

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

February 12

[CCP Counseling Session Form](#)

OR

OR

1:1 meeting before April

Book an appointment with your school counselor if you missed the meeting.

Step 2: Letter of Intent to Participate

Sign & submit your *Letter of Intent to Participate*

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

email. **Check your spam email.**

Don't see the email? Call the college admissions dept or email Ms. Kraft to check the status of the application

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.

May/June

UA Academic Advisor:
Joseph Zazo
jzazo2@uakron.edu

CCP classes are scheduled per semester for the following semester.

KSU Advisor:
[Schedule Advising Appointment through KSU Navigate](#)

Stark Academic Advisor:
Ryan Palmer
rpalmer@starkstate.edu
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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.