



SPRING SEMESTER

STEPS TO COMPLETE BY
NOVEMBER 1ST

1

Complete SPRING INTENT FORM*

*Current CCP students can skip this step.
Visit our CCP WEBSITE to complete the online form.



2

Apply for CCP Admission

Complete the online CCP application using the website of the college you want to attend. Students who are already admitted can skip this step.



3

Meet with a College Advisor

After you're admitted, contact the Advising Office at the college to schedule a meeting to discuss courses. Check your college email or visit the college's CCP website for contact info.



4

Register for Spring Courses

After you've met with your College Advisor, register for your spring courses and show proof of registration to your Unit Counselor at CHS.



5

Check your email, get your books (in December)

CHECK YOUR COLLEGE EMAIL OFTEN!!!

In December: get the books you need for your course(s). Check the IMC at CHS to see if they have a hard copy. Order from the college bookstore if not, or if you need an ebook.



NOTES

- Credit hour limit within the CCP program is 30 per school year and 120 total of all school years in CCP, including high school credit. The formula to calculate credit hours is: add up high school credits for the school year and multiply by 3, then add the amount of credit hours each CCP course is worth.
- Only courses for which students pass and earn credit will be covered financially. Centerville City Schools will seek reimbursement from the student/family for course withdrawals after the college's 100% refund date or failed courses.
- Students must be taking 5 high school courses (or the equivalent) each semester. CCP courses worth 3 credit hours or more count as 2 credits for this calculation. If you're an athlete, double check OHSA's eligibility requirements or see our Athletic Director.
- Before dropping a CCP course, meet with your Unit Counselor to see how this might impact graduation requirements, athletic eligibility, full-time student status, or your CHS schedule. Students who drop a course after the college's tuition refund deadline will be responsible for the cost of tuition, books, and fees for the course.
- Visit the [CCP Website](#) for more information

