

# Checklist for Participation

- \_\_\_\_\_ **STEP 1\***: Attend the College Credit Plus Meeting with a parent/guardian.
- \_\_\_\_\_ **STEP 2\***: Submit an Intent to Participate Form to your high school counselor. **Deadline: April 1**
- \_\_\_\_\_ **STEP 3**: Complete a CCP Application for Admission and request a transcript be sent.
- \_\_\_\_\_ **STEP 4**: Take any necessary qualifying tests. Examples could be the COMPASS, ACCUPLACER, or the ACT/SAT.
- \_\_\_\_\_ **STEP 5**: Complete any necessary Advising Workshops, Readiness Assessments, and/or Orientations that may be required by the institution of higher education. **THIS IS THE SOLE RESPONSIBILITY OF THE STUDENT.**
- \_\_\_\_\_ **STEP 6\***: Register for Classes. Review the course listings and meet with your CCP advisor. Once you have decided what classes you would like to take, meet with your high school counselor to make sure you are meeting necessary graduation requirements. Complete a registration form.
- NOTE:** It is the student's responsibility to select courses to take prior to meeting with the high school counselor. Questions regarding courses are to be directed to the student's college advisor. Any course taken for graduation credit must be pre-approved before a student can enroll into it.
- \_\_\_\_\_ **STEP 7\***: Turn in a copy of your CCP schedule to the SHS counseling office and finalize your SHS schedule if necessary.
- \_\_\_\_\_ **STEP 8\***: Once you have submitted your registration & schedule, log on to any necessary online accounts through the institution of higher learning. Check school email if applicable. Make arrangements to pick up textbooks, if necessary.

**\*Steps noted with an asterisk are requirements for returning CCP students.  
All steps are required for first-time CCP participants.**

**CCP SCHEDULES SHOULD BE FINALIZED FOR SUMMER TERM AND/OR FALL TERM BY JUNE 1.**

The guidance office is closed over the summer.

**DISCLAIMER:** It is the student's responsibility to learn the proper procedure for College Credit Plus participation at the desired institution of higher education and to meet all deadlines. Failure to complete any step above by the required deadline will result in a student's ineligibility to participate in College Credit Plus.

# College Credit Plus Counseling Form

1. The program is open to incoming grades 7 through 12 who meet eligibility requirements. *Students must fill out new enrollment forms each year they wish to participate by the appropriate deadlines.*
2. A student must notify the school counseling department in writing via the **Intent Form** by April 1<sup>st</sup> of the current school year, if he/she intends to participate during the next school year.
3. A student must meet all deadlines for qualification set forth by the high school and the institution of higher education in order to participate in College Credit Plus.
4. A student accepted by an eligible higher education institution may enroll in any non-religious course. The student must meet the college's specific entrance requirements. Once accepted, the student must maintain the minimum G.P.A set by that institution in order to continue participation in the program.
5. If the student chooses to take the course work for both high school and public institution college credit, the cost of tuition and books required for the class will not be the student or parents' responsibility. Please note that the student may be required to pay for any special equipment or materials required for the class. Students that enroll in a private institution of higher education may incur costs associated with tuition, books, and fees that will be sole responsibility of the student and/or parents.
6. The student may attend an eligible higher education institution either full or part time. It is the student's responsibility to consult with the high school counselor regarding class schedules and the fulfillment of high school graduation requirements and athletic eligibility.
7. Students cannot enroll in more than 30 college credit hours per academic year and not more than 120 college credit hours in grades 7 through 12. There is a limit to the number of college courses a student can enroll in while taking traditional classes at the high school. Students cannot exceed full-time status. Full time status is calculated as follows:
  - Determine the number of high school classes enrolled
  - Multiply that number by 3
  - Subtract that number by 30
  - That number is the total number of college credits that CCP student may earn that academic year.
8. The high school credits received for the college courses will be granted using the formula: 1 college credit hour = 1/3 Carnegie unit of high school credit, 2 college credit hours = 2/3 Carnegie unit of high school credit, 3 or more college credit hours= 1 Carnegie unit of high school credit.
9. The grades earned at the higher education institution will be averaged into the student's grade point average at the high school. This could affect the student's class rank, eligibility for honors, recognition and/or scholarships. College Credit Plus grades will also be used to determine honor roll eligibility when available (2<sup>nd</sup> and 4<sup>th</sup> nine weeks).
10. **If a student fails to complete a College Credit Plus course because the student drops the course or fails to attend, all expenses become the responsibility of the student/parent. It is the student's responsibility to know the college's deadlines for dropping courses without penalty. Also, if a student fails a course, all expenses become the responsibility of the student/parent.**
11. **Students that exceed the full time credit limit will be charged by the higher education institution for the credit hours exceeding the maximum required.**
12. The student will receive college credit from the institution attended. When applying to colleges during his/her senior year, it is the student's responsibility to request a college transcript be sent from the higher education institution and pay any processing charges for this.
13. The student may be reimbursed for transportation if he/she meets guidelines established by the State Board of Education. Please inquire for more information.
14. A student participating in College Credit Plus should request, from the appropriate college personnel, information regarding college counseling and support services, such as the availability of tutors.
15. College Credit Plus has both benefits and risks. All students who meet the requirements may not be ready for the academic and social challenges of a college environment. Please consider all factors when making your decision.