Checklist for College Credit Plus Application Process

Please view the CHS College Credit Plus webpage at [CHS Guidance Department - College Credit Plus] to access additional resources and links.

Step 1: Mandatory Information & Counseling Session		
Attend CCP Information Night OR ***Book an appointment with your school counselor if you missed the meeting.***	**February 12** OR **1:1 meeting before April**	***CCP Counseling Session Form***
Step 2: Letter of Intent to Participate		
Sign & submit your ***Letter of Intent to Participate*** Also attached to ***Step 4: Forms***	**April 1**	***Letter of Intent***
Step 3: Application		
Apply to the college on their website & select "CCP" in application	**April 15th**	**Apply on the college website as a *"CCP Student"*** **Use your *personal email***
Step 4: Forms		
Student & Parent sign & submit ❖ Signature Form ❖ Permission Slip ❖ CFCS Technology Agreement Form *Your school counselor will send your transcript, forms, and ACT scores to the college once you turn these in*	**April 15** Turn into **Guidance Office**	***CFCS Tech Agreement*** ***U of Akron Forms*** ***KSU Forms*** ***Stark State Forms***
Step 5: Acceptance		
Student must ***check their personal email*** inbox/spam for an acceptance email from admissions	**1-2 weeks after student submits application**	An acceptance letter can be found in a student's personal

Follow instructions in the acceptance email/letter to confirm CCP admission ***Don't see the email?*** Call the college admissions dept or email Ms. Kraft to check the status of the application		email. ***Check your spam email.***
Step 6: New Student Orientation		
Schedule & attend a New Student Orientation (NSO)	**Immediately after acceptance**	**UA NSO:** Click Here **KSU NSO:** Click Here **Stark State NSO:** Click Here - Campus Dates Virtual Option Click Here
Step 7: Course Registration		
Students must schedule a meeting with CCP Academic Advisor to register for classes. CCP classes are scheduled per semester for the following semester.	**May/June**	**UA Academic Advisor:** Joseph Zazo jzazo2@uakron.edu **KSU Advisor:** Schedule Advising Appointment through KSU Navigate **Stark Academic Advisor:** Ryan Palmer rpalmer@starkstate.edu
Step 8: Adjust CHS Schedule		
After your advising meeting, it is the student's responsibility to ensure their counselor is aware of their new college courses.	**Immediately** after Course Registration with Academic Advisor.	Email your CHS school counselor.