

Steps to College Credit Plus (CCP) Participation at Northmont

1. **Complete and submit the Intent to Participate Google Form and CCP Checklist by April 1.** The Northmont Intent to Participate becomes available on the Counseling Center website each January. It includes an informational presentation that must be viewed and the CCP checklist that must be signed and returned to the NHS Counseling Center by April 1. The Intent and Checklist **must be completed each year** to be eligible to take CCP classes the following school year.
2. **Apply to the appropriate college(s) as a CCP student.** If taking classes through Sinclair Community college, please visit apply.sinclair.edu to complete your application. If taking classes through Edison State, visit edisonohio.edu/CollegeCreditPlus/ and click “Apply Now” to complete your application. Step-by-step application instructions are available on each college’s CCP homepage. If a student plans to take CCP courses through another college or university, it is necessary to apply to that school directly as a prospective CCP student and pay close attention to institution deadlines. ****Students returning to the same college to continue taking CCP classes do not need to reapply but do need to complete the Intent each year. ****
3. Carefully **read admissions email notifications from the appropriate school(s)** and follow any “next steps” in a timely manner.
4. **Complete required placement testing.** Only students who place “college-ready” are eligible to take courses in the CCP program. This is a necessary and mandatory step to become eligible for CCP participation. ACT/SAT scores can qualify students for CCP participation, but students must provide those score reports directly to the college.
5. **If taking unrestricted CCP courses outside of Northmont High School, students must schedule those courses on their own, meeting the college’s course registration deadline.** It is HIGHLY RECOMMENDED that students work with school counselors and academic advisors prior to scheduling to ensure that courses taken meet graduation requirements and do not conflict with courses taken at Northmont.
6. If taking unrestricted CCP courses outside of Northmont, **submit a copy of your CCP schedule to your school counselor each term!**