CCP How Do I ....

Apply for CCP?	**There are 2 steps –** 1. ONLINE Application 2. Fully Signed Parent/Guardian & School Authorization Form Steps to Apply for CCP @ Sinclair
Take the Placement Test?	**Currently, all placement tests are being done remotely. You must have your Sinclair ID number and Username to test. All tests are being done Remotely, by appointment only. Below is the link for more information on setting up your testing appointment.** Remote Placement Test Instructions
Log into the my.sinclair online portal?	You will receive your username and initial password in your application processed email and your acceptance letter. For assistance logging in please contact the Technical Help Desk @ **937-512-HELP (4357)** Browse Frequently Asked Questions for more technical help.
Log into my Sinclair email?	Your login for Office 365 is your Sinclair username followed by @sinclair.edu - example: john.doe@sinclair.edu. Your password is the same as your my.sinclair password. You can access your email from the email tile on the Home tab of my.sinclair. For technical help contact the helpdesk at **937-512-HELP (4357)**
Take an Online Course	How to Take an Online Course
See an Academic Advisor?	Academic Advisors help you define educational goals and provide information, encouragement and advice for making good decisions. They can assist you with course selection. You can set an appointment via your my. Sinclair portal. You can find more information at the link below. Sinclair Academic Advising

Register for a Course?	[Registering for a Course](#)
Take a FlexPace Courses?	Please see the [FlexPace website](#) for information on how to register for these courses.
Drop a Course?	[Dropping a Course](#)
Get Books?	**Public/Non-Public-school students can order books 10 days before the start of the term. Go to the online bookstore and follow the Shop by Schedule Instructions – Choose the Financial Aid Tender at Checkout.** https://sinclair.ecampus.com/ **Homeschool students are responsible for their own books and can order any time.**
Get Required Supplies for a course?	**Email the following to get required supplies:** • Full Name • Sinclair ID# • Course Name & Section # • Phone # • Address **Email this information to Campus.webstore@sinclair.edu**
Return a book after I dropped the course.	**Books can be returned to eCampus within 30 days of purchase if the plastic packaging has not been removed. Please contact eCampus to get assistance on returning instructions.** **eCampus Customer Service – 877-284-6744**
Get a Tartan ID?	**You can get your own Tartan Card by bringing a copy of your Sinclair Schedule to the office of Registration and Student Records at any campus. See here for more information.** [Tartan Card](#)
Check Grades	[Grade Information](#)
Send a Transcript to Another College	[Send a Transcript](#)