

# **MUST COMPLETE THE ENROLLMENT PROCESS BY WEDNESDAY, APRIL 1, 2026**



## **TRI-C STEP BY STEP APPLICATION**

**You will need your Social Security Number and email address in order to complete the application process.**

1. **After** you have submitted your CCP Intent form AND your CCP contract you will apply for admissions at [www.tri-c.edu/ccpapply](http://www.tri-c.edu/ccpapply)
2. Follow the steps in the Tri-C CCP Student Application Instructions manual.
3. Once you complete the online application you should receive notification from the school via email that your application is complete.
4. Once it has been reviewed by the office of admissions, you will receive additional steps that will need to be completed.
5. We will submit your transcript.
6. Your transcript is used to determine CCP eligibility and placement.

### **DETERMINING ELIGIBILITY AND TESTING**

Eligibility for College Credit Plus is dependent upon eligible test scores from a State approved exam or a cumulative, unweighted 3.0 GPA.

**As of 2/13/2022**, students in grades **11-12** with a cumulative, unweighted GPA **2.75-2.9** will be considered eligible and **WILL NEED** to take the placement test.

Students that will be in grades **11-12** during their first term of College Credit Plus enrollment with a cumulative 3.0 GPA **DO NOT NEED** to take the placement test.

Students grades **7-10** or those with less than a 3.0 GPA **will need to** take the placement test. For additional information, read more about the Tri-C English and math placement test:  
[www.tri-c.edu/college-credit-plus/college-credit-plus-placement-testing.html](http://www.tri-c.edu/college-credit-plus/college-credit-plus-placement-testing.html)

If you have an SAT score of 480 on reading/writing you have met the English eligibility requirement and will need to take the English placement test.

If you have a SAT score of 530 on math you have met the Math eligibility requirement and will need to take the Math placement test.

If you do not meet the GPA Eligibility requirement you will need to take the **ALEK math placement test** and score a 46 or higher **AND** you will need to take the **English placement test** and receive a 5 or higher.

**7. Logging into my Tri-C Space:** As soon as your application is processed, Tri-C will generate your my Tri-C space account. This is where you will find placement testing information, access to your student email and course planning. You can also access your student email through my Tri-C space. You will need to regularly check this email for important updates. You will need to link your personal email and tri-c email accounts.

- Go to [my.tri-c.edu](http://my.tri-c.edu)
- Click “Change Your Password” to create a password.
- Enter your Tri-C ID (S#) and click “Continue”
- Enter your date of birth as your old password.  
(M/D/YYYY format with no leading zeros)
- Create a new password. Re-enter the password
- Click the Change button. You will be redirected to the my Tri-C space login page
- Log in to your My Tri-C Account using your student email ([S0000@acad.tri-c.edu](mailto:S0000@acad.tri-c.edu)) and your new password

#### **COLLEGE COMPOSITION 1010 AND 1020 AT CLEVELAND HEIGHTS HIGH SCHOOL**

If you are taking College Composition 1010 and 1020 at Cleveland Heights High School and you have received your Tri-C Student ID number (S#) you have completed your part of the registration process. **We will complete the rest of the process for you.**

#### **IF YOU ARE TAKING COURSES AT TRI-C**

If you plan to take courses **out of the building at TRI-C** you will need to complete additional steps to register for your courses at the college.

Please email your school counselor with the information below to begin the authorization to attend form

- Your Tri-C Student ID Number (S#)
- Your email
- The term you plan on taking your courses
- The courses you plan on taking
- The campus location of the courses

**The Guidance team will provide TRI-C with your current transcript.**

Information for the Tri-C testing center is below:

Testing Center Information  
Eastern Campus  
4250 Richmond Road  
Highland Hills, OH 44122  
ESS 1108  
216-987-2256  
[Eastassessment@tri-c.edu](mailto:Eastassessment@tri-c.edu)

If you have any questions please contact your counselor.

**Please be aware of DEADLINES**