



College Credit Plus Steps:

1. Turn in the Intent to Participate Form and your CCP Contract **by APRIL 1st** to your CHHS counselor. AFTER APRIL 1st the district reserves the right to not accept paperwork after the deadline!
2. Contact the colleges that you are interested in and identify their admission procedures for College Credit Plus (application, mandatory college advising appointments, placement testing, GPA/test score requirements, etc.).
3. Students need to follow the application procedures which are set forth by the colleges and universities. Some require students to apply online, others require students to download the CCP Application and bring it to their CHHS Counselor for a signature. Please follow their application process and adhere to **ALL DEADLINES**.
4. Transcripts will be sent out by your Middle School or High School counselor at the request of the college/university.
5. Once admitted, students will receive an acceptance letter from the college or university with the next steps that are to be taken. The student must follow the college's instructions and identify college courses of interest. The student will seek advice from the college counselor. Schedule an appointment with your counselor to ensure that you are taking the appropriate courses.
6. Students will contact their MS or CHHS counselor to determine if those courses are appropriate. Your MS or CHHS counselor will approve the College Authorization Form with a signature. If you do not have the signature of your MS or CHHS counselor you will not be able to sign up for any courses. **Please note that for summer courses, the students MUST get the MS or CHHS Counselors signature by June 5th.** No other person at the Middle School or High School will be able to sign the forms after this date.
7. If the student decides to make any changes in course selections which were approved by the MS or CHHS counselor, the student **MUST GET A SECOND APPROVAL** from their MS or CHHS counselor. If not, this could result in the student paying for the course if it is not dropped within the 14-day start of the course.
8. **The last requirement by the Middle School and High School is that students MUST bring in a copy of their college schedule to their MS or CHHS counselor at the start of each term!**