SCHOOL PARTNERSHIPS
COLLEGE CREDIT PLUS

CCP How Do I?

Apply for CCP?	Apply.sinclair.edu Steps to apply for CCP at Sinclair
Am I eligible for CCP? Do I need to take a placement test?	Students with an unweighted high school GPA of 2.75 or higher are eligible for the CCP program. Course eligibility is determined by the number of high school Carnegie units completed. See CCP course eligibility for more information. If it has been determined placement testing is needed, click on the link below. Testing information
State required Mature Content questionnaire & CCP Orientation	Students qualifying for CCP must complete the State required CCP Mature Content questionnaire and the Sinclair CCP New Student Orientation. Students must log into their my.sinclair portal and complete both requirements. The Mature Content questions MUST be answered before students may register for courses. CCP Mature Content Questionnaire CCP New Student Orientation
How to log into the my.sinclair online portal	You will receive a username and initial password in your application processed email and mailed acceptance letter. For assistance logging in, please contact the Help Desk at (937) 512-4357
How to log into my.sinclair email	Your login for Office 365 is your Sinclair username followed by @my.sinclair.edu. For example: John.doe@sinclair.edu, your password is the same as your my.sinclair password. To access your email, click o the email tile on the Home tab of my.sinclair.

	For technical help, contact the Help Desk at (937) 512-4357.
Setup Person Proxy & Student Record Release (FERPA)	Person Proxy & Student Records Release
Take on online course?	You must complete this before you register for online courses: How to Succeed in eLearn
See an Academic Advisor?	Academic advisors help define educational goals and assist with course selection. To set up an appointment, please go to your my.sinclair portal.
Register for a course?	Click this link to register for a course
Take a FlexPace course?	Please visit the FlexPace website for information on how to register for these courses.
Check my registrations	To check registered courses, log into my.sinclair.edu and click o the Registration tile. To see your schedule, select View Schedule. Remember to update the term. Check your eLearn shells at my.sinclair.edu. Check your Sinclair email address for course registration and emails from faculty member (s) during the first couple of days of the semester on how to get started in each course.
Why does it show I owe a balance?	CCP students do not need to worry about any tuition or fee information that appears on the my.sinclair billing statement or schedule. These fees will be paid by the school district if you attend a public school. If you attend a non-public or are homeschooled, you will receive an invoice for payment midway through the semester or the CCP office will bill the state for awarded credit hours – providing you have sent us a copy of your state Award Letter. CCP students will not be dropped for non-payment and do not need to worry about any amount due when viewing this area in my.sinclair.
Drop a course?	CCP students have 14 days starting with the first day of class to drop without record. After

	that, you will receive a W and may have to reimburse your school the cost of tuition. How to drop a course
Get books?	Public/Non-Public school students can order books beginning 10 days before the start of the term. You cannot order books before that date. CCP students must order books using the steps below: 1. Log into the Sinclair portal (my.sinclair.edu) 2. Go to the Registration tile and select View Schedule 3. Verify all registered courses are showing in the schedule 4. Select My Booklist on the left navigation pane 5. Select the Purchase Books Button 6. Select the required only books for each course, usually this will be **Buy New** 7. Add each Required book to the cart 8. After adding books, select Proceed to Checkout 9. Add shipping information – usually this will be your home address 10. Choose shipping method 11. At the Payment Method screen, check the box that says Financial Aid/Sponsor/CCP – this is where you will see CCP Funding amount. 12. Review order 13. Once everything has been reviewed and verified – select Place Order 14. After order is placed, you will receive a confirmation with an order number, please save this for your records. Homeschool students are responsible for their own books and can order any time, use the Rental Book function to buy from the student Market Place.
Get required supplies for a course?	Email campus.webstore@sinclair.edu for instructions on purchasing supplies.
Get a Tartan ID?	You can get a Tartan ID card by bringing a copy of your Sinclair schedule to the office of

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	Registration and Student Records at any campus.
Check my grades?	How to check grades
Send a transcript to another college?	How to send a transcript

College Credit Plus | Building 6, Room 120 | 937-512-5188 | ccplus@sinclair.edu | www.sinclair.edu/ccp

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