

CCP Checklist

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- Complete **Intent to Participate Form** w/parent signature and return to High School Counselor by **April 1, 2023**
- Attend an Informational Session (evening or during school)
- Apply to the college/university in which you plan to enroll using the **College Credit Plus Application** supplied by your college advisor by **May 1, 2023**
- Create a **Parchment** account if you have not already done so. The link can be found on the Amanda-Cleacreek High School Counseling Service web page, use the following link: <https://www.parchment.com/u/registration/19475/account> *contact Ms. Feliciano for assistance
- Request your transcript from Parchment and have it sent to the college/university for which you are applying for CCP courses
- If you are not a current high school student with a 3.0 GPA, you must schedule the Accuplacer or submit ACT scores (act.org) if permitted, to the college/university. *This must be coordinated with your admissions advisor from the college/university, not Mrs. Singleton or Mrs. Shipe
- Turn in signed consent forms (**FERPA & CCP Participation**) to school counselor
- Turn in signed **Mature Content Permission Slip** to your college CCP Advisor
- Attend orientation for the college/university
- Register for classes with your college/university admissions counselor. ***Once your forms are signed by your school counselor, it is your responsibility to ensure that your admissions counselor receives the registration paperwork by the deadlines. Mrs. Singleton and Mrs. Shipe are not responsible for completing this important step**
- Submit a copy of your registration for classes to your school counselor
- Ensure that you are not registered for more than 30 credit hours per year (summer to spring).
- Check your college/university & ACHS email accounts DAILY for important communication about your courses. ***You are strongly advised to forward your college/university emails to your ACHS email account for convenience.**
- Most colleges/universities provide waivers for textbooks. Be sure to communicate with your college advisor about how to obtain your books/materials. *If your institution does NOT provide vouchers, YOU MUST provide your school counselor with a list of required textbooks to order on your behalf as soon as possible.
- If you choose to drop/change your courses, you are responsible for obtaining the DROP/CHANGE form from your college advisor, completing the paperwork, obtaining signatures, and returning the completed form to your college advisor

Amanda-Clearcreek College Credit Plus - General Information

Thank you for your interest in the College Credit Plus (CCP) program with Amanda-Clearcreek High School. Below you will find detailed information regarding the program as well as a contract that is required by Amanda-Clearcreek for your participation in the CCP program.

It is imperative that you read and understand all information outlined in this document. Once accepted and enrolled in courses with a university, you are considered a college student and will be treated as such. This means that much of the responsibility falls to you as a student, just as it would if you were in a traditional college setting, and we must work with you the student, and not your parent, directly.

Please read the information below and ask questions to ensure you understand everything accurately.

Program Eligibility

College Credit Plus (CCP) is a program that gives students an opportunity to be enrolled in both high school and college coursework at the same time. College Credit Plus (CCP) replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all dual enrollment programs. The Ohio Department of Higher Education has additional information at the following website: <https://www.ohiohighered.org/ccp>

- Any student in grades 7-12 is eligible to participate in College Credit Plus.
 - Students must be academically ready for college level coursework and willing to adhere to both the demands of college and high school simultaneously.
- All public secondary schools and all public colleges must provide an opportunity for academically eligible students in grades 7-12 to take college coursework.
 - The majority of these classes will be offered on the campuses/online through these universities.

Credits

College credit are converted to high school credits in the following manner:

- 6 semester credits = 2.0 high school Carnegie credits
- 5 semester credits = 1.66 high school Carnegie credits
- 4 semester credits = 1.33 high school Carnegie credits
- 3 semester credits = 1.0 high school Carnegie credits
- 2 semester credits = .66 high school Carnegie credits
- 1 semester credit = .33 high school Carnegie credits

Transferring College Credits

- Credits earned through CCP are transferable to many public and private institutions in Ohio and out of the state.
 - It is best to contact the university directly (including the specific school within the university) to verify what they will and will not accept CCP credits as.
- Students who want to transfer to another university will need to send their transcript from the Institution of Higher Learning (IHL) to the university they plan to attend.
- Many of these courses apply toward the general education requirement or as electives.
- You can use platforms such as Transferology to assist.

Financial and Transportation Obligations

Under Option B: Tuition, course fees, and cost of textbooks will be paid for by the Amanda-Clearcreek Local School District. However, if a student enrolls in more than 30 credit hours (a combination of CCP and high school Carnegie credits), the student/parents/guardians will be notified and become responsible for paying for the entire CCP course that places the student over the allotted 30 credit hours.

*If you are choosing Option A (self-pay) students and parents must work directly with the college/university to decide if the student wants to earn both high school & college credits.

The Amanda-Clearcreek Local School District is not responsible for providing transportation to college campuses for students who plan on taking their CCP courses at the college or university.

Each institution has a different policy when it comes to book purchases. Please email and ask the student's college advisor prior to the start of each semester.

If a student fails a College Credit Plus course, the student will be financially responsible for the entire cost of the course. Amanda-Clearcreek Local Schools will have already paid for the course. Amanda-Clearcreek will bill the student for the cost of the course(s). The cost will be added to the students' school fees. This cost must be paid in full prior to graduation.

High School and College Counseling Services

The Amanda-Clearcreek Local School District will host a high school College Credit Plus meeting each year to share information with parents regarding CCP information and the process that will need to be followed to enroll students in CCP for the following school year. This is typically held in January, prior to the school year during which a student plans to participate in CCP.

The majority of Amanda-Clearcreek students take courses at Hocking College (hosted online and here at A-C), Ohio Christian University, Ohio University-Lancaster, and Columbus State Community College. Students are not limited to these institutions.

Enrollment and Scheduling

Students interested in participating in the CCP program must complete the following:

- Complete the Letter of Intent to Participate in College Credit Plus and return to their school counselor before April 1 of the school year prior to the year they plan to participate in CCP.
- Apply to the university from which they want to take courses by deadlines at the college
- Meet all testing requirements for the college. This also means arranging any placement tests before the end of the school year to know if you are accepted or not.
- Schedule a meeting with their school counselor to discuss courses of interest, graduation, and potential scheduling conflicts that may arise.
 - For example, Band is offered 8th period. If a student is interested in taking a college course offered on a university campus during the same time, he/she will need to make a decision as to which course they wish to take.
 - Students interested in CCP will need to register for a full course load while registering for their classes for the upcoming school year.
 - Students cannot register for more than 30 credit hours including both high school and college credit hours. Any student who would like to take more than 30 credit hours will need to self-pay for those hours. You will need to speak with both the institution and ACHS before making the decision to take more than 30 credit hours. Parents/Guardians must complete a separate registration for self-pay courses.
 - Students who are accepted into a university will need to meet with their school counselor to make the appropriate schedule adjustments.
 - Students cannot register for classes outside of the “First 15” courses that a college is allowed to offer to a CCP student. Once a student has met the first 15 credit hour requirement, a student may potentially be eligible for other courses based on placement test scores, prerequisites being met, etc.
 - Complete Amanda-Clearcreek’s College Credit Plus Contract (which can be found on the last page of this information) and return to their ACHS school counselor.

Academic and Social Responsibilities of Students

College Credit Plus students will have the following academic and social rights and responsibilities:

- Students must be academically ready for college level coursework and willing to adhere to both the demands of college and high school simultaneously.
- Students will need to work closely with their school counselor when deciding which classes to enroll in and how the selection of those classes impact the student's school day.
- Students will be expected to follow the rules and regulations set by the college/university.
- Students will also be expected to follow the rules and regulations set for high school students detailed in the student handbook.
- Students are eligible to receive advising from campus-based support services of that institution.
- Students will continue to have access to their high school counselor and all other resources available to high school students.
- Participation in CCP does not guarantee you admission to college after high school.
 - Students should follow the regular undergraduate application process for whatever college they plan to attend after high school.

Potential Benefits and Risks of Participation

- Benefits
 - Expanded curriculum offerings
 - Opportunities to study in more depth those areas of special interest or need
 - Opportunities to earn college credits while still in high school
 - Opportunities for financial support for taking college courses while still in high school
 - Opportunities to experience college level work and life prior to making final decisions about whether and/or where to attend college
- Risks
 - Increased student responsibility for learning due to less instructional guidance
 - Reduced opportunities to participate in high school co-curricular and extra-curricular activities
 - Increased financial obligations
 - Potential loss of after-school employment opportunities
 - Possible effect on grade point average and class standing
 - Increased time for travel, study, etc.

Potential Benefits and Risks of Participation (cont.)

- FERPA (Family Education Rights and Privacy Act)
 - Any student accepted into the CCP program is considered an official college student by the institution of higher learning and is subject to the federal FERPA.
 - This means that college records (i.e. – grade reports, disciplinary actions, attendance reports, etc.) are not released to anyone, EVEN PARENTS, without written permission from the student.
 - Students can sign a Consent Form that would allow a parent to have greater access to information from the college, however, professors WILL NOT exchange emails or phone calls with parents of College Credit Plus Students.
 - For CCP students, the high school and the college may exchange information, but this is not general practice until grades are released at the end of the semester.

Options for Enrollment in College Credit Plus

Effective May 10, 2021

Ohio Revised Code section 3365.06 provides two options for College Credit Plus enrollment. Based on the order in which the options are listed within the statute, these are commonly referred to as “Option A” and “Option B.” This summary sheet describes the two options available for College Credit Plus enrollment, payment, and credit earned.

College Credit Plus (CCP) “Option A”:

A student can choose to self-pay for tuition and costs of all textbooks, materials, and fees associated with a course under Option A.

- The student must meet the CCP eligibility and college admission requirements and choose to take courses that are allowable under CCP.
- A student must choose this option before the college’s census date (usually 14 days after the start of term) by doing the following:
 - Student must notify the high school of the choice of Option A and the choice of receiving both high school and college credits or only college credit.
 - The credit received will be recorded on both the high school and college transcripts or college transcript only.
 - Student must notify the college to arrange for payment.
 - Student is not able to change options after the census date.
 - Student is billed directly by the college at the standard tuition rate, fees, and costs of textbooks.

Under no circumstances are sectarian or remedial courses eligible for CCP Option A or B.¹

College Credit Plus (CCP) “Option B”:

A student can choose to utilize state funds for tuition and costs of all textbooks, materials, and fees associated with the course under Option B.

- The student must meet the CCP eligibility and college admission requirements and choose to take courses that allowable under CCP.

When choosing Option B, a student will automatically receive both high school credit and college credit:

- Option B is the default option for CCP students.
- A student will be automatically enrolled under Option B unless the student notifies the high school and college of the choice of Option A (as described above).
- A nonpublic school or homeschooled student will automatically utilize the state awarded funds under Option B.
 - If a nonpublic school or homeschool student wants to enroll in additional college courses which are partially or fully exceeding the awarded college credit hours, the student can choose Option A and will be responsible for the entire course and cost of textbook(s).

¹ If a student chooses to self-pay for college courses outside of the College Credit Plus program (e.g., to take a sectarian course), the decisions pertaining to awarding credit are between the student, the secondary school, and the college. A student pursuing such options should be mindful that the student is not afforded the rights and protections afforded to students under the College Credit Plus program.

INTENT TO PARTICIPATE IN COLLEGE CREDIT PLUS

ACADEMIC YEAR 2023 - 2024: PUBLIC SCHOOLS

Date <i>After April 1, you will need permission from the school principal to participate.</i>	
School Name	
Student Name	
Student Grade Level 2023-2024	
Parent/Guardian Name	
Home Address	
Parent Phone Number	
Parent Email Address	
Student Phone Number	
Student Email Address	

DECLARATION OF INTENT

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the upcoming school year, and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate in the program.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

Please sign and return this form to the secondary school by **April 1**.

Parent Signature _____

Student Signature _____

Date _____

FERPA Consent

Release To Parent

Under the Family Educational Rights and Privacy Act (FERPA), most information about you from CCP records, including grades received, is considered confidential and, with certain exceptions, generally may not be released to third parties, including your parents, without your written consent.

You may authorize Amanda Clearcreek High School to release information from your records to your parents by completing the information requested below and returning this form. Please note that without this authorization, ACHSs ability to disclose information from your records to your parents or to speak with your parents about information from your records will be significantly restricted. You are urged to inform your parents of this fact if you decide not to execute the authorization form.

I, _____, authorize
Print name

Amanda Clearcreek High School to disclose any and all information from my records to my parent(s). This consent will remain in effect while I am enrolled at ACHS.

Student (signature) _____

Date _____

Amanda-Clearcreek High School College Credit Plus Participation Consent Form

*This form must be completed, signed, and returned to the ACHS School Counseling Office by April 1, 2023 in order to participate in CCP admission or registration.

Name (First, Middle, Last) _____
Date of Birth _____ Anticipated HS graduation year _____

- I understand the risk of enrolling in college level courses. These courses become part of the student's permanent academic record, including both the high school and college transcripts and GPAs when the course ends. Courses taken for high school graduation credit may impact a student's ability to graduate high school.
- I understand the risks of failing and/or withdrawing from course(s) after the deadline and may be billed by their school district for all tuition and fees associated with those courses. A student may withdraw from a class prior to the college's withdrawal date and receive a "W" on the college transcript, which will not affect the college GPA. Students who wish to drop a class should consult with their counselor and CCP advisor first.
- I understand that students who register for more than 30 credit hours (a combination of high school & CCP) per school year will be responsible to pay for the entire course that placed him/her over the 30-hour limit per school year. The higher regular tuition rate will be charged to the student. If the student is over the 30 hours, the school must inform the student of the option to drop the course before the census date or continue with the course as a "self-pay" student at the regular tuition rate. www.ohiohighered.org/ccp
- I understand that for athletic eligibility, students MUST have passed a minimum of five (5) one credit classes (or equivalent) and have a 2.0 GPA for the preceding grading period. I must complete an OHSAA CCP Form for off-campus courses each semester.
- I acknowledge that parents should not contact non-ACHS instructors regarding student progress, attendance, assignments, etc. All communication regarding the student must be handled through the CCP Office and/or the school counselor in accordance with the Family Education Rights and Privacy Act (FERPA).
- I understand that CCP students may be in class with adults who come from a variety of backgrounds, ages, and criminal histories. Students may be required to interact with classmates on group work/projects inside and outside the classroom.
- I understand that course subject matter may include mature themes and materials and will not be modified based upon CCP student participation.
- I understand it is the student's responsibility to request necessary accommodations through the college's Office of Disability Services.
- I understand that completion of this consent form does not guarantee admission to a specific program or course. To add courses, students must meet course placement and/or prerequisites and submit a registration form.

Student Signature: _____ date: _____

Parent Signature: _____ date: _____

This permission slip must be completed and signed by the student and his or her parent or guardian in order for the student to enroll in college courses under the College Credit Plus program.

A student eligible to participate in College Credit Plus and admitted to a college or university will enroll in actual college courses, which *may* include "mature subject matter" as defined in Ohio Revised Code 3365.035.

PLEASE TYPE OR PRINT:

We _____ (Student Name) and _____ (Parent Name) hereby understand that by enrolling in College Credit Plus courses:

- Content *may* include mature subject matter that will not be modified based upon College Credit Plus enrollee participation regardless of where course instruction occurs; and
- State law requires this signed form be submitted in the student's application to the college or university following that college or university's instructions for submission of application materials.

The signatures below indicate permission is granted to participate in College Credit Plus. It is the parent's or guardian's responsibility to be aware of and monitor the student's enrollment based on information provided by the college.

Student Information – **PLEASE TYPE OR PRINT:**

Student Name: _____

Email Address: _____

Phone Number: _____

Name of High School (or homeschooled): _____

Parent Information – **PLEASE TYPE OR PRINT:**

Parent Name: _____

Email Address: _____

Phone Number: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

**RETURN THIS COMPLETED FORM TO THE COLLEGE OR UNIVERSITY TO WHICH THE STUDENT IS APPLYING.
FOLLOW THE COLLEGE OR UNIVERSITY'S INSTRUCTIONS TO SUBMIT THIS FORM.**