



Change of Registration Procedure 2023-2024

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 and/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.

- **The last day to WITHDRAW from a high school-based course with no record on your transcript for Fall Semester is **September 18, 2023 by NOON for FALL and January 29, 2024 by NOON for SPRING.****
- **The last day to withdraw with a "W" (class shows on your transcript) from a high school-based course is **October 29, 2023 by NOON for FALL and March 20, 2024 for SPRING.** 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.**
- **The last day to ADD a high school-based course is **September 12, 2023 by NOON for FALL and January 23, 2024 by NOON for SPRING.****

The decision to add or withdraw from a course should be given heavy consideration. Once the student is withdrawn, he/she cannot be readmitted to the college class for that term.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 in the second. For example: Chemistry 1515: General Chem 1 is the pre-requisite for Chemistry 1516: General Chem 2.
- Many students have a fear that if they do not receive an "A" in the course, they will be penalized by the college or university they plan to attend. Please keep in mind that if you plan to attend any other institution besides YSU, in many cases the grade point average does not transfer – just the credit does. The student will start off with a new GPA at his/her 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, he/she should talk to his/her 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.

Completed change of registration forms should be emailed to ccp@ysu.edu or faxed to 330-941-2446



**YOUNGSTOWN
STATE
UNIVERSITY**

YSU College Credit Plus: Change of Registration Form 2023-24

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

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:** _____

Change of Registration Deadlines		
	Fall 2023	Spring 2024
ADDING A COURSE	9/12/23 by noon	1/23/24 by noon
WITHDRAW (no record on transcript)	9/18/23 by noon	1/29/24 by noon
WITHDRAW WITH A W (charges apply)	10/29/23 by noon	3/20/24 by noon