2020–2021 Coordinator Application Checklist

**STEP ONE: Review College Credit Plus Opportunities**
- Review the CCP information on the Ohio Department of Higher Education, Ohio Department of Education, and YSU websites.
- Know what courses are being offered in your district.
- Be aware of how your students can benefit from courses taken on campus or online.

- Check student eligibility requirements ([www.ysu.edu/ccp](http://www.ysu.edu/ccp)).
- Set a due date (prior to your scheduled YSU CCP Application Day) to collect the Financial Responsibility/Parental Consent Form and Campus Education Plan.
- Assure all forms are ready to be collected at your application day.
- Determine your textbook policy and financial policy for recouping lost funds due to late withdrawals or failures.

**STEP THREE: Inform Students & Parents by February 1**
- Inform students of the opportunity to participate in CCP via your website, letter home, school handbook, student assembly and/or information session by February 1.
- Notice includes (but is not limited to) the following:
  - No cost to students enrolled in public colleges or universities (private school students apply for funds from the Ohio Department of Education)
  - Criteria for student participation (including ACT and GPA)
  - Student participation options
  - List of courses offered at the high school
  - April 1 deadline for students to indicate intent to participate
  - The designated contact in your district
- Schedule and host an Information Session prior to February 15
  - Reserve your date early and have alternative dates available!

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STEP FOUR: Pre-Qualify Students

Provide counseling session with students/parents that includes the following:

- Complete the Campus Education Plan if the student plans to enroll on campus or in online courses
- Program Eligibility
- Process for granting academic credits
- Potential financial responsibility, including limited funding for private school students
- Criteria for transportation aid
- Available high school support services
- Scheduling
- Benefits and potential consequences of participating including:
  - Failing a course and the impact on HS graduation
  - How the college grade is calculated into the HS GPA
  - Time and money saved
  - CCP Probation and Dismissal Policy
- Academic and social responsibilities of students and parents
- College support services available to students
- Provide a copy of the Ohio Department of Higher Education’s College Credit Plus information
- Course options (high school based, campus, and online)

Eligibility Testing

- Students who do not have a qualifying ACT score for admission to CCP at YSU may take Accuplacer Eligibility Testing (English, Reading, Math) to try to obtain a qualifying score. Students must call the CCP Office at 330-941-2447 to express interest in taking the Accuplacer Eligibility test and will then be provided the next steps on how to sign up with the Testing Center. The Accuplacer test is the only free assessment test offered by YSU.
- Deadline to complete 2020-2021 YSU CCP Accuplacer Eligibility Testing: March 6, 2020

STEP FIVE: Schedule YSU CCP Application Day

- Schedule a time in computer lab for a YSU CCP staff member to take your students through the application process. This increases accuracy and decreases student mistakes.
  - Schedule two sessions on the same day – one for NEW and one for CONTINUING students
  - Continuing students who are completing or have completed at least one YSU course will complete the continuing student form, NOT the new student application.
  - New students will need their SSN in order to apply; continuing students must have YSU ID#, user name and password. This is extremely important. Students will not be able to complete the process without them.

STEP SIX: Gather Supporting Documentation – Review Forms & Attach Official Transcript with Test Scores

- Make sure the Financial Responsibility/Parental Consent form is filled out with either black or blue ink.
- Attach the CCP Campus Education Plan (for students taking classes on campus or online).
- Generate and attach an official transcript that is signed, has a seal, and lists GPA, ACT scores, SSID/UIN and passage of any State of Ohio graduation assessments.
- Include the letter of recommendation if student is applying under the conditional admissions.
- Give all completed forms and documents to YSU CCP staff upon arrival for YSU CCP Application Day at your school. All forms, transcripts and test scores will be collected at the application day.

- YSU CCP staff will send a roster of students who applied, courses selected, and additional materials needed (example: February ACT scores) within a week of receiving paperwork.
  - Once the list is finalized, YSU processes approved students and begins the appeal process as necessary.
- YSU CCP staff will notify you and will also notify the student if they need to complete placement testing after they receive an acceptance letter.
  - Students can schedule placement testing at www.ysu.edu/testing
- Deadline to have placement testing completed:
  - April 17, 2020: For all students for Summer 2020 classes
  - June 26, 2020: For all new and continuing CCP students for Fall 2020 and or Spring 2021

STEP SEVEN: Review YSU HS Based Course Roster

- YSU CCP staff will send an unofficial course roster of approved students for high-school based courses to check for accuracy.
- Preliminary Roster is sent the first week of June for fall and spring terms.
  - If supporting documentation is not received by the appropriate application deadline, there is no guarantee of a roster sent by the first week of June.
- Review the roster and report any additions/deletions/changes to YSU CCP staff.
  - Beginning in August, if you (or the student) are changing the original registration for:
    - High School Based Courses: The CCP Change of Registration Form must be completed.
    - Campus Courses: The student must first meet with their advisor prior to changing his/her registration in Banner.
  - Only students who qualify for high school based courses they selected will be listed on rosters.
  - Students who do not attend orientation or advisement will be withdrawn.

Questions?
Please contact the CCP Office at 330-941-2447 or ccp@ysu.edu