

College Credit Plus Student/Parent Checklist



After you completed your intent form now you...

<input type="checkbox"/>	<p>Step 1: ~(New)~ Submit the Student College Credit Plus Guidance Plan to your unit counselor, this is required. Please see the CC+ webpage for this form. https://forms.gle/BemiU6RgGSdVPeT17. This will help our counselors discuss your CC+ options and get information to the correct college/university.</p>
<input type="checkbox"/>	<p>Step 2: Test College ready on a college placement test (ACT, SAT, ALEKS, Accuplacer, etc...)</p> <ul style="list-style-type: none"> • If you took the ACT/SAT have it sent to the college of your choice. There may be a fee involved from ACT/SAT. • During this time, colleges are now providing online testing to take ALEKS, WSU & Sinclair are both offering online options. <ul style="list-style-type: none"> ○ Go to the college webpage for more information. <p><i>Once these guidelines have been fulfilled go to step 3. If a student does not meet testing/entrance requirements they may <u>not</u> participate in CC+.</i></p>
	<p>Step3: Complete the University College Credit Plus Application. (Please refer to the college of your choice for deadline information)</p>
<input type="checkbox"/>	<p>Step 4: Submit supporting documents required by the college/university to complete your application process. (Work with your unit counselor)</p> <ul style="list-style-type: none"> • Sinclair's Parent Authorization Form (if you attend Sinclair, see our webpage for the form), high school transcripts, college test scores, and/or application information. • CHS transcripts will need to be sent to the university, please notify your unit counselor. <ul style="list-style-type: none"> ○ There typically is a fee to send transcripts.
<input type="checkbox"/>	<p>Step 5: Once admitted, the student will receive a congratulatory letter and/or an authorization form from the college. The student must follow the college's instructions, identify college courses of interest, and identify what courses they <u>can</u> take. Some courses students cannot take due to pre-requisites, test scores, or a course may be on a level that the student cannot take due to state CC+ guidelines.</p> <ul style="list-style-type: none"> • Each college is to provide counseling for each student. Set up an appointment with the university advisor to schedule. • In addition, discuss your college courses that you will be taking with your CHS unit counselor, remember students still needs to complete high school graduation requirements. Please double check that the courses you take fulfill CHS graduation requirements (if needed).
<input type="checkbox"/>	<p>Step 6: If the student decides to make any changes in course selections which were approved by CHS Unit counselor. Please submit <u>any changes concerning your schedule to your Unit Counselor.</u></p>
<input type="checkbox"/>	<p>Step 7: The last requirement for CHS students is they <u>MUST</u> submit in a final copy of their college schedule to their CHS counselor. If a student did <u>NOT</u> fill out an intent form they may not take classes as a part of the CC+ program.</p>
<input type="checkbox"/>	<p>Step 8: <u>Books and materials.</u> Students need to check at the CHS library first, if we do not have the book then go to that university bookstore. Some universities (Miami, sometimes WSU, and others lease textbooks) please know your universities policy.</p> <ul style="list-style-type: none"> • Our internal WSU English course materials will provided when class begins by the instructor. • Career Tech courses at CHS materials will be provided by the instructor when the course begins.

Additional Information/Procedures to be communicated to your CHS Unit Counselors for College Credit Plus

Scheduling CC+ Classes

- Each student will have a full Centerville High School schedule for this upcoming school year. Once you are admitted to a college/university and are eligible to enroll:
 - Then, schedule a meeting with a CC+ Advisor at your university to register for your college classes.
- When CHS returns to school in August, if you need to modify your CHS schedule please make an appointment with your CHS Unit Counselor. If you have concerns over your schedule, then see your counselor prior to the first week of school.
 - Your CHS counselor will attempt to modify your CHS schedule to accommodate your CC+ courses. CHS counselors may not overload/change courses to accommodate CC+ coursework. Scheduling conflicts are not the responsibility of the school district or college. CHS will work with the student to accommodate potential conflicts in scheduling but may not be able to resolve all conflicts for a variety of reasons. We will do our best to work with each student. *(please bring your college schedule to the meeting)*
 - Counselors cannot change CHS student schedules over the summer. If possible, send your college course schedule to your counselor prior to Summer Break.
 - During Summer Break, please note that Unit Counselors are only available for a limited number of days before and after the school year. Please request that your information is sent to your college prior to the summer.
 - Students are required to in CHS classes with a full schedule until the student has met with your unit counselor to adjust your schedule at the beginning of the year/semester.
- The student is responsible for turning in all college information to the high school as well as the college/university, and must meeting the deadlines that have been established in order to participate in CC+.

Additional Information for CC+ next year

- CHS cannot monitor student's college credit plus grades, it is the responsibility of the student to reach out to your counselor if you are at risk of failing a class and not earning credit. Students are responsible for adding and dropping courses.
- If you are considering dropping/changing a CC+ course, please contact your CHS counselor immediately, it may impact your graduation status.
- If you are a student **athlete** and taking CC+, see Mr. Dement in athletics. Please make sure you are taking enough classes to meet Ohio High School Athletic Association eligibility requirements.
- If a student is splitting days between a college campus and CHS, the student must sign in/out daily at your unit office.

Internal College Credit Plus Courses offered at CHS

- WSU Courses offered at CHS:
 - English 2040 or 1100
 - Student are still required to meet all the above steps (see the check sheet on the first page) to participate in the course in order to receive college credit. These student are still considered college students even though the course is offered at the high school.
 - Course materials will provided when class begins by the instructor.
- Sinclair Courses offered at CHS:
 - Several, but not all, career tech prep programs offer college credit. If that program offers college credit, student are still required to meet all the above steps (see the check sheet on the first page) to participate in the course in order to receive college credit. These student are still considered college students even though the course is offered at the high school.
 - In addition, Sinclair requires parents to fill out a Parent/Guardian & School Authorization form. This form can be found on our CC+ webpage.
 - Course materials will provided when class begins by the instructor.

For additional information, please visit the CC+ webpage

<https://www.centerville.k12.oh.us/learning/college-credit-plus>