

Cuyahoga Community College (Tri-C®)

College Credit Plus Admission Checklist



The College Credit Plus program allows students to enroll concurrently in middle or high school and in college courses. **All CCP students must submit an Intent to Participate Form to their middle or high school (or to the Ohio Department of Education for private schools and home schools) by the State's deadline.** Contact your middle/high school counselor for this form. Private and home school students should refer to the [Ohio Department of Education College Credit Plus website](#) for funding and important dates. All steps in the admission checklist below must be completed prior to registering for CCP courses.

1. Apply to Tri-C

- ☐ Apply for admission at www.tri-c.edu/ccpapply
 - To complete your application, you will need your social security number, personal email address, and an electronic signature by a parent/guardian.
 - You will receive an email notification with your Tri-C student ID number after your application is processed.
 - See the [application instructions](#) for assistance completing your application.

2. Send in Transcript

- ☐ Submit middle school report card or high school transcript to your campus CCP coordinator.
 - Printed and electronic transcripts accepted. See CCP coordinator contact information below.
 - Your transcript is used to determine CCP eligibility and placement. To be eligible for CCP, a student must meet one of the following conditions:
 - An unweighted, cumulative GPA of 3.0 or higher
 - A qualifying score on State-approved exam (i.e. ACT, SAT or ALEKS)
 - An unweighted, cumulative GPA of 2.75-2.99 and completion of grade 10 or higher

3. Tri-C Placement

- ☐ Once a student is considered eligible, they must be placed into college-level coursework.

For College-level English, students can be placed using GPA, state-approved exam score or Tri-C's English placement test.

For math, students can be placed using GPA, state-approved exam score or a proctored ALEKS placement test.

For detailed information on what placement method is best for you, visit tri-c.edu/ccpplacementtesting

Math placement is required only for Tri-C courses with a math prerequisite.

| ACT or SAT scores can waive a student from taking Tri-C's placement tests. | | |
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| | Math | English |
| ACT | 21+ | 18+ |
| SAT | 520+ | 480+ |

4. Admission Decision

- ☐ Your decision letter will be sent via email, with instructions on next steps.

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Logging into my Tri-C space

As soon as your application is processed, the College will generate your my Tri-C space account. Here, you will find important information regarding placement testing, accessing student email, and course planning. You can also access your student email through *my Tri-C space*. Check your email regularly for important updates.

1. Go to my.tri-c.edu
2. Click “Change Your Password” to create a password.
3. Enter your Tri-C ID (S#) and click “Continue.”
4. Enter your date of birth as your old password.
(M/D/YYYY format with no leading zeros.)
5. Create a new password. Re-enter the password.
6. Click the Change button. You will be redirected to the *my Tri-C space* login page.
7. Log in to your My Tri-C Account using your student email (S00000000@acad.tri-c.edu) and your new password.

| CCP Office Contacts | | |
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| Campus | Address | Email |
| Eastern Campus | 4250 Richmond Road Highland Hills, OH 44122 | ccpeast@tri-c.edu |
| Metropolitan Campus | 2900 Community College Ave. Cleveland, OH 44115 | ccpmetro@tri-c.edu |
| Western Campus and Brunswick University Center | 11000 Pleasant Valley Road Parma, OH 44130 | ccpwest-brunswick@tri-c.edu |
| Westshore Campus | 31001 Clemens Road Westlake, OH 44145 | ccpwestshore@tri-c.edu |