

## CCP How Do I ....

<p><b>Apply for CCP?</b></p>	<p>APPLY.SINCLAIR.EDU</p> <p><a href="#">Steps to Apply for CCP @ Sinclair</a></p>
<p><b>Am I eligible for CCP? Do I need to take a placement test?</b></p>	<p>Students with an unweighted high school <b>GPA of 2.75</b> or higher are eligible for the CCP Program.</p> <p>Course eligibility is determined by the number of <b>high school level</b> Carnegie Units completed:</p> <p>See <a href="#">CCP Course Eligibility</a> for more specific information.</p> <p>If it has been determined you do need placement testing, see the link below for more information.</p> <p><a href="#">Placement Test Information</a></p>
<p><b>State Required Mature Content Questionnaire &amp; CCP Orientation</b></p>	<p>Students qualifying for CCP must complete the State Required <b>CCP Mature Content Questionnaire</b> and the Sinclair <b>CCP New Student Orientation</b>.</p> <p>Students must log into the my.sinclair portal complete both of these requirements.</p> <p>The Mature Content Questions <b>MUST</b> answered <b>BEFORE</b> students may register for courses.</p> <p>The orientation will give you all the information you need to know about CCP at Sinclair, how to register for courses, how to see an Academic Advisor at Sinclair and so much more. Links to both are below:</p> <p><a href="#">CCP MATURE CONTENT QUESTIONNAIRE</a></p> <p><a href="#">CCP NEW STUDENT ORIENTATION</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 mailed acceptance letter.</p> <p>For assistance logging in please contact the Technical Help Desk @ <b>937-512-HELP (4357)</b></p> <p>Browse <a href="#">Frequently Asked Questions</a> 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.</p> <p>You can access your email from the email tile on the Home tab of my.sinclair.</p> <p>For technical help contact the helpdesk at <b>937-512-HELP (4357)</b></p>
<p><b>Take an Online Course</b></p>	<p>You must complete this BEFORE you can register for any online course</p> <p><a href="#">How to Take an Online Course</a></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="#">Sinclair Academic Advising</a></p>
<p><b>Register for a Course?</b></p>	<p><a href="#">Registering for a Course</a></p>
<p><b>Take a FlexPace Course?</b></p>	<p>Please see the <a href="#">FlexPace website</a> for information on how to register for these courses.</p>
<p><b>Check My Registrations</b></p>	<ul style="list-style-type: none"> <li>• Check your registered courses by logging into my.sinclair.edu and going to <b>REGISTRATION tile</b>. To see your schedule, select <i>View Schedule</i> – Remember you may need to change the term if you are not looking for the term in the default view.</li> <li>• Check your eLearn course shell(s) at <a href="#">my.sinclair.edu</a> for information.</li> <li>• Check your <i>Sinclair e-mail address*</i> for your course registration email and for emails from your faculty member(s) during the first couple of days of the semester on how to get started in each class.</li> </ul>
<p><b>Why Does it Show I Owe Tuition?</b></p>	<p><b>CCP Students do not need to worry about any tuition or fee information that appears on the my.sinclair billing statement or schedule.</b></p> <p>These fees will be paid by the school district if you attend a public school. If you attend a non- public school or are homeschooled, you will receive an invoice for payment midway through the semester <b>OR</b> we will bill the state for your awarded credit hours – <b>Providing you have sent us a copy of your state Award Letter.</b></p> <p><b>CCP students will not be dropped for non-payment and do not need to worry about any amount due when viewing this area in my.sinclair.</b></p>

<p><b>Drop a Course?</b></p>	<p>Remember, CCP Students have <b>14 days starting with the first day of class</b> to drop without any record. After that you will have a W and may have to reimburse your school for the cost of the tuition.</p> <p><a href="#">Dropping a Course</a></p>
<p><b>Get Books?</b></p>	<p><b>Public/Non-Public-school students can order books beginning <b>10 days before the start of the term</b>. You cannot order books before that date.</b></p> <p><b><u>CCP STUDENTS MUST ORDER BOOKS IN THE METHOD BELOW!</u></b></p> <p><b>If you use any other method, you will not have access to your CCP book funding and will receive an error.</b></p> <ol style="list-style-type: none"> <li>1. Log into the Sinclair student portal (my.sinclair.edu)</li> <li>2. Go to the Registration tile and select <b>View Schedule</b></li> <li>3. Verify that all of your registered courses are showing in the schedule</li> <li>4. Select <b>My Booklist</b> on the left navigation pane</li> <li>5. Select the <b>Purchase Books Button</b></li> <li>6. Select the <b>REQUIRED</b> only books for each course, usually this will be Buy New       <ol style="list-style-type: none"> <li>a. Public school students cannot rent books or purchase from the eCampus Market Place.</li> </ol> </li> <li>7. Add each Required book to your cart</li> <li>8. When done adding books, select <b>Proceed to Checkout</b></li> <li>9. Add Shipping information – usually this will be your home address to have your books sent directly to your home</li> <li>10. Choose your shipping method</li> <li>11. At the Payment Method screen, check the box that says Financial Aid/Sponsor/CCP – here you should see your CCP Funding amount.       <ol style="list-style-type: none"> <li>a. If you do not have a funding amount showing, and it has been more than 48 hours since you have registered, please contact the CCP Office at <a href="mailto:ccplus@sinclair.edu">ccplus@sinclair.edu</a></li> </ol> </li> <li>12. Review your order</li> <li>13. Once everything has been reviewed and verified correct – select <b>Place Order</b></li> <li>14. After your order has been placed, you will receive a confirmation with an order number. Please save this for your records.</li> </ol> <p><b>Homeschool students are responsible for their own books and can order any time, use the Rental Book function and buy from the student marketplace.</b></p>
<p><b>Get Required Supplies for a course?</b></p>	<p>Email <a href="mailto:Campus.webstore@sinclair.edu">Campus.webstore@sinclair.edu</a> for instructions on purchasing required supplies.</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.</p> <p><a href="#">Tartan Card</a></p>
<p><b>Check My Grades</b></p>	<p><a href="#">Grade Information</a></p>
<p><b>Send a Transcript to Another College</b></p>	<p><a href="#">Send a Transcript</a></p>