Scheduling **College Credit Plus** Classes

School Counselor

- Assists with the management of your College Course Registration
- CSCC courses offered AT Hamilton Township
- High School Transcript

College Advisor

- Assists with the management of your College Course Registration
- Courses & Degrees at CSCC
- College Transcript

Lakisha Swinton

Columbus State College Advisor

lswinton1@cscc.edu

614-287-3843

CCP classes at HTHS

- You do not have to do this process if you are taking the class **at** Hamilton Township.
- WE (the high school counselors) will register you for the course here at HT; first just be sure you have requested it and it is on your HS schedule.

Step 1- Look up courses through CSCC

Go to <u>Columbus State Online</u> to look at class descriptions & schedules

Course Descriptions

- Descriptions of all courses available in that subject.
- Lists prerequisites needed for that course.

Course Schedules

- Search by course
- Lists sections available, times, location, instruction method (web vs. in person), an davailability.

Step 1- Look up courses through CSCC

- Search for the specific course you want.
- Check times, instruction method (web vs. in person), and availability.
- Write down the section & synonym number of the section you want.

Political Science (POLS)

Course Name, Section, and Synonym Number	Course Title	Inst Meth	Days Offered	Meeting Time	Start Date End Date	Cred Hours	Bldg Room	Location	Seats Avail	Faculty
POLS-1100-001-90564 **Instant Access section Digital Ebook/materials fee included See "Affordability" at https://www.cscc.edu/services/bookstore/**	Intro American Govt	LE	MW	9:00-10:20 AM	8/26-12/14	3.00000	TL 216	Columbus	15	M Crone
POLS-1100-002-90565 **Instant Access section Digital Ebook/materials fee included See "Affordability" at https://www.cscc.edu/services/bookstore/**	Intro American Govt	LE	MW	10:30-11:50 AM	8/26-12/14	3.00000	TL 216	Columbus	8	M Crone
POLS-1100-003-90566 **Instant Access section Digital Ebook/materials fee included See "Affordability" at https://www.cscc.edu/services/bookstore/**	Intro American Govt	LE	TTh	10:30-11:50 AM	8/26-12/14	3.00000	TL 216	Columbus	13	J Kreger
POLS-1100-005-90567 **Instant Access section Digital Ebook/materials fee included See "Affordability" at https://www.cscc.edu/services/bookstore/**	Intro American Govt	LE	TTh	12:00-1:20 PM	8/26-12/14	3.00000	TL 216	Columbus	4	J Kreger
POLS-1100-901-90569 **Instant Access section Digital Ebook/materials fee included See "Affordability" at https://www.cscc.edu/services/bookstore/**	Intro American Govt	LE	TTh	9:00-10:20 AM	8/26-12/14	3.00000	MO 130	**Delaware**	16	D Garrison
POLS-1100-W01L-90570 **Web** **Instant Access section Digital Ebook/materials fee included See "Affordability" at https://www.cscc.edu/services/bookstore/**	Intro American Govt	OT		00:00-00:00	8/26-12/14	3.00000		Web	4	M Crone
		LO	T	9:00-10:20 AM	8/26-12/14			Web		
POLS-1100-W02L-90571 **Web** **Instant Access section Digital Ebook/materials fee included See "Affordability" at https://www.cscc.edu/services/bookstore/**	Intro American Govt	OT		00:00-00:00	8/26-12/14	3.00000		Web	11	J Gross
		LO	T	6:00-7:20 PM	8/26-12/14			Web		

Things to consider when choosing a section

ONLINE TECHNOLOGY ⭐

Assignments and assessments will be given online with set due dates.

ONLINE TECHNOLOGY W/ SCHEDULED ASSESSMENTS

Assignments will be given online with set due date. **Assessments will be held at scheduled times on campus.** (OA will be depicted on instruction method)

ONLINE TECHNOLOGY W/ LIVE ONLINE CLASSES

Assignments will be given online with set due date. **Assessments will be held at scheduled times on campus. Period live sessions will be required**.(OT/OA/OL will be depicted on instruction method)

Step 2- Fill out registration card

COLUMBUS STATE

COURSE REGISTRATION FORM

☐ Summer _____ ☐ Fall _____ ☐ Spring _____

Student Full Name (Print) _____ **Cougar ID#** _____

School Name: _____ **School Counselor Name:** _____

Public high/middle school counselors, please add SSID here: _____

STUDENT MUST RESPOND: Do you possess the necessary social and emotional maturity to participate in the CCP program at CSCC? Yes ☐ No ☐

STUDENT MUST RESPOND: Are you ready to accept the responsibility/independence that a college classroom (either in person or online) demands? Yes ☐ No ☐

Student's Maximum Credit Hours (To be completed by Public/Community School Representative only):

Line A: # of high school based credits taken during academic year   Line B: Multiply number from A by 3   Line C: Number from line B, subtracted from 30

(a) _____ X3 = (b) _____, then 30 − (b) _____ = (c) _____

If maximum credit hours are not listed, registration will not be completed

For homeschooled/non-public school students: DO NOT COMPLETE MAX CREDIT INFO; submit ODE award letter directly to advisor.

Class Name (i.e. ENGL xxxx)	Section # (3 digits)	Synonym # (5 digits)	Cred Hrs.	Course Title (i.e. Composition I)	Section days/times

Forms cannot be processed without section, synonym information, and max credits listed

If the student has a documented disability, it is the student's responsibility to request necessary accommodations through the college's Office of Accessibility Services (www.cscc.edu/disability). In compliance with OAC 3333-1-19, any student who was born male and turns 18 years old at any point in a semester in which they are taking College Credit Plus courses, must register for Selective Service (www.sss.gov) and provide their Selective Service number to Columbus State Community College.

Student's Name (Print) _____ Signature _____ Date _____

Parent's/Guardian's Name (Print) _____ Signature _____ Date _____

High/Middle School Representative's Name (Print) _____ Signature _____ Date _____

Bring your completed regisation card to your meeting with the counselor!

PRACTICE FILLING OUT REGISTRATION CARD

Step 3- Return your registration card

Registration Cards MUST:

- Have parent/guardian signature
- Have your COUGAR ID
- List the course name, section number, and synonym number
- Be turned in two days prior to the last day of registering for classes.
- **Can email it or drop off in guidance office**

College Credit Plus

- It is students responsibility to be aware of the **add/drop period**
- If a student drops after the allotted time frame *they could be charged for the course*
- **Students should be checking their CSCC email** & using it to communicate with the advisor and or professors

IMPORTANT DATES:

- April 21, 2025: Regisration opens for Fall 2025 Courses

QUESTIONS?