Before you sit down to fill out the application, please make sure you have the following:

1. Your Penguin Portal username (it's the first half of your YSU email and is on your YSU ID).
2. Your Penguin Portal password - can't remember your password? Reset at mypassword.ysu.edu. If that does not work you will have to contact the IT Service Desk: 330.941.1595.
3. Your high school CCP course schedule if you plan to take college classes in the high school.

If you have any questions, please email ccp@ysu.edu for assistance.

STEP ONE: Log In

• You can access the form online at ccp-app.ysu.edu.
• Log in with your Penguin Portal username and password.
### STEP TWO: Verify Account

Review the screen. Is your name in the top right corner?

- If yes, click on Select Interested Courses.
- If no, please contact the YSU CCP office (ccp@ysu.edu) before continuing.

Make sure your name appears in the top right corner.

Click on Continuing Student Form.

### STEP THREE: Verify County and High School

Is your county and high school correct?

- If yes, move on to Step Four.
- If no, please use the drop downs to select the correct county and/or school.
STEP FOUR: Review Courses and Interested Major

Are you interested in enrolling for campus courses?
- If yes, check the first box if you are interested in summer courses.
  - Check the second box if you are interested in fall and/or spring.
  - Check both boxes if you want to do both.
- If no, leave both blank.
- Check the third box if you are taking the ACT in April or if you are taking/took the ACT administered by your high school.

**Interested Major:** Do you know what you want to study once you graduate HS?
- If yes, select the major from the drop-down box.
- If no, select Undecided from the drop-down box.
STEP FIVE: Review Courses and Payment Options

- Review the courses offered at your high school. Skip this step if none are listed.
- Select the Payment Option and then click the box for each course you wish to enroll in.

**Option A:**
- You pay for tuition, books, and materials.
- You can choose to receive only college credit (grade is not factored into the high school GPA) or both high school and college credit.
- If you want high school credit, you will need to ask to have the course added to your transcript before the 14th day of the college term enrolled.

**Option B:**
- No cost to you.
- This option is available only to Ohio residents.
- Your high school pays tuition and also textbooks.
- YSU waives course fees.
- You earn both high school and college credit (grade is factored into the high school GPA).
- If you are non-public or home schooled student who did not receive enough state funding for Option B, you can self-pay under Option A.
- Out-of-state students are always Option A rates.

Make sure you refer to your high school CCP course schedule if you plan to take college classes in the high school.
STEP SIX: Review Form and Submit

Review your selections:
- Is your name, county and high school correct?
- If you are interested in taking campus courses did you check the box(es)?
- Did you select a payment option and check the box for each course you are interested in?

If everything is correct, click Save.

STEP SEVEN: Placement Testing and Academic Advisement

We will email ONLY your YSU email account with information on how to complete course placement testing and register for advisement.

- Please check your YSU email account regularly for program updates, course placement testing requirements, requests for updated ACT/SAT scores, and appointments with your academic advisor.

- Course Placement Testing
  - As a reminder, admission to the program is not the same as course placement.
  - YSU uses a combination of ACT/SAT scores and course placement tests.
  - You may have to do course placement testing to qualify for a course, even if you did not complete any testing last year.

- Advisement:
  - Students completing the Continuing Student Form as part of their scheduled YSU application day with their school will complete a pre-advisement session with YSU staff who will review next steps, including how to meet with an advisor.
  - If you are applying on your own, please monitor your YSU email account for an email on how to register for your pre-advisement session. You must attend this session first before you meet with your YSU advisor. DO NOT schedule an appointment on your own before you meet with our staff. Advising staff have changed and you may not see the same advisor you did last year.