



## Enrollment Process Overview

Students may enter College Credit Plus (CCP) through a variety of pathways. They may self-select, be encouraged by staff because of high academic performance in a content area, or as part of a CTE course that offers college credit. Regardless of the pathway, all students should complete these steps.

All students must:

### STEP 1

Have a signed **Letter of Intent**. This form is due according to state guidelines by **April 1** of the preceding school year. Exceptions are made for students in the first year of a CTE program that offers college credit as part of the second semester curriculum. Since these students are not enrolled on the April 1 date, *Intent to Enroll* forms are accepted when the college application process begins in the fall semester.

### STEP 2

Students apply for admission to a college of choice.

### STEP 3

Student completes admission/placement testing--ACT, SAT, Accuplacer (Stark State)

### STEP 4

Student/Family review and sign forms and return to School Counselor.

### STEP 5

Student enrolls in desired course(s) once accepted in college of choice

### STEP 6

Students must provide a counselor a copy of the college schedule of courses taken.

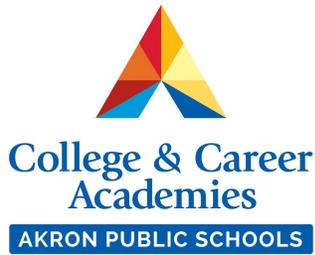
### STEP 7

Students taking courses on campus are required to sign additional forms for the college.



## Admissions Checklist for College Credit Plus

- Accuplacer or ACT Test Results
- Meet Statewide Eligibility Criteria
- Tuition Reimbursement Agreement
- APS College Credit Plus Learner Agreement
- Letter of Intent Form to Enroll (DUE BY APRIL 1)



## Applying to Colleges

### Stark State College

1. Apply at: [www.starkstate.edu/CollegeCreditPlus](http://www.starkstate.edu/CollegeCreditPlus)
2. Submit transcripts
3. Submit Next-Gen ACCUPLACER, Classic ACCUPLACER and/or ACT Scores
4. **APPLICATION DEADLINE: Summer and Fall 2020 is May 1st**
5. **APPLICATION DEADLINE: Spring 2021 is November 20th**

### ACCUPLACER INSTRUCTIONS

#### HOW TO SIGN UP FOR ACCUPLACER (STARK STATE ONLY)

1. Your counselor can have testing done at your school  
OR
2. You can contact Stark State Office of Admissions, (330) 494-6170 ext. 4228
3. Identify yourself as a Akron Public Schools student, who is interested in CCP for next year. You are not a Stark State student. Say you need to schedule ACCUPLACER.
4. Make your testing appointment.
5. The test is on a computer, so you will have instant results.

(Please Note: Students are able to take the ACCUPLACER two times to obtain the necessary score. However, if you are unable to obtain the score, you may not be eligible to participate in the CCP Program.)

#### **ACCUPLACER Resources:**

Information: <https://accuplacer.collegeboard.org/student/practice>

Practice Tests: <https://accuplacer.collegeboard.org/student/practice>

SSC testing Tips: <https://www.starkstate.edu/admissions/placementtesting/>

## Statewide Eligibility

A student is considered **Eligible for the program** if the student scores at or above the “**Assessment Threshold Score**” in at least one subtest of an approved **assessment exam\*** in the table below.

If a student does not meet the Assessment Threshold Score in at least one subtest, but has scored within the “Score Range to be Considered” (calculated as the standard error of measurement), then the student can be considered **Conditionally Eligible for the program** if he/she also as a **3.0 cumulative GPA** or receives a **recommendation from school counselor, principal, or career-technical advisor**.

Exam	Subset	Assessment Threshold Score (Eligible)	Score Range to be Considered (Conditionally Eligible)
Classic ACCUPLACER	WritePlacer	5	4
	Reading Comprehension	80	71-79
	College Level Math	55	46-54
Next-Generation ACCUPLACER	WritePlacer	5	4
	Reading	250	243-249
	Quantitative Reasoning, Algebra, & Statistics (QAS)	263	259-262
	Advanced Algebra & Functions (AAF)	263	257-262
ACT	English	18	16-17
	Reading	22	20-21
	Math	22	20-21

## The University of Akron

1. Complete an Undergraduate Admission Application
2. Submit high school transcripts
3. Print and Submit the Signature Page
4. Submit ACT or SAT scores (testing must be completed prior to the application deadlines)
5. Preferred requirements: 3.00 cumulative GPA & 21 ACT Composite or 1050 SAT Combined score in Math and Evidence-Based Reading and Writing
- 6. APPLICATION DEADLINE for the summer and fall semesters is April 15**
- 7. APPLICATION DEADLINE for the spring semester deadline is October 15**
8. All College Credit Plus students must attend a New Student Orientation.
9. During Orientation you will:
10. Complete placement testing (if needed)
11. Meet with an academic adviser
12. Register for classes
13. Receive your Zip Card (UA ID)

## Kent State University

1. Required materials (may differ by institution)
2. Meet state remediation free standards
3. CCP Application- [www.kent.edu/ccp](http://www.kent.edu/ccp)
4. ACT/SAT scores
- 5. Recommended 21+ACT or 1130 SAT**
6. Official HS transcripts
- 7. Recommended 3.0+ GPA**
8. CCP Permission Form signed by student and parent
  - a. [https://www.kent.edu/sites/default/files/file/CCP%20Permission%20Authorization%20Form\\_2.pdf](https://www.kent.edu/sites/default/files/file/CCP%20Permission%20Authorization%20Form_2.pdf)
- 9. Kent State Application Deadline for Summer – April 1st**
- 10. Kent State Application Deadline for Fall – May 1st**
- 11. Kent State Application Deadline for Spring – Oct 1st**
12. Attend Mandatory Orientation
13. Orientation for Kent Campus Online and On-campus is required regardless of location of class all new students must complete both the online orientation AND the on-campus orientation. Returning CCP students must complete online orientation and schedule an advising appointment.  
**Orientation Dates:** Summer 2020 – April 29  
Fall 2020 – Jul 27-30 & Aug. 3-5



## Tuition Reimbursement Agreement

### Notification of Responsibility to Reimburse Tuition Costs for Withdrawn Courses from:

#### Stark State College Courses:

Day	% Owed
Before the 8th calendar day	Owes 0%
on the 8th day through the 14th calendar day	Owes 50%
on the 15th calendar	Owes 100%

#### The University of Akron

Day	% Owed
on or before 14th day of semester	Owes 0%
After 14th day of semester	Owes 100%

#### Kent State University

Week	% Owed
First Week	Owes 0%
Second Week	Owes 20%
Third Week	Owes 25%
Fourth Week	Owes 40%
After the end of Fourth Week	Owes 100%

### Notification of Responsibility to Reimburse Costs for Lost, Stolen or Damaged Books:

Students are responsible for paying replacement costs for lost or stolen books. Failure to reimburse Akron Public Schools shall result in the withholding of the student's grades and credits



## Tuition Reimbursement Agreement

**Printed Student Name** \_\_\_\_\_

Students must meet with the school counselor prior to withdrawing from any college course. An Akron Public Schools "Drop Class Form" will be provided to the student to verify that all interventions were attempted to ensure passage of a course. Staff signatures are required to complete the form. In addition, all college/university policies for withdrawing from a college course will be followed with appropriate instructor and advising signatures obtained. The completion of college/university schedule change forms is required to complete the withdrawal process.

Parents and student participants shall be required to sign this tuition reimbursement agreement before enrolling in any dual enrollment course. This indicates their full knowledge of the requirements for student participation and their agreement to reimburse the Akron Public Schools for 100% of the tuition costs for any college course for which the participant fails to attain a final passing grade, as well as a percentage tuition reimbursement to the Akron Public Schools for courses from which a student participant has been withdrawn. In addition, the cost of replacing lost, stolen or damaged books is the responsibility of the student.

By signing below, parent(s) and student participants acknowledge that the consequences for failing to reimburse the Akron Public Schools shall result in the **withholding of the student's grades and credits**. Failure to return the signed tuition reimbursement contract shall result in the student being ineligible to participate in any dual enrollment program. Please notify the APS high school counselor if you have questions or concerns, or wish to voluntarily withdraw your student from the dual enrollment application process.

This signed Tuition Reimbursement Agreement must be returned to the school counselor prior to enrolling in classes. Counselors will retain original, signed Agreements.

By signing below, we, \_\_\_\_\_ (parent(s)/legal guardian(s) and \_\_\_\_\_ (student) hereby certify that we have read and fully understand this Tuition Reimbursement Agreement and agree to be bound by its reimbursement requirements as indicated. We fully understand the consequence of withholding all the student participant's grades and credits by the Akron City School District if we fail to provide such reimbursement. By signing below, we further certify that we have met all the requirements for the student's participation in a College Credit Plus (CCP) Program and have received the required counseling.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*Both parents/guardians must sign unless only one has legal custody, upon agreement with the terms and conditions in the Agreement, please submit with the appropriate CCP forms to your counselor.*



## APS College Credit Plus Learner Agreement

Student Name \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ APS Student ID: \_\_\_\_\_

**Student: Please read the following statements and initial them to indicate that you understand each policy.**

- \_\_\_\_\_ I hold primary responsibility for my success in the College Credit Plus program.
- \_\_\_\_\_ I have discussed with my counselor how College Credit Plus will impact graduation requirements, other classes I may take, and additional academic concerns.
- \_\_\_\_\_ I understand that the grade I earn from College Credit Plus will appear on my *high school* transcript and will be calculated into my *high school and college GPA*.
- \_\_\_\_\_ I understand that I may owe funds after dropping a college course after the 8th through 14th day of the semester. Withdrawals from a course after the 14th day, but before the final drop date, will result in a "W" on my college transcript, but will not affect my college GPA. Withdrawal after the final drop date will result in an "F" for that course and will affect my college GPA. Withdrawals may also affect eligibility for future financial aid.
- \_\_\_\_\_ I understand that withdrawal from a core academic or career technical College Credit Plus course could result in loss of credits and not graduating with my class.
- \_\_\_\_\_ I understand the financial consequences of not passing a College Credit Plus course.
- \_\_\_\_\_ I have discussed with my counselor and understand the status of CCP probation and CCP dismissal.
- \_\_\_\_\_ I understand that college academic honesty rules apply just as in a traditional class setting.
- \_\_\_\_\_ I am expected to allocate at least five hours per week toward working on this course.
- \_\_\_\_\_ I agree to share my college grades with my APS Supporting Teacher on a weekly basis, and to also show assignments when requested.
- \_\_\_\_\_ Athletes only: As an athlete, I have spoken with the Athletic Director and understand that I am responsible for maintaining my academic eligibility and meeting NCAA/OHSAA requirements.
- \_\_\_\_\_ Males only: I understand that according to federal law I must register for a Selective Service number 30 days before or after my 18<sup>th</sup> birthday. Failure to submit the Selective Service number to my HS counselor within the 30 day time frame, will result in a full charge from the college for tuition and fees. Website: [www.sss.gov](http://www.sss.gov)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent/guardian of the student applying for College Credit Plus, I have read and understand the preceding policies.

The signature below indicates that I agree to the policies set forth by Akron Public Schools. Parent/Guardian:

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**Counselors - Please Retain Original Signed Agreement at the High School**

### **Enrollment Checklist/After Admitted**

- Once admitted to the college or university, my family and I have reviewed and signed the CCP Learner Agreement with my school counselor. I understand how participating in CCP impacts both my high school and college transcripts. I also understand how poor performance in or withdrawal from a college course can impact my family financially and impact my future participation in CCP.
- I have scheduled the class(es) I wish to take with the college or university through a college advisor (if I am taking classes on campus) or my high school counselor/teacher.
- I have shared my college schedule with my school counselor to check for high school graduation alignments and to add to my high school schedule for dual credit.
- Prior to the beginning of the college/university term, I have checked my college email, completed any mandatory orientation, and logged into my student account to make sure my class(es) are visible and accessible online.
- I have noted key dates--first day of classes, no-fault withdrawal date, last date to withdraw, etc., on my personal calendar for my information.