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For additional information, please contact Dr. Debra Clark at <u>debra.clark@uc.edu</u>

INTRODUCTION

Recently passed into law by the Ohio General Assembly, **College Credit Plus (CCP)** replaces Post-Secondary Enrollment Options (PSEO) as Ohio's official dual credit program – a program that enables _college ready_ students in grades 7-12 to take college courses for which they may earn both high school and college credit.
https://www.ohiohighered.org/ccp

> _Effective dual credit systems have been linked to positive student impacts at both secondary and postsecondary levels. In addition, these programs have the capacity to create systemic collaboration which will be necessary in order for Ohio to meet its college- and career-ready, and postsecondary completion goals. These programs also have the added benefit of creating a reliable and seamless bridge for students to transition from high school into postsecondary endeavors._ ~ Chancellor John Carey, Ohio Department of Higher Education

CCP Objectives

1.) to bolster college readiness
2.) to increase college persistence and completion
3.) to decrease the time needed to earn a college degree
4.) to decrease the overall cost of a college degree.

What is the key difference between CCP and other advanced standing programs?
Transcripted Credit. Unlike advanced placement, international baccalaureate and 'articulated' coursework, classes completed under the auspices of College Credit Plus are immediately recorded on an official college transcript. No intermediary steps are required.

> **All classes completed under the auspices of UC Clermont's CCP program are recorded immediately and permanently on a _University of Cincinnati_ transcript!**

CCP Delivery Options

	courses taught at the college campus by college faculty	_courses taught at the high school by college faculty_	_Courses taught at the high school by high school faculty_
UC Clermont	**x**	**x** (rarely offered)	**x**

For additional information about the CCP options available at UC, please contact:
Clermont: debra.clark@uc.edu **_Blue Ash_**: cindy.jones@uc.edu **_Uptown_**: beth.fisher@uc.edu

CCP participants and stakeholders must follow the programmatic guidelines developed by the Ohio Department of Higher Education. A few of these guidelines are detailed below.

Information and Counseling

- High schools must provide information about CCP to their students in grades six, seven, eight, nine, ten, and eleven. This information must include a detailed overview of the benefits and risks associated with CCP.

- By **April 1**, students must inform their high school of their intention to participate in CCP. Students may change their minds at any time.

> *Both public and nonpublic secondary schools must permit eligible students to participate in the College Credit Plus program.*

Enrollment Options

Students participating in CCP may pursue one of two enrollment options:

CCP Option A	CCP Option B
Eligible students enroll in college courses for either college credit only or high school and college credit.*	Eligible students enroll in college courses for both college and high school credit.*
Students pay for all of the costs associated with their college enrollment, including tuition/fees, books, and supplies.	The school district pays for the cost of tuition and textbooks. The college pays for the cost of approved supplies.

*Students must make this determination at the time of enrollment not after.

> **CCP students may take classes from multiple colleges concurrently.**

Non-Public School Participation (Homeschool and Private High Schools)

Homeschoolers and students from non-public high schools may participate in CCP. However, funding and credit hours could be limited.

For additional information, please visit the Ohio Department of Higher Education's website and read the FAQ section for ***Homeschool & Nonpublic High School Students/Parents*** https://www.ohiohighered.org/ccp/faqs#b

Important Deadlines
Important admission and funding deadlines are provided on page 16 of this handbook.

Credit Hour Equivalencies

According to CCP guidelines, a college course transcripting three (3) or more semester hours must count as one full Carnegie unit of credit at the high school. A college course transcripting less than three (3) semester hours must count as a proportional fraction of a Carnegie unit.

3+ Semester Hours (1 college course) = **1 Carnegie Unit** (1 year of the subject at high school)

Credit Hour Maximums

CCP participants may take up to **30 college credit hours per academic year** for a maximum of 120 credit hours over the equivalent of four academic years.

As the following table indicates, the number of semester hours per year a student may take at UC Clermont is a direct function of the number of Carnegie units (CUs) a student plans to take at the high school.

# of Carnegie Units a student plans to take at the high school per academic year	# of semester hours a student may take at UC Clermont per academic year
0	30
1	27
2	24
3	21
4	18
5	15
6	12
7	9
8	6
9	3
10	0

Warning: It's academically risky to pursue any of the Carnegie Unit / semester hour combinations noted in the 'gray zone'. Before doing so, students should meet with their high school guidance counselor.

Grade 'Weighting' (school district)

If a school district awards 'weighted' grades to students taking honors or advanced placement courses, it must do the same for students taking college courses under the auspices of CCP.

> *The policy for the awarding of grades and the calculation of class standing for CCP courses…shall not disadvantage students who choose to participate in CCP rather than other advanced standing programs, including advanced placement and international baccalaureate.* ~Ohio Department of Higher Education

'If / Then' scenarios: https://www.ohiohighered.org/ccp/faqs#c

End-of-Course Exams (high school)

Grades earned at the college-level for American History, American Government, Biology and Physical Science classes will substitute for end-of-course exams. For more information, students should contact their high school guidance counselor.
CCP Course Substitution Crosswalk (refer to pages 10 -11)

BENEFITS and RISKS

The College Credit Plus (CCP) program offers many academic and financial benefits as well as risks. A few of these benefits and risks are listed below.

► Risks

▪Students could experience a degree of academic difficulty that exceeds the level to which they are accustomed at their middle or high schools. They may also experience 'mature' classroom discussions and topics that some might consider inappropriate for students under the age of 18.

▪Students could earn grades for their college coursework that negatively impact both their college and high school *grade point averages.*

▪Students who withdraw from or fail college classes could be required to reimburse their high schools for the cost of these classes, to include textbooks.

University of Cincinnati:

UC Grades	Academic Consequences	Financial Consequences
F ('failure')	Yes	Yes
NP ('not proficient')	No	Yes
W ('withdrawal')	No	Yes
UW ('unofficial withdrawal')	Yes	Yes

► Benefits

▪Students can take classes at the college that are not offered at their high school.

▪Students can 'survey' a variety of college disciplines before they must make a final decision about pursuing either a college education or a particular college major.

▪Students can take college classes for which they will receive both high school and college credit. The latter should help students reduce the time needed to complete their eventual college degree.

▪Students can take college classes without paying for any of the costs associated with these classes. This benefit should help students reduce the overall cost of their eventual college degree.

> *Ohio students participating in dual credit programs graduate from high school at higher rates, persist through postsecondary education at higher rates and in less time, and maintain above average grades.* ~Chancellor's Report *College Credit Plus*

In addition to the guidelines established by the Ohio Department of Higher Education, CCP participants must also satisfy the academic and admission requirements established by UC Clermont College.

ACADEMIC REQUIREMENTS

At UC Clermont, CCP participants must meet the following academic requirements:

Matriculation Requirements	**CCP students must enroll at UC Clermont as non-matriculated HIGH SCHOOL students.** If students wish to attend UC Clermont after they graduate from high school, they must complete UC Clermont's 'college' admission and matriculation process.
Learning Requirements	**CCP students must assume responsibility for their own learning.** If students experience academic difficulty, they must proactively seek assistance from both their instructors and the UCC Learning Center. They should also discuss the situation with their high school guidance counselor.
Attendance Requirements	**CCP students must follow the attendance policies established by the instructors for the courses in which they enroll**. Note: Students must attend their UC Clermont classes even when these classes conflict with high school breaks, holidays, and extracurricular activities.
Course Requirements	Typically, CCP students may register for 1000 and 2000 level courses for which they have satisfied all **pre-requisites**. However, UC Clermont reserves the right to limit the number and type of courses available to CCP students.
GPA Requirements	**CCP students must maintain BOTH a semester and cumulative GPA of at least 2.00 (on a 4.00 scale) for EACH semester they are enrolled at UC Clermont.** Failure to do so may result in their dismissal from CCP.
'Student Conduct' Requirements	**CCP students must comport themselves according to the guidelines established by UC Clermont's *Student Code of Conduct*.** CCP students who violate these guidelines are subject to the same disciplinary actions as any other UC Clermont student. http://www.uc.edu/conduct/Code_of_Conduct.html
High School Graduation Requirements	**CCP students are responsible for both knowing and meeting their high school graduation requirements.** Toward this end, students must meet regularly with their high school guidance counselor.

SELECTING CLASSES

For CCP students, the course selection process is a function of both the classes required by their secondary schools for high school graduation and the classes required by the University of Cincinnati for the major they plan to pursue after high school graduation. Students must work with their guidance counselor to determine the former and refer to the appropriate UC curriculum guide to determine the latter.

> ***The random completion of college courses does NOT a degree make.***
> To earn a college degree, students must complete the specific courses
> required for a particular major (refer to information on curriculum guides).

Curriculum Guides

Curriculum guides list all of the classes that a student must take in order to complete a particular major at the University of Cincinnati.

UC Clermont College (UCC)

To obtain curriculum guides for the majors offered at **UC Clermont**, please do the following:
1.)   Go to www.ucclermont.edu
2.)   Click *"Academics"* (banner at the top of the page).
3.)   Select *"Majors & Programs"* (left-hand sidebar)*.*
4.)   Choose a major(s) from the alphabetical list and click the "program" name. You'll be directed to an overview page that will include program details and a curriculum guide.

'Undecided' CCP students typically use the **Liberal Arts** (LART) curriculum guide as their primary touchstone for selecting classes ('Year 1' classes -- page 8)

At UC, the regional campuses confer all **associate degrees**. If CCP students want to earn such a degree, they must follow one of the curriculum guides identified in step #4 above. Reminder**:** At UC Clermont, CCP students must graduate from high school before they may earn an associate's degree.

All colleges at the University of Cincinnati (UC)

To obtain curriculum guides for majors offered by **all UC campuses**, please do the following:
1.)   Go to www.uc.edu
2.)   Click "Menu" (upper left-hand corner)
3.)   Select *"Academics"* (banner at top of page)
4.)   Scroll down to "Turbo-charged" and then click *"Undergrad Programs"*
5.)   Search by "*General Interest."* Relative to the latter, click a category and then select a major. Note: The overview page for each major includes a link to the major's curriculum guide.

> **As a UC Clermont CCP student, you must take ALL of your classes at UC Clermont, including your online classes. If you have any questions, please contact Dr. Clark.**

One Stop Center: *View Class Offerings*

Both current and prospective CCP students can view UC Clermont's class offerings at **One Stop**: http://onestop.uc.edu/classes/ViewClassOfferings.html

Current CCP students can also view class offerings via **Catalyst**: https://Catalyst.uc.edu.

LIBERAL ARTS Curriculum Guide (Year 1)   SAMPLE

Fall Semester: *15-17 credit hours*

ENGL1001: English Composition, EC (3)

INTR1010:   Introduction to the Liberal Arts (3)

_____ Any Statistics or college-level math, QR (3)

_____ History, HP (3)

_____ Foreign Language, DC (3 – 5)

Spring Semester: *15-17 credit hours*

_____ Any QR, QR (3)

_____ Historical Perspective, HP (3)

_____ Foreign Language, DC (3 – 5)

_____ Any "HU" or "FA", HU, FA (3)

_____ Elective (3)

KEY ──────

DC Diversity & Culture

EC English Composition

FA Fine Arts

HP Historical Perspectives

HU Humanities & Literature

NS Natural Sciences

QR Quantitative Reasoning

SE Social & Ethical Issues

SS Social Sciences

BIOLOGY Curriculum Guide (Year 1)   SAMPLE

Fall Semester: *16 credit hours*

BIOL1081: Biology I: Molecules, Cells, and the Foundation of Life, NS (3)

BIOL1081L: Biology I Laboratory, NS (1)

CHEM1040: General Chemistry I, NS (4)

CHEM1040L: General Chemistry Laboratory I, NS (1)

STAT1034: Elementary Statistics I, QR (3)

ENGL1001: English Composition, EC (3)

INTRxxxx: INTR 1020 Intro Science Professions (1)

Spring Semester: *15 credit hours*

BIOL1082: Biology II: Evolution, Physiology, and Ecology, NS (3)

BIOL1082L: Biology II Laboratory, NS (1)

CHEM1041: General Chemistry II, NS (4)

CHEM1041L: General Chemistry Laboratory II, NS (1)

MATH1044: Applied Calculus I, QR (3)

_____ Humanities elective, HU (3)

Course Options

UC Clermont offers hundreds of courses each academic year. The following is a list of the courses that seem to be of particular interest to CCP students.

English Composition

English 1001 and 2089 are the only courses required for ALL majors at UC.

►**ENGL 1001** <u>English Composition</u> -- a 1st first year foundations course
►**ENGL 2089** <u>Intermediate Composition</u> – a 2nd year capstone course (pre-req: 30 sem hrs) ⟸

CCP students may NOT take remedial composition courses, e.g., ENGL 0097, 0099 or 1000.

Foreign Language

UCC offers the following foreign language courses: American Sign Language, French, German, Russian, and Spanish. Students may take these courses in either an extended or basic format:

►**extended**: 3 semester hours per course: 12 semester hours total (preferred by most students)
►**basic**: 5 semester hours per course: 10 semester hours total **(intense)**

Mathematics & Science

The Math and Science courses that students take at UC Clermont are a function of both their Math placement results and their intended college major. For specifics, students should refer to the curriculum guide for the major they plan to pursue on the college level.

Personal Finance

The following courses should satisfy the personal finance requirement at the high school. Before registering for one of these courses, however, students should discuss this option with their high school guidance counselor.

FIN 2081 *Personal Finance* and/or **FIN 2071** *Stock Markets and Investments*

Political Science (American Government)

The following course should satisfy the American Government requirement at the high school. Before registering for this course, however, students should discuss this option with their high school guidance counselor.

POL 1010 *Introduction to American Politics*

As a UC Clermont CCP student, you must take ALL of your classes at UC Clermont, including your <u>online</u> classes. If you have any questions, please contact Dr. Clark.

ACADEMIC ADVISING

High School
For advising related to high school policies and procedures, to include high school graduation requirements, CCP students must contact their high school guidance counselor.

College
For advising related to college policies and procedures, to include the course requirements for particular college majors, CCP students should contact Dr. Debra Clark at debra.clark@uc.edu

High School Graduation: COURSE SUBSTITUTION CROSSWALK

This information includes general guidelines about college courses that can be substitutions for high school requirements. The list does not include all possible examples of courses. All course substitutions must be nonremedial and nonreligious. Students must earn passing grades in the courses. The required credits noted within this document are the minimum required for high school graduation. Some school districts might have additional credit requirements for graduation. This document describes College Credit Plus as one option for satisfying high school graduation requirements; refer to other Ohio Department of Education guidance for other options (e.g., credit flex, physical education waiver).
– ODHE *Policies & Procedures Handbook* … https://www.ohiohighered.org/ccp/resources

High School Requirement	College Credit Plus (CCP) Example Course Substitutions	Other Information
English language arts (4 high school credits)	Courses in literature, composition, journalism, speech, applied communication	Students may use English language arts CCP/Advanced Placement (AP)/International Baccalaureate (IB) courses to satisfy the curriculum requirements but schools must administer the end of course (EOC) tests to students to earn graduation points and to satisfy testing requirements of state and federal law.
Health (1/2 high school credit)	Any health courses	
Mathematics (4 high school credits)	Any math courses	Students must earn one unit of algebra II or the equivalent of algebra II. Students may use math CCP/AP/IB courses to satisfy the curriculum requirements but schools must administer the EOC tests (in algebra I or integrated math I and geometry or integrated math II) to students to earn graduation points and to satisfy testing requirements of state and federal law.
Physical Education (1/2 high school credit)	Courses in which the main concentration is participation in physical activity, fitness, and/or exercise.	
Science (3 high school credits)	Any science courses	Students must earn: 1) one unit of physical sciences, 2) one unit of life sciences and 3) one unit of advanced* study in one or more of the following sciences: • chemistry, physics or other physical science; • advanced biology or other life science; • astronomy, physical geology or other earth or space science (*Note: A CCP science course does satisfy the advanced study requirement.) Schools must administer the biology EOC test to all students in order to satisfy federal testing requirements. CCP students may use their course grades and AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher.

High School Requirement	College Credit Plus (CCP) Example Course Substitutions	Other Information
Social studies (3 high school credits)	Courses in social science, humanities, psychology, western civilization, political science American History substitutions must include the study of history of the Americas or western civilization (i.e., must include U.S. History). American Government substitutions must include the study of the American political system.	For the classes of 2018 and 2019, students must earn credits in American history and American government (one-half credit each). Students completing CCP courses in American History or American Government will not need to sit for the EOC tests in the subject area and may earn graduation points based on the letter grade in the course. For the class of 2021, students must earn one-half credit in world history and civilizations (in addition to American history and American government). World History substitutions must be history courses that include the study of multiple civilizations outside the U.S. with an element of historical examination. Human geography, world issues, world history and other world studies courses may meet the requirement.
Electives (5 high school credits)	Various courses will satisfy elective requirements Foreign language: Any foreign language course (including American Sign Language) Fine Arts: Courses in drama/theater, dance, visual art, or music	Students must earn credit in one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required. Students must complete at least two semesters of fine arts taken at any time in grades 7 through 12.
Financial literacy	Various economics, financial, social science, or humanities courses which include the concepts of economics and financial literacy	All students must receive instruction in economics and financial literacy during grades 9-12. Districts must verify that students have received these concepts in a specific course or the district may provide the concepts in an alternative format.
Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)	CPR/AED courses	Schools must provide training for students in CPR and AED beginning in 2017-2018.

Guidelines for Athletic Eligibility:
Please refer to the link provided here: https://www.ohiohighered.org/ccp/resources

Courses that CCP students may NOT take on the college-level:

► Study abroad courses.
► Courses with fees that exceed the maximum amount established by the Chancellor.
► Physical education courses.
► Remedial and (sectarian) religion courses.
► Courses that provide P/F or S/U grades only. Exceptions: Internships or 1st year academic/career success courses.

ADMISSION

Application Deadlines:

►**Summer Semester 2018**	May 1, 2018
►**Fall Semester 2018**	May 1, 2018
►**Spring Semester 2019**	November 1, 2018
►**Non-Public / Homeschool** (state-funding)	April 1, 2018

'ON-CAMPUS' CCP (includes both 'in person' and 'online' courses)

To participate in UC Clermont's 'on campus' CCP program, interested students must submit an online CCP application and the requisite ACT or SAT test scores (see below).

1) high school juniors may take a free ACT test at their high school, and 2) economically disadvantaged students may request an ACT/SAT fee waiver from their HS guidance counselor.

Admission Requirements	
Policy:	*Required Test Scores:*
►Applicants must earn the requisite ACT/SAT sub scores in both English and Math. OR	▪**English sub score** ACT: 18+ SAT: 480+
►Applicants must earn the requisite sub scores in either English or Math and possess a *cumulative* GPA of 3.00 on a 4.00 scale.	▪**Mathematics sub score** ACT: 22+ SAT: 530+

*The minimum test scores identified above are for **CCP admission purposes only**. Students must still satisfy the testing **pre-requisites** for each course in which they wish to enroll – many of which are MUCH higher than those required for CCP admission.*

'ON-CAMPUS' and 'IN HIGH SCHOOL' CCP

To participate in both UC Clermont's 'on campus' and 'in high school' CCP programs, interested students must satisfy the admission requirements for the 'on campus' program (see above).

'IN HIGH SCHOOL' CCP

To participate in UC Clermont's 'in high school' CCP program, interested students must submit an online CCP application. They must also work with their guidance counselors to take the required tests (at the high school) and register for the appropriate course(s).

Tests (scores)	▪ **Accuplacer Reading**: 250 (SEM range 243 - 249)* ▪ **UC's Math Placement Test (MPT):** varies by course
	Note: Comparable ACT/SAT scores may be submitted in lieu of both the Accuplacer and Math Placement Tests.
High Schools	During the 2018-2019 academic year, UC Clermont is offering college classes at the following high schools: *Anderson ▪ Batavia ▪ Bethel ▪ CNE ▪ Georgetown ▪ Goshen ▪ Grant CC ▪ Madeira ▪ Mariemont ▪ New Richmond ▪ Reading ▪ Turpin ▪ West Clermont ▪ Western Brown ▪ Williamsburg*

ADMISSION TIMELINES: Summer Semester 2018

Only qualified 'on campus' CCP students may take classes during the summer.

January - April	Attend a *CCP Information Session* hosted by your high school.
by April 1	Submit an *'Intent to Participate'* form to your high school guidance counselor. If you don't submit this form by April 1, you won't be able to participate in either our 'on campus' or 'in high school' programs for the 2018-2019 academic year (Summer, Fall and Spring Semesters).
by May 1	Submit an online CCP application. Make certain that you access the application via UC Clermont's portal: *Breadcrumbs:* Go to the UC Clermont website at www.ucclermont.edu → click *Admissions* (red 'band' under UCC header) → select *College Credit Plus* (left-hand sidebar) → click *Online Application* (left-hand sidebar under CCP) **Instructions:** • As your circumstances dictate, submit either a 'new' or a 'returning' CCP application. Follow the directions provided here (or via breadcrumbs): UC Clermont's online application page • For helpful hints, please read pages 17 – 21 at the end of this Handbook. • After submitting your application, "Check Your Status" regularly. Fyi, until your application is 'complete', you will receive 'auto' emails letting you know that we're still missing 'materials' (test scores or transcripts).
in Feb or Mar	Take the required 'readiness' and 'placement' tests. Important: Take your ACT/SAT test no later than March. UC must receive your scores from the testing service by April 30.
beginning Apr 1 *(and on a rolling basis thereafter…)*	You will receive either an acceptance or a denial letter via your online Slate account. "Check Your Status" regularly.
April - May	Complete a mandatory CCP 'orientation' either in person or via emailed information.

Summer Classes: Given both the early start date *(May 7)* and the accelerated pace of most summer classes, this option is **appropriate for current CCP students only.**
Note: *Classes completed during the summer count toward the CCP maximum of 30 sem hrs.*

ADMISSION TIMELINES: Fall Semester 2018

January - April	Attend a *CCP Information Session* hosted by your high school.
by April 1	Submit an *'Intent to Participate'* form to your high school guidance counselor. If you don't submit this form by April 1, you won't be able to participate in either our 'on campus' or 'in high school' programs during the 2018-2019 academic year (Summer, Fall and Spring semesters).
by May 1	Submit an online CCP application. Make certain that you access the application via UC Clermont's portal: *Breadcrumbs:* Go to the UC Clermont website at www.ucclermont.edu → click *Admissions* (red 'band' under UCC header) → select *College Credit Plus* (left-hand sidebar) → click *Online Application* (left-hand sidebar under CCP) **Instructions:** • As your circumstances dictate, submit either a **'new'** or a **'returning'** CCP application. Follow the directions provided here (or via 'breadcrumbs'): UC Clermont's online application page • For helpful hints, please read pages 17 – 21 at the end of this *Handbook*. • After submitting your application, "Check Your Status" regularly. Fyi, until your application is 'complete', you will receive 'auto' emails letting you know that we're still missing 'materials' (test scores or transcripts).
in April and May	Take the required 'readiness' and 'placement' tests. • *'on campus' applicants***:** Take your ACT/SAT test no later than April. ► UC must receive your scores from the testing service by May 31. • *'in high school' applicants***:** Follow the testing instructions provided by your high school guidance counselor.
beginning **May 1** *(and on a rolling basis thereafter…)*	You will receive either an acceptance or a denial letter via your online Slate account. "Check Your Status" regularly. • **'in high school'** admission decisions are often made during the <u>scheduling</u> process in May or August.
May - July	Complete a mandatory CCP 'orientation'. • *'on campus' students* must attend an 'in person' orientation at UCC. Note: A week or so **after** your acceptance, you will receive a mailing with information about UCC's <u>registration</u> and <u>orientation</u> process. • *'in high school' students* must review 'orientation' information provided by their (Slate) acceptance letter and their high school guidance counselors.

ADMISSION TIMELINES: Spring Semester 2019

January - April	Attend a *CCP Information Session* hosted by your high school.
by April 1	Submit an *'Intent to Participate'* form to your high school guidance counselor. If you don't submit this form by April 1, you won't be able to participate in either our 'on campus' or 'in high school' programs during the 2018-2019 academic year (Summer, Fall and Spring semesters).
by Nov 1	Submit an online CCP application. Make certain that you access the application via UC Clermont's portal: *Breadcrumbs:* Go to the UC Clermont website at www.ucclermont.edu → click *Admissions* (red 'band' under UCC header) → select *College Credit Plus* (left-hand sidebar) → click *Online Application* (left-hand sidebar under CCP) **Instructions:** • As your circumstances dictate, submit either a **'new'** or a **'returning'** CCP application. Follow the directions provided here (or via 'breadcrumbs'): UC Clermont's online application page • For helpful hints, please read pages 17 – 21 at the end of this *Handbook*. • After submitting your application, "Check Your Status" regularly. Fyi, until your application is 'complete', you will receive 'auto' emails letting you know that we're still missing 'materials' (test scores or transcripts).
in Sept - Nov	Take the required 'readiness' and 'placement' tests. • *'on campus' applicants***:** Take your ACT/SAT test no later than Oct. ► UC must receive your scores from the testing service by Oct 31. • *'in high school' applicants***:** Follow the testing instructions provided by your high school guidance counselor.
beginning **Nov 1** *(and on a rolling basis thereafter…)*	You will receive either an acceptance or a denial letter via your online Slate account. "Check Your Status" regularly. • **'in high school'** admission decisions are often made during the scheduling process in December or January.
Nov - Dec	Complete a mandatory CCP 'orientation'. • *'on campus' students* must attend an 'in person' orientation at UCC. Note: A week or so **after** your acceptance, you will receive a mailing with information about UCC's registration and orientation process. • *'in high school' students* must review 'orientation' information provided by their (Slate) acceptance letter and their high school guidance counselors.

IMPORTANT DATES:	HOMESCHOOL and NON-PUBLIC SCHOOL APPLICANTS
before February 15th	Attend a CCP Information session at your high school
by **April 1st**	Submit an *'Intent To Participate'* form to the state. Ohio Department of Higher Education
by **April 13th**	Submit your **funding application** to the state. Follow the instructions provided here: https://www.ohiohighered.org/ccp/faqs#b
Summer Semester	
by **April 1st**	Submit an online application and high school/college transcripts. ▪ *High School transcripts***:** Must be uploaded by your guidance counselor. ▪ *College transcripts* (if applicable): Must be sent directly to UC from the college.
	By **April 1**, UC must receive your ACT or SAT scores -- these scores must be sent directly to UC from the testing service.
Fall Semester	
by **April 1st**	Submit your online application and high school/college transcripts. ▪ *High School transcripts***:** Must be uploaded by your guidance counselor. ▪ *College transcripts* (if applicable): Must be sent directly to UC from the college.
	By **April 1**, UC must receive your ACT or SAT test scores -- these scores must be sent directly to UC from the testing service.
Spring Semester	
by **November 1st** *If you didn't receive funding in May, you must self-pay.*	Submit your online application and high school/college transcripts. ▪ *High School transcripts***:** Must be uploaded by your guidance counselor. ▪ *College transcripts* (if applicable): Must be sent directly to UC from the college.
	By **November 1,** UC must receive your ACT or SAT test scores -- these scores must be sent directly to UC from the testing service.

Summer Classes: Given both the early start date *(May 7)* and the accelerated pace of most summer classes, this option is **appropriate for current CCP students only.**
Note: *Classes completed during the summer count toward the CCP maximum of 30 hours.*

ONLINE CCP APPLICATION: Helpful Hints

CCP APPLICATION FOR NEW STUDENTS

If you have NOT taken an 'on campus' or 'in high school' class previously as a CCP student at UC Clermont, UC Blue Ash or UC Uptown, you must submit a CCP application for 'new' students.

Instructions:

- Choose *College Credit Plus* as your application.
- Provide an email address that you can check easily for a <u>temporary PIN</u> that will be auto-emailed to you. Note: The security protocols at some high schools are blocking this email. You may need to complete your application at home.
- Do NOT submit a *CCP Authorization Form*. This form is required for UC Blue Ash and UC Uptown only. As long as you've submitted an <u>*Intent to Participate Form*</u> to your high school (or ODHE), you're 'authorized' to participate in UC Clermont's CCP program.
- After submitting your application, "Check Your Status" regularly.

Helpful Hint #1: **Access the application via UC Clermont's portal.**

Breadcrumbs:

Go to the UC Clermont website at www.ucclermont.edu → click *Admissions* (red 'band' under UCC header) → select *College Credit Plus* (left-hand sidebar) → click *Online Application* (left-hand sidebar under CCP)

Direct Link:

UC Clermont's Application Page

Helpful Hint #2: **Choose the application for 'First-time users' and follow the prompts.**

Which app should I choose?

If you're applying to Cincinnati as a first year student at a regional campus or a transfer student at any campus, choose "Application".

If you're currently an Ohio student in grades 6-11 and interested in taking courses through College Credit Plus, either at your school or at a UC campus, choose "College Credit Plus".

Returning users: **First-time users:**

Log in to continue an application.   **Create an account** to start a new application.

> **Click "Create an account" and then click "Start New Application"**

Start New Application

College Credit Plus is only for Ohio students who have not yet graduated high school. Please visit the Ohio College Credit Plus website for more information.

Most students should just choose "Application", for the year in which you intend to begin at UC.

First choose the year in which you'd like to begin, then the application type.

Select an application type:

`2018 ▼` ⟵

`_____ ▼` ⟵

> **Select the year (2018 or 2019) and then the application type: "2018 CCP" or "2019 CCP" … Click "Create Application."**

Create Application   **Cancel**

Helpful Hint #3: Skip the entire "CCP Authorization" section and click continue.

CCP Authorization

All applicants are required to upload a completed and signed CCP Authorization Form with their application. You can download the form here.

Signatures from the student, parent/guardian, and school counselor are required. Applications will not be processed if any signatures are missing.

You may also upload your completed Authorization Form on your student portal after submitting your application.

Your application is not complete until the Authorization Form is completed and submitted.

Note: The CCP Authorization form is **required** for UC Blue Ash and UC Uptown CCP applicants. It is **optional** for UC Clermont CCP applicants.

Authorization Form Upload
Signatures from the student, parent/guardian, and school counselor are required. Applications will not be processed if any signatures are missing.

Browse... No file selected.

Upload

Continue

Helpful Hint #4: Read the "*CCP Bursar Agreement*" and type your name in the 'Signature' box.

Helpful Hint #5: Provide your electronic 'signature' and click confirm.

By providing my electronic signature below, I certify that to the best of my knowledge the information given in this application and accompanying materials is true. Also, by signing I am acknowledging the above materials to be true.

As an accommodation for a documented disability, the University may be willing to accept appropriate course substitutions in lieu of the required courses for admission. For more information, you may contact the Office of Admissions at (513) 556-1100.

In place of your signature, please type your full legal name:

Confirm

Helpful Hint #6: Remember to submit your application!

Continue to check your application status to complete any missing requirements. You may check your status by clicking here.

Please check the email you provided on the application for important notifications.

Once your application is submitted, completed, and reviewed you will receive a decision notice electronically on the email listed on your application.

Click the submit button below before exiting this application.
~~As an administrator, you may bypass application warnings and submit the application in an incomplete state.~~

Submit Application   Save for Later

ONLINE CCP APPLICATION: Helpful Hints

CCP APPLICATION FOR RETURNING STUDENTS

To activate your CCP account for the 2018-2019 academic year, you must complete an online application for 'returning' students. Note: This is less an application than a means of verifying and updating information that you provided last year.

Helpful Hint #1: **Access the application via UC Clermont's portal.**

Breadcrumbs:
Go to the UC Clermont website at www.ucclermont.edu → click *Admissions* (red 'band' under UCC header) → select *College Credit Plus* (left-hand sidebar) → click *Online Application* (left-hand sidebar under CCP)
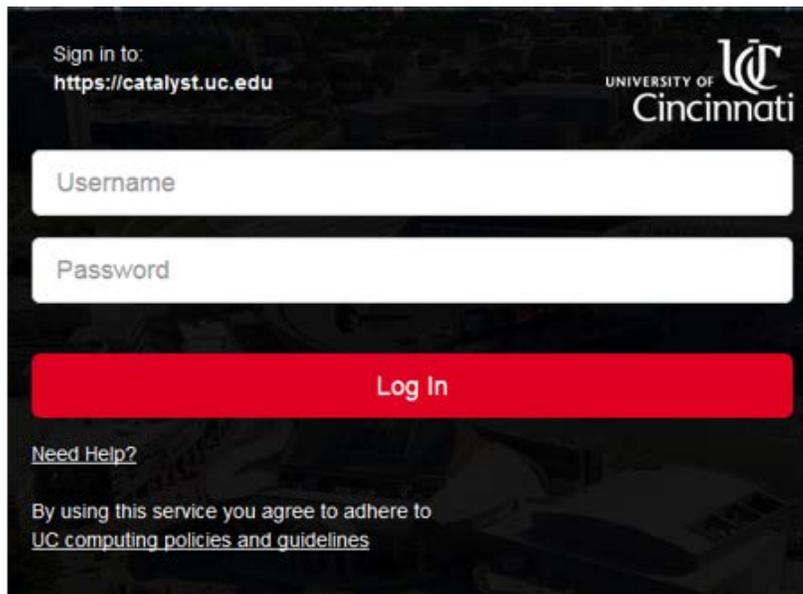
Direct Link:
UC Clermont's Application Page

Instructions:
If you've taken an 'on campus' or 'in high school' class previously as a CCP student at UC Clermont, UC Blue Ash or UC Uptown, apply as a 'returning' student.
- Login using your UC/Catalyst *username* and *password.*
- After submitting your application, "Check Your Status" regularly.

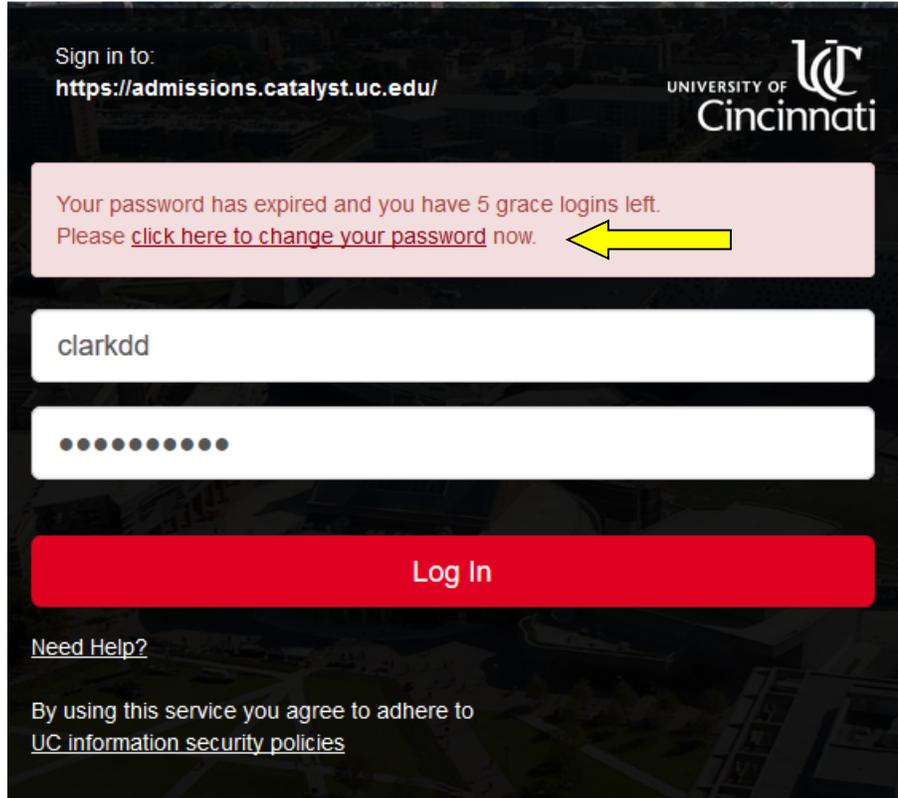**1) Log in with your UC/Catalyst username and password**

If you receive an immediate **error message**, please email Robin at robin.hamrick@uc.edu.

►If you're a returning **'on campus' student** and can't remember your username and/or Password, click Need Help? – the following options will appear:

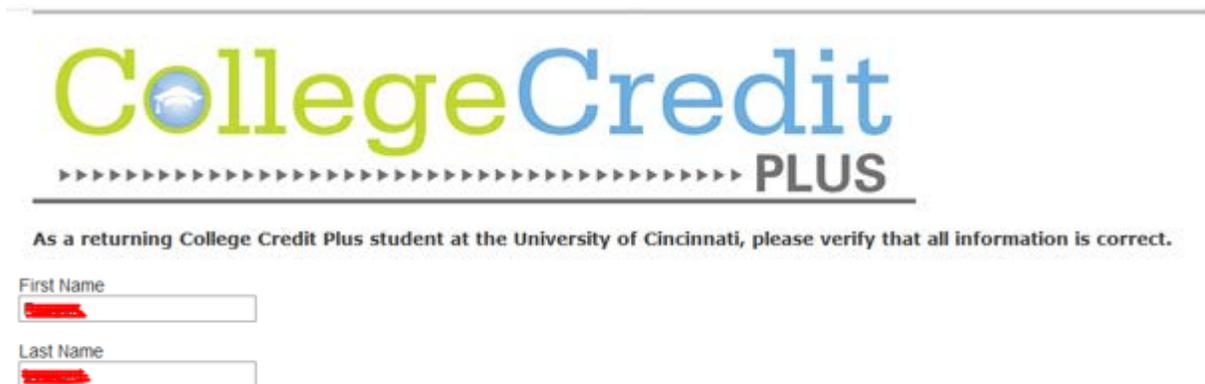►If you're a returning **'in high school' CCP student**, do the following: 1) ask your guidance counselor for your username, and 2) use the default password – Uc!mmddyyyy ('mmddyyyy' refers to your full date of birth). Click "Log In" and the system will immediately prompt you to change your password.

The next screens will ask you to 'update your profile' (when finished click "update") and 'confirm your profile data' (when finished click "confirm"). After you receive the "success" message, click "continue" and you'll be directed to the "Change Password" page. Read the instructions carefully and create your new password.

2. You may now return to the Catalyst login page, enter your new password and click 'log in'. You'll be directed immediately to the 'returning' student application:

As a returning College Credit Plus student at the University of Cincinnati, please verify that all information is correct.

First Name

Last Name

Helpful Hint #2: **Review the pre-populated information. Correct or update as needed.**

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At which campus do you wish to study?

Select One:
○ UC Blue Ash
○ UC Clermont
○ Uptown (main)

Which of these best describes you?

Select One:
○ I plan to take CCP course(s) offered at my high school only
○ I plan to take CCP course(s) at the college campus (or online with UC faculty) only
○ I plan to take CCP course(s) at my high school and at the college campus (or online with UC faculty)

What term will you start taking classes?

Select One:
○ 2018 Fall
○ 2018 Summer

Have you taken the ACT or SAT?

Select One:
○ Yes
○ No

PROMISE TO PAY EDUCATIONAL COSTS

I understand that when I register for any class at the University of Cincinnati or receive any service from University of Cincinnati I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which University of Cincinnati is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by University of Cincinnati are a necessity, and I am contractually obligated pursuant to the "doctrine of necessaries."

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at http://www.uc.edu/bursar/refunds/tuition_refunds.html. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

PRIVACY RIGHTS & RESPONSIBILITIES

I understand that the University of Cincinnati is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits the University of Cincinnati from releasing any information from my education record without my permission. Therefore, I understand that if I want the University of Cincinnati to share information from my education record with someone else, I must provide permission by following the procedure outlined at https://catalyst.uc.edu. I further understand that I may revoke my permission at any time as instructed in the same procedure.

I acknowledge that I have read and understand the statement above:
○ Yes

Signature:
[_____]   **'Sign' by typing your complete first and last name.**

Date
[__ ⌄] [__ ⌄] [__ ⌄]

[Submit] [Cancel]   **Click 'Submit.'**

FERPA (The Family Educational Rights and Privacy Act of 1974) is the law that governs the release of and access to a student's educational records.

Under this law, privacy rights transfer from the parents to the student once the student reaches 18 years of age **or** enrolls in an institution of higher learning. Either way, the parents become "a 3rd party" and must receive the student's prior written and signed consent to access the student's records.

Set Up Parent/Guest Access

Students are now able to delegate parent or guest access to their student account information in Catalyst!

Delegate Parent/Guest Access to:

- Student's Personal Information
- To Do List Items (Checklist)
- Grades
- View Account Activity
- View Account Summary
- View Bill
- View Charges/Make a Payment

- View Payment History
- Review Financial Aid Awards
- View Pending Financial Aid
- View 1098T
- View Service Holds
- View Schedule
- *Coming soon: View Grades*

More information and instructional videos are provided here:
http://onestop.uc.edu/delegated_access.html