



Applying Instructions for 2019-2020 College Credit Plus Program UNIVERSITY OF FINDLAY PROCEDURES

NEW University of Findlay Students

- Complete the “Intent to Participate” Google form prior to **April 1st, 2019**.
 - (This form can be found online at: <http://fhs.fcs.org/ccp.htm>)
- Apply to University of Findlay. **Applications are due by June 1st, 2019**.
 - Visit: www.findlay.edu
 - Scroll down to the bottom of the page and click on the green “Apply” icon.
 - Click on “Undergraduate Student Applications”
 - Click on “Fall 2019” in the “College Credit Plus (CCP)” row.
 - Create an account. Do not use your Findlay High School email address, as there have been problems in the past with FHS & UF emails going to each other’s spam.
 - After receiving the verification email, log into your account and complete your application.
 - Make sure to hit **SUBMIT** at the end.

If you have any trouble completing the application or receiving the verification email, please contact the College Credit Plus office at the University of Findlay: (419)-434-4738

RETURNING University of Findlay Students

- Complete the “Intent to Participate” Google form prior to **April 1st, 2019**.
 - (This form can be found online at: <http://fhs.fcs.org/ccp.htm>)
- If you have been enrolled as a University of Findlay CCP student previously, you do not need to reapply. Instead, you will need to complete the University of Findlay CCP Readmit Form. You can find this form on the FHS CCP website.
- Submit your University of Findlay CCP Readmit Form to the College Credit Plus office:
 - Electronic: email a copy of the completed form to Rebecca Hillman at hillman@findlay.edu
 - Physical: either mail or drop the form off to the College Credit Plus office located at:
College Credit Plus Office (Attn: Rebecca Hillman)
950 N. Main St.
Findlay, OH 45840

Request Your Transcript / Schedule Testing

- Regardless of whether you are a new or returning University of Findlay CCP student, you will need to request a copy of your HS transcript be sent to the University of Findlay. **Transcripts and test scores are due by June 1st, 2019**.
 - Transcripts should be requested via Parchment and sent directly to:
 - Rebecca Hillman, Coordinator of College Credit Plus, hillman@findlay.edu
 - If you need to test, contact the UF College Credit Plus office at (419)-434-4738 to schedule an appointment. Testing must be completed by June 1st. After testing, please submit a copy of your test scores to your School Counselor.
 - Once UF has received your application (or readmit form) and transcript, you will receive an acceptance letter. If you are planning on taking courses AT the University of Findlay, you will also receive notification as to when you can register for your courses. To do so, you will need to schedule an appointment with the College Credit Plus office at (419)-434-4738.
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Contact University of Findlay:

Rebecca Hillman
Coordinator of College Credit Plus
419-434-4738
hillman@findlay.edu