



## Timetable/Checklist for Participation in College Credit Plus 2022-2023

- ❑ Attend the virtual [January 26th CCP Presentation at 7pm](#) or view the presentation [CCP ODE Recorded Presentation](#)
- ❑ Register for the ACT if necessary. The February to April tests are ideal. Go to [act.org](http://act.org) for dates and to register. All juniors take the ACT on March 1<sup>st</sup>; they can report their scores to the local universities for CCP admission.
- ❑ Submit the Letter of intent, Mature Content Questionnaire, Mature Content Form, and KSCD Book Form **no later than April 1**.
  - **Important:** Verify the CCP application deadlines and requirements set by at the universities.
- ❑ Apply to the college or university **before** their published deadline. Make sure to leave time for any paperwork that need prepared and sent from TRHS.
- ❑ Request high school transcript to be sent to the universities in which you applyt hrough Naviance, and get all required signatures on paperwork required by universities.
- ❑ Take the Accuplacer or placement test (if required) at the college before their deadline.
- ❑ Attend a CCP information meeting (if required) at the college before their deadline.
- ❑ Complete an interview (if required) at the college.
- ❑ If you are accepted, schedule your orientation and set up a meeting with the College Advisor to register for your classes at the university. Students should check email consistently for this information.
- ❑ [Schedule and attend a meeting](#) with your school counselor discuss your schedule at the university and at TRHS prior to the end of the semester.
- ❑ Meet with Mrs. Flaherty in the TRHS media center to secure your materials.
- ❑ Early August: Check your TRHS schedule and your college class schedule to be sure the timing will work. You may find that the college class you have scheduled will conflict with a required TRH S class. Coordinating classes can be a challenge.
- ❑ Mid-August: You must provide a copy of your college schedule to your counselor before school starts. Students should also join the @TRHSCCP group on Remind.
- ❑ Next school year: You will be responsible for getting information about any events at TRHS. If y ou are a senior, it is important to be in contact with your counselor, as she will have any important information related to graduation. If you register for spring classes, you must provide the copy of your schedule to your counselor as soon as you get it.

Information about the potential for mature subject matter, as defined in section 3365.035 of the Revised Code, in courses in which the student intends to enroll through the program and notification that courses will not be modified based upon program enrollee participation regardless of where course instruction occurs. The information shall include the permission slip described in division (B) of section 3365.035 of the Revised Code.

## INTENT TO PARTICIPATE IN COLLEGE CREDIT PLUS

### ACADEMIC YEAR 2022-2023: PUBLIC SCHOOLS

<b>Date</b> <i>After April 1, you will need permission from the school principal to participate.</i>	
<b>School Name</b>	
<b>Student Name</b>	
<b>Student Grade Level 2022-2023</b>	
<b>Parent/Guardian Name</b>	
<b>Home Address</b>	
<b>Parent Phone Number</b>	
<b>Parent Email Address</b>	
<b>Student Phone Number</b>	
<b>Student Email Address</b>	

### DECLARATION OF INTENT

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the upcoming school year, and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate in the program.

In addition, I certify that I have received counseling about the College Credit Plus program, by attending the TRHS provided CCP meeting or reviewing a prerecorded session, concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

Please sign and return this form to the secondary school by **April 1**.

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



## CCP Materials Acknowledgement Form & Check List

- ☐ Student must go to the Counseling Office to obtain their proof of enrollment.
- ☐ They will then go to RHS Library with proof of enrollment and CCP schedule and meet with a librarian.
  - A librarian can assist in finding materials and checking them out to the student if materials are available in the Library. If materials are not available, a librarian will sign, stamp and date the student's proof of enrollment.
- ☐ If TRHS Library does not have the required materials, the student must then go to the university bookstore with the signed and stamped proof of enrollment in order to obtain their materials. **Per the Ohio Department of Education, Kent City Schools must pay for required texts and supplies but cannot pay for recommended materials.**
  - At checkout, the student provides this required documentation to confirm their status as a TRHS student.
  - If the university bookstore does not have the required materials, please contact the library staff and they will find another vendor to provide the materials.
  - Personal funds can **NOT** be used to purchase materials.
  - Student must submit their receipt from the university bookstore to an RHS librarian.
- ☐ If a student drops their course, the materials **must be returned during the first week of classes** with a receipt so that Kent City Schools can be refunded for charged materials.
  - **If this deadline is not met, you are required to pay for these materials out-of-pocket.**
- ☐ Students must **return CCP materials to the TRHS Media Center.**
- ☐ Return materials **ONLY** in person to Mrs. Flaherty or Media Center Staff so that they can be removed from student account.
- ☐ Do NOT return materials to Library book drop. Items that are from the university bookstore are not barcoded and therefore cannot be removed from the account if the student is not present to return them.

### **Please note:**

If the course materials are not returned by the specified deadline, you will be invoiced for the full cost of the materials and assessed a \$25.00 late fee (per Board policy). If the materials are returned after the deadline, the full cost of materials will be removed but the fine of \$25.00 will still be charged.

- ☐ **Summer 2022 Semester Deadline: Wednesday, September 7th, 2022**
- ☐ **Fall 2022 Semester Deadline: Wednesday, December 14th, 2022**
- ☐ **Spring 2023 Semester Deadline: May 10th, 2023**

**If course materials are not returned, you will be charged for the full cost of the materials.**

Please find attached a form confirming that you have received the above information. If you have any questions regarding the updated procedures, please contact your Jen Flaherty at

[jflaherty@kentschools.net](mailto:jflaherty@kentschools.net)

## College Credit Plus Agreement

I, \_\_\_\_\_ (print name), confirm that I have received and understand the stipulations and processes involved in the College Credit Plus program and I agree not to use personal funds to purchase College Credit Plus materials.

If your materials are not available through the bookstore, please DO NOT use personal funds to purchase them from another source. Please reach out to your Guidance Counselor and we will arrange for you to receive your materials from another vendor. Thank you.

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(signature)

(date)

Please return this signed form to your school counselor.

Information about the potential for mature subject matter, as defined in section 3365.035 of the Revised Code, in courses in which the student intends to enroll through the program and notification that courses will not be modified based upon program enrollee participation regardless of where course instruction occurs. The information shall include the permission slip described in division (B) of section 3365.035 of the Revised Code.

This permission slip must be completed and signed by the student and his or her parent or guardian in order for the student to enroll in college courses under the College Credit Plus program.

A student eligible to participate in College Credit Plus and admitted to a college or university will enroll in actual college courses, which *may* include "mature subject matter" as defined in Ohio Revised Code 3365.035.

**PLEASE TYPE OR PRINT:**

We \_\_\_\_\_ (Student Name) and \_\_\_\_\_ (Parent Name) hereby understand that by enrolling in College Credit Plus courses:

- Content *may* include mature subject matter that will not be modified based upon College Credit Plus enrollee participation regardless of where course instruction occurs; and
- State law requires this signed form be submitted in the student's application to the college or university following that college or university's instructions for submission of application materials.

The signatures below indicate permission is granted to participate in College Credit Plus. It is the parent's or guardian's responsibility to be aware of and monitor the student's enrollment based on information provided by the college.

**Student Information – PLEASE TYPE OR PRINT:**

Student Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of High School (or homeschooled): \_\_\_\_\_

**Parent Information – PLEASE TYPE OR PRINT:**

Parent Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN THIS COMPLETED FORM TO THE COLLEGE OR UNIVERSITY TO WHICH THE STUDENT IS APPLYING.  
FOLLOW THE COLLEGE OR UNIVERSITY'S INSTRUCTIONS TO SUBMIT THIS FORM.**



## STUDENT QUESTIONNAIRE

Any student wishing to enroll in any college course under the College Credit Plus program must complete this questionnaire.

A student eligible to participate in College Credit Plus and admitted to a college/university will enroll in actual college courses, which *may* include "mature subject matter" as defined in Ohio Revised Code 3365.035.

**Circle one choice in response to each question:**

1. Do you possess the necessary social and emotional maturity to participate in the College Credit Plus program?

[YES]                      [NO]

2. Are you ready to accept the responsibility and independence that a college classroom demands?

[YES]                      [NO]

**Student Information – PLEASE TYPE OR PRINT:**

Student Name: \_\_\_\_\_

Name of High School (or homeschooled): \_\_\_\_\_

<sup>1</sup>Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN THIS COMPLETED FORM TO THE COLLEGE/UNIVERSITY IN WHICH THE STUDENT IS ENROLLING.  
FOLLOW THE COLLEGE'S INSTRUCTIONS TO SUBMIT THIS FORM.**

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<sup>1</sup> Although a signature by the student is not required by law, a college or university may wish to include it.