

This document, while lengthy, provides a comprehensive overview of College Credit Plus at McNicholas High School. Please review this information in its entirety and refer back to it often as you work your way through the CCP Process from application, to registration, and grade reporting. Contact your assigned school counselor with questions.

College Credit Plus Application Process

February 1- April 1

Before you can take courses through the college

1. Apply to the college's CCP program as indicated below
 - a. To Cincinnati State for Art History, College Algebra, and Statistics offered at McNick
<https://www.cincinnati-state.edu/ccp-new-applicants/>
No SSID is needed.
Please list your assigned school counselor's name and email where indicated on the application or inform your counselor that you have applied so they know to send your transcript.
 - b. To University of Cincinnati for Early IT, Engineering, Business, and English courses offered at McNick
<https://www.uc.edu/aas/ccp/apply.html>
Your counselor will send your transcript to complete your application.
 - c. For any course offered on the college campus either online or in-person
Use links and instructions provided above for Cincinnati State or University of Cincinnati
 - d. Check your email for your acceptance letter and follow the instructions for next steps.
 - e. Dual enrollment is slightly different for Kentucky residents. See your school counselor for help with this application process.
 - f. You only apply to the college once (the first time you plan to take classes). You may apply/take classes at more than one institution.

2. Complete the State Funding Application
 - a. Ohio PARENTS will have to complete a funding application each year to receive funding from the state of Ohio so you don't have to pay out of pocket for CCP courses.
 - b. This can be done by creating an OH-ID PARENT account at
<https://ohid.ohio.gov/wps/portal/gov/ohid/login/>
 - c. Then use that OH-ID to login to the SAFE Portal for the Ohio Department of Education, and begin the CCP Funding Application in the OH|ID Portal at
<https://safe.ode.state.oh.us/portal>
 - d. The CCP Funding Application Manual can be found here if you have any questions
<https://education.ohio.gov/getattachment/Topics/Ohio-Education-Options/Private-Schools/College-Credit-Plus-for-Nonpublic-School-Families/College-Credit-Plus-Funding-Application-Manual-2026-2027.pdf.aspx?lang=en-US>
 - e. The funding application requires a college acceptance before you can finish it.
You can start the funding application, but cannot submit it until you have uploaded the college acceptance.
For subsequent years, you will receive a letter of renewed acceptance from your institution. It will be sent to the email address used at the time of application and might be titled something like Reapply for Annual CCP Funding.

- f. Each course you take will typically be worth 3-4 credit hours, so request the correct number of credit hours for funding based on the total amount of credits you will take
- g. Credit hours for embedded courses offered at McNick are:

Cincinnati State	Credits	University of Cincinnati	Credits
Art History	3	Computer Networking	3
College Algebra	4	Fundamentals of Web Development	3
Statistics	3	Computer Programming 1	3
		Systems Administration	3
		Database Management	3
		Foundations of Engineering Design & Thinking I	3
		Foundations of Engineering Design & Thinking II	3
		Intro to Marketing	3
		Intro to Microeconomics	3
		Entrepreneurship	3
		English Composition	3
		Elementary Latin 2	5

- h. Check the college's course catalog for credit hours of courses taken on campus
<https://selfservice.cincinnati-state.edu/Student/Courses>
<https://onestop.uc.edu/registration/class-offerings.html>
 - i. Funding is for the school year (summer, fall & spring semesters).
 - j. An additional application deadline of November 1 for spring funding is available for families who did not previously apply for funding.
 - k. Funding must cover the entire cost of the course or you will have to self-pay.
 - l. Kentucky families pay out of pocket for dual enrollment courses.
3. Receive Funding or Pay Out of Pocket
- a. After you complete your funding application, you will receive a letter in your OH|ID Portal by May 1 (or December 6 for spring funding) with the award details.
 - b. The funding award letter must be submitted to the college you are attending for CCP or they will bill you for your courses:
mailto:ccp@cincinnati-state.edu
Through Microsoft forms in your Bearcat portal
 - c. If you do not complete the funding application or do not receive funding from the state, you will pay out of pocket
 - i. Cincinnati State = \$41.64 per credit hour
 - ii. University of Cincinnati = \$125 per credit hour
 - iii. This is paid directly to the institution
 - iv. Tuition statements will be sent to the student's university email address and be available in their college portal.
 - d. If your online/on-campus course requires textbooks, please note:
 - i. For Cincinnati State, all textbooks are included in the course fees.
 - ii. For UC, please order textbooks through the UC bookstore/Catalyst. Directions can be found on the UC CCP website. A bill will then be sent to McNicholas.
 - iii. Textbooks for all embedded courses are provided by McNicholas.

College Credit Plus Registration Process

Once accepted to the college's CCP program
Each semester courses are taken

1. At McNick- Cincinnati State
 - a. Add the course to your high school schedule. All are semester courses.
Students taking Statistics 1 will take Intro to Statistics 1 during 1st semester.
Students taking College Algebra will take Intro to College Algebra during 1st semester.
 - b. McNick will send a list of students enrolled in each course to Cincinnati State.
 - c. Cincinnati State will register students for the college course section.
 - d. New students should watch the on-demand CCP 101 orientation video using the link sent with your decision email
<https://www.youtube.com/watch?v=mDczZHNPmZ4>

2. At McNick- University of Cincinnati
 - a. Add the course to your high school schedule.
Most UC embedded courses are semester-long except English Composition and Elementary Latin 2.
 - b. McNick will send a list of students enrolled in each course to UC.
 - c. UC will register you for the college course section.
 - d. New students should attend a virtual, self-paced orientation in Catalyst (check your "To Do" list).

3. On campus online or in person classes- Cincinnati State or University of Cincinnati
 - a. Check your college issued email for information from the college.
 - b. Follow each step in order as one step will tell you how to do the next step.
 - c. All students new to CCP must first attend a virtual orientation which will provide information about many things including course registration (see d. in each college's section above).
 - d. All students must meet with their advisor **each semester** before registering.
For Cincy State, schedule through Starfish with any CCP advisor.
For UC, schedule through Catalyst with your assigned advisor.
 - e. Students are responsible for registering for their own classes each semester online through the college's platform, at the time designated by the college.

4. Please note- UC students who have only taken embedded courses (at McNick) through UC but now intend to take courses on-campus/online will need to complete a Change of Modality Form
<https://form.jotform.com/202934570655055>

College Credit Plus Grade Reporting

At course completion for all modalities
Quarterly for courses taken at McNick

1. At McNick- Cincinnati State or University of Cincinnati
 - a. Students' grades will appear on their McNicholas High School quarter report card and be included in their quarter GPA for Honor Roll eligibility.
 - b. CCP course grades are weighted at 1.06.
 - c. Upon completion of the course, the college will record the final grade.
 - d. They will convert the numerical grade given at McNick to a letter grade based their grading scale.
 - e. Students may then request their college transcript directly from the college using their portal.

2. On campus- Cincinnati State or University of Cincinnati
 - a. Upon completion of the course, the college will provide the final course grade to McNicholas High School.
 - b. McNick counselors will convert the letter grade to the corresponding numerical grade and add it directly to the student's high school transcript.
 - c. CCP course grades are weighted at 1.06.
 - d. Since we only receive final grades from the colleges, students will not receive quarter grades for these courses; therefore, CCP courses taken on campus do not count toward Honor Roll eligibility.
 - e. Students may request their college transcript directly from the college using their portal.