



## CCP How Do I...

<p><b>Apply for CCP?</b></p>	<p>After you complete your intent form for your high school then, there are a few steps –</p> <ol style="list-style-type: none"> <li>1. ONLINE Application</li> <li>2. Fully Signed Parent/Guardian &amp; School Authorization Form</li> </ol> <p><a href="https://www.sinclair.edu/academics/ccp/get-started/">https://www.sinclair.edu/academics/ccp/get-started/</a></p>
<p><b>Take the Placement Test?</b></p>	<p><a href="https://sinclair.edu/admissions/office/testing/">https://sinclair.edu/admissions/office/testing/</a></p>
<p><b>Log into the my.sinclair online portal?</b></p>	<p>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</p>
<p><b>Log into my Sinclair email?</b></p>	<p>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)</p>
<p><b>See an Academic Advisor?</b></p>	<p>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.</p> <p><a href="https://www.sinclair.edu/services/welcome-center/academic-advising/">https://www.sinclair.edu/services/welcome-center/academic-advising/</a></p>
<p><b>Register for a Course?</b></p>	<p><a href="https://www.sinclair.edu/services/welcome-center/rsr/registration/how-to-register-drop-or-add-sections/">https://www.sinclair.edu/services/welcome-center/rsr/registration/how-to-register-drop-or-add-sections/</a></p>
<p><b>Order Books?</b></p>	<p>Order books through e Campus?</p> <p><a href="https://resources.finalsite.net/images/v1661794314/centervillek12ohus/dwxazlmkbiloh3bd0pn/Sinclair_HowToOrder_Flyer_Updated2022.pdf">https://resources.finalsite.net/images/v1661794314/centervillek12ohus/dwxazlmkbiloh3bd0pn/Sinclair_HowToOrder_Flyer_Updated2022.pdf</a></p>
<p><b>Drop a Course?</b></p>	<p><a href="https://www.sinclair.edu/services/welcome-center/rsr/registration/how-to-register-drop-or-add-sections/">https://www.sinclair.edu/services/welcome-center/rsr/registration/how-to-register-drop-or-add-sections/</a></p>
<p><b>Get Required Supplies for a course?</b></p>	<p>Email the following to get required supplies: • Full Name • Sinclair ID# • Course Name &amp; Section # • Phone # • Address Email this information to Campus.webstore@sinclair.edu</p>
<p><b>Return a book after I dropped the course?</b></p>	<p>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.</p> <p>eCampus Customer Service – 877-284-6744</p>

<p><b>Return books after the semester?</b></p>	<p>All purchased books from eCampus go back to the High School  Please fill out the form prior to returning your book <a href="https://resources.finalsite.net/images/v1597255981/centervillek12ohus/j4cfxcgvcdz0ydxclftt/BookReturnForm.pdf">https://resources.finalsite.net/images/v1597255981/centervillek12ohus/j4cfxcgvcdz0ydxclftt/BookReturnForm.pdf</a>  If the book is rented, rereturn the book to the Sinclair bookstore</p>
<p><b>Get a Tartan ID?</b></p>	<p>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. <a href="https://www.sinclair.edu/services/welcome-center/rsr/tartan-card/">https://www.sinclair.edu/services/welcome-center/rsr/tartan-card/</a></p>
<p><b>Check Grades</b></p>	<p><a href="https://www.sinclair.edu/services/welcome-center/rsr/student-records/end-of-term-grades/">https://www.sinclair.edu/services/welcome-center/rsr/student-records/end-of-term-grades/</a></p>
<p><b>Send a Transcript to Another College Send a Transcript</b></p>	<p><a href="https://www.sinclair.edu/services/welcome-center/rsr/student-records/transcripts/">https://www.sinclair.edu/services/welcome-center/rsr/student-records/transcripts/</a></p>