

CCP CHECK SHEET – STUDENTS TAKING CCP COURSES AT A LOCAL COLLEGE/UNIVERSITY OR ONLINE

This sheet serves as a tool to assist you in the process of becoming a CCP student for the 2019-2020 school year. Please be certain that all steps are completed in order to ensure your participation in the CCP program. Keep in mind that completing CCP application steps can take multiple days. If you need help in completing any forms, please see your School Counselor as soon as possible.

STUDENT CHECK:

___ **1. INTENT FORM:** Complete the “Intent to Participate” Google Form by **April 1st, 2019**. This form can be found online at:

<http://fhs.fcs.org/ccp.htm>

- If you did not attend the CCP Informational Meeting on Jan. 29th, 2019, **BE SURE TO REVIEW THE ENTIRE PRESENTATION WITH A PARENT BEFORE FILLING OUT THE INTENT FORM.**

___ **2. APPLY:** Complete the college/university College Credit Plus application(s).

- Instruction sheets for completing the college/university application for Bowling Green State University, University of Findlay, Owens Community College, Rhodes State College, and Tiffin University are provided on the FHS CCP website at: <http://fhs.fcs.org/ccp.htm>. Reference these for more detailed steps, including if you are a returning CCP student.

___ **3. TRANSCRIPT:** Use Parchment to request your HS transcript be sent to each college/university that you are applying.

- i. Go to the FHS homepage and click on “transcripts/records.”
- ii. Select “New Learner” (if you have previously set up an account, do not set up another as this will delay the processing of your request).
- iii. Proceed through all of the necessary steps. Tips: you will typically want to waive rights – last year attended will be the year you will graduate high school – use an email account you will have access to after graduation.
- iv. You will be emailed a confirmation code. Enter the confirmation code.
- v. Order your transcript to be sent to the appropriate college/university.

___ **4. TESTING/SCORES:** Please review the **CCP Score Eligibility** chart to determine your eligibility for the CCP program.

- Students must meet a minimum of one of these scores to be eligible to participate in CCP courses. In addition, certain courses may have course-specific testing requirements. *You will not be permitted to take a class for which you have not met the pre-requisites.*
- ACT/SAT scores are displayed on your HS transcript. Requesting your HS transcript to be sent to the college will also send any ACT/SAT scores that are displayed on your transcript.
- If you need to take the ACCUPLACER, you will need to set up an appointment to test with the college/university you are going to attend. If you already have ACCUPLACER scores, you will need to contact the college/university that you tested with and request them to be sent to any other college/university needed.

___ **5. ADVISING MEETING:** You must set-up a meeting with the college/university that you wish to attend about your schedule for next year. Keep in mind the 30 credit hour limit, athletic/extra-curricular eligibility, and your remaining graduation requirements.

___ **6. SCHEDULE:** Turn in a copy of your CCP schedule as soon as you have scheduled CCP courses. Your School Counselor needs a copy of your CCP schedule to ensure you earn HS credit for the course(s) and to track your progress toward graduation.

___ **7. TEXTBOOKS:** Once you have turned in a copy of your CCP schedule to your School Counselor, Mrs. Brasfield in the FHS library will work toward obtaining your textbook(s). She will utilize the contact information you provided on your CCP Intent Form to contact you with further instruction regarding the pick-up of your textbooks.

- Please note that in some instances, you may be directed by Mrs. Brasfield to pick-up your textbook(s) from the college/university bookstore. In this case, you will charge the textbook to “FCS CCP”.