SCHOOL COORDINATOR APPLICATION CHECKLIST

Each student must have a complete application submitted by the deadline.

A complete application file includes:

- Official Transcripts
- ACT/SAT Test Scores
- Financial Responsibility/Parental Consent Form
- Campus Education Plan
- Non-YSU college transcripts

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

<table>
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<tr>
<th>Fall 2022</th>
<th>ACT – April</th>
<th>April 15, 2022</th>
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<tr>
<td>Spring 2023</td>
<td>ACT – April</td>
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The YSU Eligibility Test deadline to complete the test for all terms is March 28, 2022.

Please see **STEP TWO** for more information on how to sign up for the test.

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**STEP ONE: Review and Inform Students & Parents of CCP by February 1**

- Review the CCP information on the Ohio Department of Higher Education, Ohio Department of Education, and YSU CCP 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).
- Determine your textbook policy and financial policy for recouping lost funds due to late withdrawals or failures.
- 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. Refer to the state website (https://www.ohiohighered.org/ccp/resources) regarding what information the school is required to share with families.
- Schedule and host an Information Session prior to February 15.
- Reserve your date early and have alternative dates available!

**STEP TWO: Provide Counseling and Eligibility and Admission Testing Information to Students**

Provide counseling session with students/parents that includes required information by the state (refer to https://www.ohiohighered.org/ccp/resources) for more information.

**CCP ELIGIBILITY AND YSU ADMISSION TESTING**

- Students who do not have a qualifying ACT/SAT score for CCP Eligibility and YSU Admission to CCP may take the Eligibility Test to try and obtain a qualifying score. Schools can either arrange for a testing day on site or students can call the CCP office at 330-941-2447 to register for the test and be provided next steps.
- **Deadline to complete 2022-2023 YSU CCP Accuplacer Eligibility Testing: March 28, 2022**
STEP THREE: Schedule YSU CCP Application Days for Continuing and New Students

- Schedule time for a YSU CCP staff member to take your students through the application process. This increases accuracy and decreases student mistakes. A computer lab with internet access that does not block the YSU website is required.
  - Schedule two sessions – one for CONTINUING (in Jan/Feb) and one for NEW (Feb/Mar/April) students
- Continuing Students will complete the continuing student application and will need their YSU ID#, username, and password. This is extremely important. Students will not be able to complete the process without them.
  - Continuing students will also complete a CCP Pre-Advisement Session and if needed, begin course placement testing.
- New students need their SSN and previous address information to complete the new student application.

STEP FOUR: Gather Forms and Transcripts with Test Scores

- Make sure the Financial Responsibility/Parental Consent form is typed or filled out with either black or blue ink. Forms filled out with pencil do not scan well and cannot be accepted.
- Attach the CCP Campus Education Plan (for students taking classes on campus or online).
- Generate and attach a transcript that lists the GPA, any ACT or SAT scores, and SSID/UIN.
- Remind CCP students who have completed coursework at other colleges and universities to request their college transcript be sent to YSU.
- Give all completed forms and documents to YSU CCP staff upon arrival for YSU CCP Application Day at your school.

STEP FIVE: Review Prelim Roster, Schedule YSU Orientation and Course Placement Testing

- 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 and begins sending out acceptance letters.
- Schedule a time for YSU staff to provide new student orientation (Part One) and course placement testing at your high school for fall and spring students.
  - Note: Students who want to take campus or online courses will also attend a Part Two orientation session on campus or virtually at a later date.
  - Students who want to take campus or online summer courses will attend a full orientation session on campus or virtually in April or May.
- YSU CCP staff will still notify the student if he/she needs to complete placement testing after being admitted into the program.
  - Students should monitor their YSU email account for additional information on how to complete course placement testing.
- Priority Course Placement Testing Deadlines are:
  - Summer 2022 classes: April 21, 2022
  - Fall 2022 classes: June 28, 2022
  - Spring 2023 classes: October 30, 2022

STEP SIX: Review YSU HS Based Course Roster

- YSU CCP staff will send an unofficial course roster of students for high-school based courses to check for accuracy.
- 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: It is recommended that a student meet with their advisor or CCP staff 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.

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