



# Change of Registration Procedure 2024-2025

If you need to withdraw from or add a CCP course, you **MUST** contact your school CCP Coordinator!

**This form is to withdraw from the CCP program or change registration for courses offered only in high school. If you are registered for campus or online courses, we encourage you to see your YSU advisor before you change your registration.**

## CLASS REGISTRATION CHANGES (HIGH SCHOOL-BASED):

Youngstown State University will not process registration changes received after the deadlines below. Your high school may have **earlier deadlines**. If so, the student must complete the process by the high school's deadline. The high school CCP Coordinator has this information.

Change of Registration Requested	If your high school started on or before August 27:		If your high school started on or after August 28:	
	Fall	Spring	Fall	Spring
Last day to add a class	9/4/2024	1/20/2025	9/10/2024	1/20/2025
Last day to withdraw from a class and not owe tuition (aka 100% refund date; class will not show on your transcript)	9/9/2024	1/27/2025	9/16/2024	1/27/2025
Last day to withdraw from a class and receive a W (class will show on your transcript but will not affect your GPA)	10/28/2024	3/19/2025	10/28/2024	3/19/2025

*After the specified term date, there is no option to withdraw. The student will receive a grade (A-F) for the course. Withdrawal from the college class does not withdraw the student from the high school class. See your school CCP coordinator about changing your high school schedule.*

This decision to add or withdraw from a course should be given heavy consideration. Once the student has withdrawn, they cannot be readmitted to the college class for that term.

### Some items to consider:

- If the student is planning on taking a sequence of classes, withdrawal from the first course will prevent registration for the second. For example: Chemistry 1515: General Chem 1 is the prerequisite for Chemistry 1516: General Chem 2.
- Many students fear that if they do not receive an "A" in a course, they will be penalized by the college or university they plan to attend. Please keep in mind that for many institutions other than YSU, the grade point average does not transfer – just the credit does. The student will start off with a new GPA at their college/university. Students should contact their prospective institutions and ask what their policy is for transfer credit. Specific questions to ask include: How does credit transfer in? What information do you need from my previous school in order to evaluate the credit? Does the GPA transfer? What is the minimum grade required to receive possible transfer credit?
- The course is designed to be challenging – after all it is a college class. If a student feels unable to complete the class, they should talk to their instructor immediately to explore options and clarify expectations.
- If you have additional questions, please contact the CCP office at 330-941-2447 or [ccp@ysu.edu](mailto:ccp@ysu.edu).

**Completed change of registration forms should be emailed to [ccp@ysu.edu](mailto:ccp@ysu.edu) or faxed to 330-941-2446**



**YOUNGSTOWN  
STATE  
UNIVERSITY**

## YSU College Credit Plus: Change of Registration Form 2024-25

In order to **CHANGE YOUR CCP HIGH SCHOOL-BASED COURSE REGISTRATION OR WITHDRAW from the CCP program**, you must complete and return this form. Please note: this form is not complete without all signatures and must be received by the appropriate deadline – **no exceptions!**

**Student First and Last Name (please print):** \_\_\_\_\_

**Y#:** Y00 **High School:** \_\_\_\_\_

- I want to **withdraw my application** to the CCP program at YSU.  
 I want to **change my course registration** for high school-based CCP courses as indicated below.

Tell us why you are withdrawing: \_\_\_\_\_

<i>For Fall, I want to</i> <small>(check box)...</small>		<i>For Spring, I want to</i> <small>(check box)...</small>		<b>COURSE/CREDIT HOURS</b>
<b>ADD</b> this course!	<b>WITHDRAW</b> from this course!	<b>ADD</b> this course!	<b>WITHDRAW</b> from this course!	
				<b>Art 1501: Foundation of 2D Design (3 c.h.)</b> Art 1521: Foundation Drawing (3 c.h.)
				<b>Biology 1551/L: Anatomy and Physiology w/Lab (4 c.h.)</b> Biology 1552/L: Anatomy and Physiology w/Lab (4 c.h.)
				<b>Biology 2601/L: Gen Bio 1 with Lab (4 c.h.)</b> Biology 2602/L: Gen Bio 2 with Lab (4 c.h.)
				<b>Career Development 1520: Exploring Careers (1 c.h.)</b> Chemistry 1515/L: Gen Chem 1 with Lab (4 c.h.)
				<b>Chemistry 1516/L: Gen Chem 2 with Lab 4 c.h.)</b> Communication Studies 1545: Foundations (3 c.h.)
				<b>Criminal Justice 1500: Intro to Criminal Justice (3 c.h.)</b> Economics 1505: Intro to Personal Finance (3 c.h.)
				<b>Economics 2610: Microeconomics: (3 c.h.)</b> Economics 2630: Macroeconomics: (3 c.h.)
				<b>English 1550: Writing 1 (3 c.h.)</b> English 1551: Writing 2 (3 c.h.)
				<b>English 2618: American Lit &amp; Diversity (3 c.h.)</b> English 2665: Intro to Film Studies (3 c.h.)
				<b>EDFN 1501: Intro to Educational Foundations (3 c.h.)</b> Environmental Studies 1500: Intro to Enviro. Science (3 c.h.)
				<b>Environmental Studies 1500L: Intro to Enviro. Science Lab (1 c.h.)</b> Geology 1505/L: Physical Geology (4 c.h.)
				<b>History 1500: Discovering World History (3 c.h.)</b> History 1501: Amer Dreams: Intro to US Hist (3 c.h.)
				<b>Math 1510: College Algebra (4 c.h.)</b> Math 1511: Trigonometry (3 c.h.)
				<b>Math 1571: Calculus 1 (4 c.h.)</b> Math 1572: Calculus 2 (4 c.h.)
				<b>Math 2623C: Quantitative Reasoning with Co-Req (5 c.h.)</b> Music 2621: Music Lit & Appreciation (3 c.h.)
				<b>Physics 1501: Fund of Physics 1 (4 c.h.)</b> Physics 1501L: Fund of Physics 1 Lab (1 c.h.)
				<b>Political Science 1560: American Government (3 c.h.)</b> Psychology 1560: General Psychology (3 c.h.)
				<b>Sociology 1500: Intro to Sociology (3 c.h.)</b> Statistics 2625: Statistical Lit. and Critical Reasoning (4 c.h.)
				<b>Other:</b>

By signing I understand the Change of Registration procedure and choose to add or withdraw from the course(s) checked or withdraw from the CCP program.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that the student may add and/or withdraw from the college course(s) as indicated.

**HS CCP Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>If your high school started on or before August 27:</b>	<b>If your high school started on or after August 28:</b>
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