit the **CCP Authorization Form** with parent/guardian and school permission.
 - The school administrator will certify that the student has met the course eligibility requirements and will submit school transcripts.

Note: A completed Authorization Form may be uploaded at the time of the online application or may be sent to Sinclair by the student's school administrator upon completion. **Continuing Sinclair CCP Students** need to complete a new Intent to Participate Form per the State regulations. A new Sinclair application and Authorization Form is NOT REQUIRED for continuing students.

- 4** Student receives an acceptance letter with the next steps for completing the orientation and registration process once the **online application** has been submitted and the **Authorization Form** has been received by Sinclair and approved.

