

# College Credit Plus Steps for SMS Students

For 2025-2026 (including Summer 2025)

1. **ACCESS CCP INFO:** Go to SHS School Counseling webpage: <https://www.solonschools.org/Page/4260> to find all the information you need for College Credit Plus. You can access the Live Webinar, Intent to Participate Contract, and local college CCP resources.
2. **COMPLETE INTENT TO PARTICIPATE FORM BY APRIL 1, 2025 for SUMMER and FALL of 2025:** The Intent to Participate Contract must be completed with the parent/guardian and student present. The Intent to Participate Contract must be completed by APRIL 1 for Summer and Fall 2025 terms. **AFTER APRIL 1st, ALL CLASSES WILL BE SELF PAY for Summer/Fall terms!** If you are a current College Credit Plus Student, you MUST fill out the Intent to Participate Contract each year. Failure to do this will result in you having to pay for all your courses. The window for submitting the Intent to [Participate Form for SPRING 2026](#) is April through November 2025.
3. **CHOOSE YOUR COLLEGE:** Check the CCP webpage of the specific college that you are interested in attending to identify their CCP admission procedures (application, mandatory college advising appointments, placement testing, GPA/test score requirements, etc.).
4. **APPLY TO THE COLLEGE FOR CCP:** Students need to follow the application procedures which are set forth by the colleges and universities. Follow all their steps in order to apply and become accepted into their program as a College Credit Plus student.
5. **REQUEST GRADE REPORT TO BE SENT FROM SMS TO COLLEGE:**  
**Do not complete this step until you have completed your Intent to Participate Form AND your College Credit Plus application.** For current Solon Middle School Students: Ask your **PARENT/GUARDIAN** to email Mrs. Roberto, School Counseling Secretary, to request and authorize in writing for SMS to send your report card to the college. [elizabethroberto@solonboe.org](mailto:elizabethroberto@solonboe.org)
6. **AFTER ADMITTED TO CCP COLLEGE, MEET WITH COLLEGE ADVISOR AND CHOOSE COURSE(S):** Once admitted, student will receive an acceptance letter or email from the college or university with the next steps. The student must follow the college's instructions and identify college courses of interest. The student will seek advisement from the college counselor. Please know the name(s), course number(s), and time(s) of the course(s) that you would like to take. They are available in the College Course Registration Catalog. (If taking CCP courses at Tri-C, an Authorization to Attend Form is required: See p.2\*).
7. **CONTACT SMS COUNSELOR ABOUT COURSES AND FORMS:** Courses must be approved by your Solon Counselor. If the student decides to change a previously approved course, the student MUST GET A SECOND APPROVAL from their Solon Counselor. Failure to do this could result in a student paying for the course. **Authorization forms for summer semester must be completed by your Solon School Counselor no later than June 3, 2025.** No Solon counselor or other Solon staff member will be able to process these forms after June 3, 2025.  
  
7th Grade SMS School Counselor: Mrs. Westendorf, [nicolewestendorf@solonboe.org](mailto:nicolewestendorf@solonboe.org) 440-349-7406  
8th Grade SMS School Counselor: Mrs. Dingman, [wendydingman@solonboe.org](mailto:wendydingman@solonboe.org) 440-349-7404
8. **GIVE SMS COUNSELOR A COPY OF THE COLLEGE SCHEDULE:** Students MUST provide a copy of their college schedule to their Solon School Counselor once they are registered.

**\*FOR STUDENTS TAKING CCP via TRI C:** (not other colleges/universities)

Cuyahoga Community College (Tri-C) Procedure for Authorization to Attend Form

STUDENTS, DO NOT SUBMIT AN AUTHORIZATION TO ATTEND FORM! This is a form that must be completed by your Solon School Counselor.

Send an email containing the information listed below to your School Counselor.

1. Tri-C ID (S#)
2. Student first name
3. Student last name
4. Personal email
5. Parent first name
6. Parent last name
7. Parent email
8. Parent phone number
9. CCP Campus
10. Have you taken a previous CCP course at Tri C? Yes/No
11. Term (semester): Example "Summer 2025"
12. List the subject you want to take. (Math 1300, Biology 1220, etc.)

The SMS Counselor will complete the other info on the Authorization Form including the SSID number (which is different than the Tri\_C ID number in #1)

Note: Authorization to Attend forms submitted by the student (not counselor) will result in the student paying for the course.

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