

**CCP CHECK SHEET – STUDENTS TAKING CCP COURSES AT FINDLAY HIGH SCHOOL**

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.

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**STUDENT CHECK:**

- \_\_\_\_\_ **1. INTENT FORM:** Complete the “Intent to Participate” Google Form by **April 1<sup>st</sup>, 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. 29<sup>th</sup>, 2019, **BE SURE TO REVIEW THE ENTIRE PRESENTATION WITH A PARENT BEFORE FILLING OUT THE INTENT FORM.**
- \_\_\_\_\_ **2. COURSE REQUEST:** Request desired CCP course during registration with School Counselors in early February.
- \_\_\_\_\_ **3. APPLY:** Complete the college/university College Credit Plus application(s). You will need to apply to each college/university that you intend to take a course through. Please reference the **CCP Graduation Crosswalk** sheet if you need help determining which college/university to apply.
- 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.
- \_\_\_\_\_ **4. 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.
- \_\_\_\_\_ **5. 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.
  - Rhodes State College will be at FHS to administer the ACCUPLACER test to any student that has requested a Rhodes State CCP course for the 2019-2020 school year and still needs to test. 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.