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

DESIRED START TERM	LAST ACT/SAT TEST DATES FOR CONSIDERATION		CCP APPLICATION DEADLINE
Non-Public and Homeschool Students	ACT – February For Summer; April for Fall or Spring		**March 28, 2023**
	SAT – March		
Public School Deadlines			
Summer 2023	ACT – February		**April 7, 2023**
	SAT – March		
Fall 2023	ACT – April		**April 7, 2023**
	SAT – March		
Spring 2024	ACT – April		**April 7, 2023**
	SAT – March		

The YSU Eligibility and Admission Test deadline to complete the test for all terms is **March 28, 2023**.

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

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❶ 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!

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❷ 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 YSU Eligibility and Admission 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 for STUDENTS to SIGN UP to test on campus for the 2023-2024 YSU CCP Eligibility and Admission Test is March 21, 2023.**
- **Deadline for SCHOOLS to SIGN UP for a testing day on site is March 1, 2023.**
- **Deadline to COMPLETE 2023-2024 YSU CCP Eligibility and Admission Test is March 28, 2023.**

(Additional information on back)

3 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 Advisement Session and if needed, begin course placement testing.
- **New students need their SSN and previous address information to complete the new student application.**

4 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.

5 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 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 Campus Registration Day (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 2023 classes:* April 17, 2023
        - ○ *Fall 2023 classes:* June 30, 2023
        - ○ *Spring 2024 classes:* October 31, 2023

> There is no guarantee that any course placement testing completed after the priority deadline for each term will be scored in time to register for classes. Students are encouraged to have all course placement testing completed as early as possible.

6 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 and sent to the CCP office.
        - Campus Courses: It is recommended that a student meet with their CCP advisor before changing his/her registration in Banner.
    - For high school-based courses, only students who selected and qualify for those courses are listed on the roster.
    - Students who do not attend orientation or advisement will be withdrawn.

YOUNGSTOWN STATE UNIVERSITY