



Checklist for College Credit Plus (CCP)

Please note that in order to participate in CCP you must first watch an [informational video presentation](#), complete a [State Letter of Intent](#), and [Columbus City Schools District Information Form](#). If you have not completed this step by April 1st, and November 1, for the spring semester courses (ONLY) please see your school counselor for a waiver.

☐	Talk to your school counselor • Choose a college to enroll at for CCP • Discuss what course(s) would be appropriate to take
☐	Fill out CCP Application and complete essay • CCP applications are online on the college's website • - Write the essay in advance and copy/paste to application
☐	Turn in supporting documents • Student Questionnaire • Permission Slip • Recommendation Form/Letter (if requested) • High School Transcript (sent by the counselor) • Other documents as requested by college
☐	Follow college's guidelines for assessments • Send any ACT/SAT/Accuplacer scores that you already have (if desired) • Schedule assessments to be taken on your own time either in person or online
☐	Notify your school counselor once you have been admitted • Forward copy of packet/email

☐	Determine what courses you will take • Students must start with Level I courses for their first 15 credits. See examples on the college's website. ○ Exceptions may be made for students to continue with courses in the same subject, test directly into a Level II course, or have earned the required scores on AP/IB course exams
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	• Once students have completed their first 15 credits, they can move on to Level II courses. See examples on the college's website. • Verify courses with school counselor prior to enrollment.
☐	Set up your account/email with the college • Once admitted, you are now considered enrolled at the college and all communication will be sent to your college email address or put in the college portal. It is important that you activate your accounts immediately.
☐	Schedule any necessary orientations or meetings with the college academic advisor. This is how scheduling will occur.

Visit the Higher Education Partnerships website at <https://www.ccsch.us/Page/6430> for more information.