

**CCP Policies and Procedures**

**Newark Catholic HS**

**2022-2023 School Year**

**Funding application deadline is April 1, 2022 at 5:00.**

**It is the responsibility of the student and parent(s) to**

**read this manual and ask for clarification if needed.**

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The CCP Program

# What is CCP?

College Credit Plus is a program funded by Ohio taxpayers that allows students in grades 7-12 to get dual, transcripted credit for college courses while in high school. The coursework is free from public colleges; there may be a fee from private universities.

CCP is limited to college-level, transcripted courses. It does not include AP or Honors courses.

Students must be funded by the state through a funding application in order to be a CCP student. Students can also take courses as “concurrent” students by self-paying; if you self-pay you cannot take the CCP courses we offer in our building, and the credit and GPA earned only count toward college, not to satisfy high school requirements.

Contact Mrs. Galbari (rgalbari@newarkcatholic.org) for questions at NC.

# Why should I take CCP classes?

The goal of CCP is to create access for students who can be admitted ***remediation free*** to a college or university. It removes barriers, such as the cost, and provides access. Students can accelerate their achievement of educational goals, and eliminate duplication of high school and college content. Students can increase the rigor and challenge of their coursework.

Students that experience success in CCP are responsible students, willing to ask questions and seek out assistance, can handle an increased work load, and are self-disciplined in completing tasks independently. Students in CCP are expected to maintain an online account with the university, submit some materials to their professor electronically, and communicate when they don’t understand the expectations or requirements. If a student has difficulty self-motivating, lacks self-discipline, or does not seek out help when needed, the CCP program may be too overwhelming at this time.

# What are some reasons I shouldn’t take CCP classes?

The rigor of the material may be beyond the student’s current abilities, which could increase anxiety and impact other classes. The work expectations (reading, message boards for online classes, etc.) may be more than the student is willing to commit. The grade may be lower than the student is used to getting and this can lower a student’s high school GPA. Once you take a class, that grade is in your college record forever. The student may not be ready for the responsibility of taking charge of it all – setting up accounts, contacting instructors, following deadlines without adults reminding them, etc.

# Who can participate in CCP?

Students interested in taking CCP/Dual Enrollment courses while a student at NC must:

* Be a resident of Ohio
* Be in grades 7-12 during the time of participation
* Apply for acceptance at the college or university of your choice and be accepted
* Satisfy the Uniform Statewide Standards for Remediation-Free Status, which provides for minimum threshold of scores to determine student readiness, based on assessments such as ACT, SAT, or Accuplacer, in at least one subject area of the exam.

Limitations to participation

* Students with assessment scores in any subject area that do not meet the remediation-free status must be within one Standard Error of Measurement *and* have earned wither a 3.0 GPA *or* a recommendation from the school counselor or principal to participate.
	+ Remediation-free status refers to a student that has proven college-readiness and can succeed at college-level work.
	+ It is best to discuss these limitations with your counselor and an admissions rep at the college of your choice.

# Benefits of CCP

* Earn high school and college credits simultaneously.
* Complete college general education requirements prior to high school graduation.
* Begin and end your college career sooner.
* Reduce the overall cost of college.
* Introduced to the rigor and expectations of college work.
* Achieve college readiness.
* Ease the transition to college.
* Take courses not offered at NC.
* Students have access to the same support services available to fully matriculated students.
* Students are exposed to diversity through classmates and subject matter.

# Risks and Implications of CCP

* The course you take may not transfer, depending on the college you attend after high school and your major. Taking general education courses reduces this risk.
* Grades earned are permanently part of your high school and college transcript and GPA. These grades follow you for life.
* Withdrawing from or failing a course may require you to reimburse the cost of the course to the state.
* Withdrawing from or failing a course may impact your financial aid eligibility after you graduate from high school.
* The college calendar may not align with the high school calendar regarding holidays and breaks.
* The attendance policy for college courses may not allow for absences that the high school permits.
* Exposure to mature content may be part of the class and cannot be controlled by the high school and parent.
* Parents do not have access to student’s records, grades, and instructors in the same way they do in high school. Issues with an instructor will need to be dealt with by the student.
* Some courses may have collaborative or group assignments requiring evening or weekend meetings.

# Impact on High School Graduation

Participating students are still required to satisfy all graduation requirements. High school credit from college coursework will satisfy or exceed graduation and subject area requirements. The GPA of high school is affected by these courses.

Coursework

# Credits

Students will take courses earning high school credits and college semester hours. The equivalency for credits is:

 1 semester hour = 0.33 high school credit

 2 semester hours = 0.67 high school credit

 3+ semester hours = 1.0 high school credit

Students within CCP are allowed to take 30 credit hours per year, with a maximum of 120 credits within CCP. Public schools are required to pay for tuition out of the state money provided to each district. Nonpublic school students are funded directly from the state, and that funding is limited. While the state law allows for 30 hours per year, the funding distribution rules in that law limit how much each nonpublic student receives. The most funding we have seen for a single student to date was 15 semester hours (a senior), and most students request and receive 3, 6, or 9 semester hours of funding for 1-3 courses.

Along with the max of 30 hours, the credits that can be taken are limited by the number of “high school only” courses that the student is taking.

 30 - (HS only credits x 3) = Maximum number of CCP hours

Example 1: a student is taking 6 courses at NC (Theology, English, Math, Science, Social Studies, and World Language). 30 - ( 6 x 3) = 30 - 18 = 12 A student could take 12 hrs (4 courses, typically 2/semester)

Example 2: a student is taking 7 courses at NC (Theology, English, Math, Science, Social Studies, World Language, Art). 30 - ( 7 x 3) = 30 - 21 = 9 A student can take 9 hrs (3 courses, maybe 1/semester: summer, fall, spring)

# Determining how you want to participate in CCP

Students should begin by considering their goal: what do you want to get out of CCP? That can be different for each student. Some may want to earn credits for college, some want an opportunity to practice the demands of college classes in a supported environment, some may want to challenge themselves with more difficult material, and some may want the financial advantage that CCP provides. Determining your personal goal(s) can help you narrow down what your participation will look like.

The simplest and most supported way to start CCP is by taking the classes that Newark Catholic offers in cooperation with COTC. Composition I and Psychology are on-line, asynchronous courses. The students do all the work on their own time. Most students use their study hall time for the classes.

Some classes are available at OSU and COTC in Newark after school hours, and students could investigate other local universities that offer classes in the evenings. Students could potentially take classes during the school day, but it can be difficult to schedule these around your NC classes.

Online classes are an option that widens the choices available significantly. Students considering this option should be responsible, self-motivated, mature, and assertive. Online classes require a significant amount of time outside of the school day and reliable tech skills.

#

# Course Selection

NCHS strongly urges students to consider core subjects for CCP, maximizing their potential for transfer to the college you are attending. Both of the courses offered on NC’s campus are required subjects that most freshmen take.

**LEVEL I Courses**

CCP Law requires that the “First 15” hours earned within the CCP program are “Level I” courses. These courses are identified as Level I by the college, and include:

* Transferable courses (Approved CTAG, OTM, TAG, or equivalent at private college or university)
* Courses in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language
* Course in a designated technical certificate program
* 15-credit hour or 30-credit hour model pathway courses
* Study skills, academic or career success skills courses
* Internship courses

Exceptions may be made for students to continue with courses in the same subject or for students that test directly into a Level II course.

**LEVEL II Courses**

Once students have completed 15 hours in CCP, they can move on to Level II.

* Level II courses are any other college courses for which students meet the prerequisites.
* Students are encouraged to continue working toward the certificate or degree pathways started in Level I.

**Non-Allowable Courses**

These courses are not permitted under CCP:

* Applied courses with one-on-one private instruction
* Courses with high fees ($750 or more, starting spring 2019)
* Study abroad courses
* Physical education courses
* P/F or S/U graded courses (unless the course is an internship or is a transferable course with the same grading scale for all students enrolled)
* Remedial courses
* Sectarian religion courses

# Summer Semester

Summer Semester is the first semester of each academic year. Funding that is awarded in May of each year is available for Summer, Fall and Spring semesters.

For students considering summer session, there are additional considerations.

* Summer sessions at the colleges offer very limited courses.
* Summer sessions are frequently broken up into different groups. Typically, the first session begins mid-May, and it will be too late to sign up for this session after funding is awarded.
* Some colleges offer a later, abbreviated, and concentrated semester term that could begin in late June or July. The courses offered during this time are offered for longer time blocks and more frequently to satisfy the time constraints, or are online and students will be expected to put in several hours *each* day to satisfy the workload.
* Summer sessions will not accommodate vacations and frequent or long absences. Don’t sign up and expect to fit a week-long vacation into the middle of your semester.
* The turnaround time for textbooks is extremely tight. We need approximately 3 weeks to order and approve textbooks.

# Pathways

To guarantee students and families understand the options available, the Ohio Department of Higher Education requires that we demonstrate 2 pathways available to students to that enable them to earn either 15 credit hours or 30 credit hours of college credit while in high school. The pathways listed below use COTC courses to complete.

|  |
| --- |
| **15 Credit Hours – Pathway in Criminal Justice Focus** |
| **Junior Year (6 classes at NC, plus…)** | **Sem. Hours** | **HS Credit** | **HS Dept.** | **Class Mode** |
|   | Psychology | 3 | 1 | Social Studies | At NC – Autumn |
|   | Basic Public Speaking | 3 | 1 | Elective | Online – Spring |
| **Senior Year (6 class at NC, plus…)** | **Sem. Hours** | **HS Credit** | **HS Dept.** | **Class Mode** |
|  | Sociology | 3 | 1 | Social Studies | @ COTC – Summer |
|  | Intro. to Criminal Justice | 3 | 1 | Elective | Online – Autumn |
|  | Composition I | 3 | 1 | English | At NC - Spring |

|  |
| --- |
| **30 Credit Hours – Pathway in Business Focus** |
| **Sophomore Year (6 class at NC, plus…)** | **Sem. Hours** | **HS Credit** | **HS Dept.** | **Class Mode** |
|   | Basic Public Speaking | 3 | 1 | Elective | @ COTC – Summer |
|   | Psychology | 3 | 1 | Social Studies | At NC – Autumn |
|  | Management & Organiz. Behavior | 3 | 1 | Elective | Online - Spring |
| **Junior Year (6 classes at NC, plus…)** | **Sem. Hours** | **HS Credit** | **HS Dept.** | **Class Mode** |
|   | Microeconomics | 3 | 1 | Elective | @ COTC – Summer |
|   | Business Communications | 3 | 1 | Elective | Online – Autumn |
|  | Composition I | 3 | 1 | English | At NC – Spring |
| **Senior Year (5 classes at NC, plus…)** | **Sem. Hours** | **HS Credit** | **HS Dept.** | **Class Mode** |
|  | Intro. to Financial Accounting | 3 | 1 | Elective | Online - Autumn |
|  | Principles of Advertising | 3 | 1 | Elective | Online – Autumn |
|  | Composition II | 3 | 1 | English | Online – Spring |
|  | Intro. to Managerial Accounting | 3 | 1 | Elective | Online – Spring |

# Differences between High School and College

|  |  |  |
| --- | --- | --- |
|  | HIGH SCHOOL | COLLEGE |
| Tests | Weekly or end-of-chapter | Fewer, covering more material |
| Study Time | Homework requires 1-3 hours/day | Homework 2-3 hours/day |
| Knowledge Acquisition | Information provided in-class, out-of-class research is minimal | More independent thinking, longer writing assignments, out-of-class research required |
| Grades | Numerous quizzes, tests, and homework assignments | Fewer tests and fewer homework assignments to determine grade |
| Role of Parent | Parent is student advocate, working with teachers and counselors | Parent is a mentor and support for the student, but the student is an independent decision maker. Parent does not have direct access to instructor or grades (FERPA law) |
| Attendance | Attendance may be excused due to medical reasons; student may be allowed to leave for a school-sponsored event (field trip, etc.) | Attendance policy is set by the instructor and does not necessarily accept the “excuses” that the high school uses. |
| Grading Policy | Set by the school, consistent throughout the building | Set by the instructor |

How to Participate

# Application Process

The primary responsibility of applying for CCP is in the hands of the student. Parents can assist or remind, but **the application process is a good first test to see if the student can handle the expectations of college**. They need to follow the steps below and ***carefully*** observe the deadlines.

1. Parents can come to the Information Night in February. In addition, students are required by the Ohio Department of Education to meet with Mrs. Galbari. She will arrange the meetings during lunch.
2. Decide what CCP college(s) and/or course(s) you would like to take.
3. Complete a CCP Plan form. Turn in to Mrs. Galbari. This also serves as a transcript request form, so be specific about the colleges you are applying to. This due date is **March 1**.
4. Parents should begin – but not yet submit – their application for funding. Start by creating an OH/ID account

 in preparation of the **April 1 at 5 PM** deadline. Create an OH/ID account at <https://ohid.ohio.gov>. (The SAFE system has been integrated with the OH/ID system. If parents had a SAFE account, they must create an OH/ID account in order to access the funding application.)

1. Request access to the College Credit Plus funding application within the OH/ID system.
2. Complete the Intent to Participate section before **April 1.**
3. Apply to the college(s). This needs to be completed by the student, not parent. Be sure to follow the application for CCP, not freshman admissions. Students should use *their* email address in the application.
4. Watch for emails from the college(s). They will include online account information that is necessary for the student.
5. Once you receive an acceptance, print the letter and drop it off in Mrs. Galbari’s basket. Also save a copy to your computer (PDF copy). You will need it to apply for funding.
6. Parents should complete the funding application, including uploading your acceptance letter(s). Be very accurate. Note that funds are limited and all funding requested may not be granted. The deadline for funding is **April 1 at 5 pm**. No exceptions or extensions will be available.
7. Arrange for placement testing if needed. See Mrs. Galbari if you are unsure if you need this.
8. Funding awards will be notified in the OH/ID account by **May 6**.

Watch your email for any updates we may get from the Ohio Department of Higher Education.

# Information Session

Newark Catholic will hold an information session prior to February 15 each year for the purpose of disseminating information for CCP participation. Student and parent participation is encouraged. This meeting will provide an overview of CCP, advice to determine if a student is interested, steps for how to register, and benefits/risks in CCP participation. Materials provided at this meeting will be available from Mrs. Galbari, as well as posted on the Newark Catholic webpage.

# Counseling Session

State law requires that students participate in a CCP counseling session prior to participation. Mrs. Galbari will schedule these meetings during lunch. Included in this session:

* Program eligibility
* Process for earning credits
* Financial information related to tuition, textbooks, and fees
* Available support services
* How CCP courses are scheduled
* Benefits/Risks of participation
* Consequences of failure
* Academic and social responsibilities
* Consequences of underperforming in CCP

Students and parents will sign a form that they have received the counseling and understand the responsibilities they must assume in the program.

# Textbooks, Fees, and Supplies

Textbooks for all NC students participating in CCP are purchased by NC. Students taking the courses offered in our building will receive textbooks at the beginning of the semester.

For students taking courses on a college campus or online, students must contact Mrs. Galbari with the course details at least three weeks prior to the beginning of the course to guarantee that the book will be able to be processed and purchased in time for the first day of class. Some books will be physical copies (new, used, or rented are all possibilities) and some may be online access to a digital copy. Information needed to properly order the textbooks include:

College name, Semester (Summer, Fall, Spring), Subject Area, Course Title, Course Code, Section Number, Instructor Name, and course location (campus vs. online)

For example, please email similar information:

*University of Toledo, Fall semester, MATH 175 - Introductory Statistics, Section 16, P. Duty, online*

All physical copies are expected to be returned in reasonable condition at the end of the semester. Failure to do so will result in a charge added to the online tuition bill at NC equivalent to the cost of a replacement copy, and will have to be paid off to receive final transcripts at graduation, diploma, and cap/gown.

Any fees in addition to tuition for the course, such as lab fees, are paid by the participating college. Supplies required by the course syllabus are the responsibility of the college/university.

# Funding

Funding is made possible through the State of Ohio. Public school students are funded for CCP through the school’s operating budget. Nonpublic schools and homeschooled students have separate “pots” of money that have been set aside by Ohio for CCP. In order to receive funding, parents must apply for funding through their OH/ID account by **April 1, 2019 at 5 pm**. **This critical step is the one part of CCP that is the parent’s responsibility**. (This is a change from previous years. The “intent to participate” form is included in the application)

To start with, the parent will need to apply for an OH/ID. This account is used by the State of Ohio for a variety of purposes, including teaching licensure. If the parent already has an OH/ID account, you do not need a new one, but you will need to add CCP access to your account.

To register for the OH/ID account:

Navigate to <http://education.ohio.gov>. Click the “Login” link at the top. Choose OH/ID Portal. Click on the “Create New Account” link. If you have problems, the following is a step-by-step explanation.

<https://education.ohio.gov/getattachment/Topics/Department-of-Education-OH-ID-Portal-Help/OHID-Job-Aid_Account-Creation.pdf.aspx?lang=en-US> This process can be done well in advance of needing it in February. It is recommended you set up your SAFE Account early to avoid signup issues. April 1 at 5pm is the deadline to complete and submit the application for funding

Please note: OH/ID account likes to ask you (frequently) if you want to change your password. You do not need to do this every time you log into the system, so you should be able to select CANCEL when you are asked and use your already established password.

Once the account is created, you can begin on the funding application. This will be simpler on a computer than a phone or tablet. You should have CCP Access available on your Home Page. Select College Credit Plus to begin. If not, you will need to “Request access to Adult learner/Scholarship/CCIP”. Complete the form, and select “College Credit Plus” under the Application Request.

The funding application needs to list all students in your family that you are requesting funding for, so you will need to ADD A STUDENT if you have previously used CCP, or CREATE NEW APPLICATION. You will search for your student and when the system returns no such student (surprise!), you will click on the red HERE button on the bottom of the screen to Add a New Student to the system.

Fill out the student’s name, DOB, mother’s maiden name, gender, last 4 of social, phone number, address, application period, nonpublic IRN (053355), initial college (depends on where you have decided to apply), and grade level next year. You can add other college IRNs later if you are attending multiple colleges. PLEASE BE ACCURATE! For example, if you fill out this year’s grade level instead of NEXT year’s grade level you may receive less funding or none at all.

You will need to identify NC’s IRN, which is a unique identifier for us at the state level – **053355**. You will also need to identify the IRN of the colleges that you are using for CCP. Some common IRNs that NC students may need:

Central Ohio Technical College (COTC) 065078

 Mount Vernon Nazarene University 068247

Ohio State University – Columbus 063214

 Otterbein University 063891

 University of Toledo 063099

Once the application is created, the student’s CCP ID will be in the top left corner. The application asks for general information for the parent, such as name, address, and contact information. Fill it in completely and accurately, even if it is the same as the student. The Tabs that you need to complete:

1. STUDENT This includes the student’s information filled out when their name was added to the

application.

2. PARENT/GUARDIAN This includes the parent’s name, address, DOB, SSN4, physical and mailing address.

1. APPLICATION This shows the grade level, number of hours requested, the nonpublic school (Newark

 Catholic), list of colleges (add additional colleges if needed).

1. CREDIT HOURS Click on the ADD CREDIT HOURS button, select the college you are adding hours for

EACH term. For example, if you are taking both Composition and Psychology at Newark Catholic, you will need two entries:

|  |  |
| --- | --- |
| 065078, Central Ohio Technical College | 065078, Central Ohio Technical College |
| Autumn 2022 | Spring 2023 |
| On-line | On-line |
| Number of Hours: 3 | Number of Hours: 3 |

You can change the semester and college designation later if needed, but you cannot ask for additional funding.

1. DOCS This is where you will upload a copy of your acceptance letter(s). Please upload letters

for all colleges you are going to attend. Acceptable file extensions are: .doc, .docs, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .slxm, .xlsb, .png, .zip.

1. STATUS/FLAGS This is where you will go to SUBMIT the funding application. Please submit on time, but not

 until you are absolutely sure the application is accurate and complete. Mrs. Galbari can

 proofread your application through her access (upon request – send an email!) to look for

 errors. If you need to make any changes after submitting, DO NOT CLICK WITHDRAWN. The

 application cannot be awarded funding if withdrawn. Email ccp@education.ohio.gov with

 the student’s first and last name and adjustments needed.

 ***FUNDING AWARDS WILL BE NOTIFIED BY MAY 6, 2022.***

Additional Considerations

# Technology

Students participating in CCP are expected to be competent in managing their online college account, communicating with the instructor as needed, and submitting printed work physically or electronically. Students are expected to maintain access to the tools needed for these tasks, which may include printers, email accounts, wi-fi access, internet browsers, and word processing.

# FERPA

The Family Educational Rights and Privacy Act protects the privacy of student records in college courses, regardless of their age. FERPA can be waived, and NC asks all families to sign a waiver allowing the counseling department to communicate with the school about issues to better serve the student.

Because of FERPA, the instructor is unable to discuss concerns with the parents. Only the student can communicate with the instructor about concerns. This should be a major factor in considering a student’s readiness for CCP.

# Underperforming students

CCP participants that fail a class will earn both an “F” on the high school and college transcripts, and this will be calculated in both GPAs. The high school has the right to seek reimbursement for any tuition paid by the state to the university for tuition. The school district may withhold grades and credits received for the course until the reimbursement is made.

Students with a lower than 2.0 cumulative GPA in CCP courses or who has withdrawn from two or more courses in the same term is defined as “underperforming” and is placed on CCP Probation. While on probation, the student may enroll in **one** CCP course (not in the same subject as the D or F), and is given one semester to improve the GPA to a 2.0 or higher, lifting the probation. If the student does not increase their GPA, they are dismissed from CCP. This dismissal does not allow students to take a CCP course for one year. If the student wants to return to CCP after the year they can request to return to CCP through the school counseling department.

# Appeal Process for CCP Dismissal

Under limited circumstances, a student can appeal a dismissal. The principal will consider any extenuating circumstances separate from academic performance that may have affected the student’s CCP status. They may then:

* Allow the student to participate in CCP without restrictions, or
* Allow the student to take a course in the same subject where the student earned a “D” or “F” or for which the student received no credit, or
* Allow the student to participate in the program on CCP Probation, or
* Main the student’s status on CCP Dismissal.

The College Credit Plus Dismissal Appeals policy for Newark Catholic High School is based on the requirements of Ohio Administrative Code 3333-1-65.13. Students who have been placed on CCP Dismissal or who have been placed on CCP Probation, prohibiting the student from taking a course in the same subject, and wish to appeal must notify the principal within five business days after being notified of the CCP Dismissal or CCP Probation status. The school will notify the college or university in which a student is enrolled that the student has requested an appeal. The principal will issue a decision on the student’s appeal within ten business days after the date of the appeal is made. The decision of the principal is final.

To request an appeal, a student must provide a written explanation of why the student should be 1) removed from CCP Dismissal or 2) permitted to take a course in the same subject while on CCP Probation. The principal will review the written explanation and will consider the following possible activities that a student has taken:

* Completion of high school courses with an established grade point average
* Completion of tutoring, extra course assistance, as available
* Development of an individual pathway plan that includes high school graduation requirements and possible college courses

The principal has the discretion to allow a student to participate in the program if the student meets other factors to demonstrate readiness.

*Note: The CCP Probation and CCP Dismissal policy (OAC 3333-1-65.13) does not alter, supersede, or affect any college policy or procedure on academic probation or dismissal through the college. Students wishing to appeal the college’s policy must do so by following the college’s procedures.*

# Withdrawal from a course

A student can withdraw from a course before the 14th **calendar** day of the term without penalty. Check the college’s academic calendar for this specific date; it does not necessarily correspond to the 14th day of the course.

A student that withdraws after the college’s required withdraw date will receive an “F” in the college and high school GPA and transcript. The high school can seek reimbursement for the course tuition, textbooks, and fees for any failing grade in CCP.

# Athletic Eligibility

Students electing to enroll in CCP must be certain that:

1. The faculty members at the post-secondary institution understand that they will need to provide grades or a progress report at the time when the high school’s grading period is over (mid-semester for the college).
2. The student-athlete is taking enough course work between the post-secondary institution and the high school combined to be equivalent to five one-credit courses (NC requires 6, which supercedes OHSAA’s requirement). To calculate, each high school course for that grading period counts as one course, and each CCP course counts as two courses. For clarification in the credit count, please see Mrs. Welsh.

# Deadlines

February 15 Deadline for the high school to publish information about the school’s CCP program

February 14 Deadline for interested students to contact Mrs. Galbari to schedule a counseling session regarding CCP (if you missed the lunch meetings)

March 1 Deadline to return “CCP Plan” form to Mrs. Galbari

March 8 Suggested deadline to apply to college(s)

April 1 Deadline to submit the OH/ID account funding application – 5 PM

May 6 Expected deadline for notification of funding

May 20 Deadline to submit course information to NC to guarantee textbooks for Summer semester courses

August 1 Deadline to submit course information to NC to guarantee textbooks for Fall semester courses

December 13 Deadline to submit course information to NC to guarantee textbooks for Spring semester courses

Helpful Resources

# ACCUPLACER

Accuplacer is the most common placement test for determining if a student is college-ready. The ACT or SAT can also be used, but if the student has not taken the either of those tests the college will provide one free opportunity for placement using Accuplacer. There are multiple subjects tested for the Accuplacer, so if you need to take it, verify with the college which test you are taking. NC typically offers one test date for COTC students after school in the spring in our computer lab (date to be determined). If you cannot attend that date, it will be the responsibility of the student to test at COTC during the testing center’s scheduled hours.

All ACCUPLACER tests use a multiple-choice format (except for the WritePlacer, which is a writing test). There’s no time limit on the tests, so you can focus on doing your best to demonstrate your skills. ACCUPLACER uses the latest computer-adaptive technology and the questions you see are based on your skill level. Your response to each question drives the difficulty level of the next question so it’s important to give each question as much thought as you can before selecting your answer.

* The number of questions varies depending on which ACCUPLACER tests you take, typically between 12 and 40 questions.
* No one passes or fails ACCUPLACER tests, but it’s important to complete the test using your best effort, so you and your college have an accurate measure of your academic skills.

**Test Details: WritePlacer® (Written Essay)**

The WritePlacer test measures your ability to write effectively, which is critical to academic success. Your score is based on your ability to express, organize, and support your opinions and ideas. The position you take on the essay topic doesn’t affect your score. The following five characteristics of writing will be considered:

* **Focus:** The clarity with which you maintain your main idea or point of view.
* **Organization:** The clarity with which you structure your response and present a logical sequence of ideas.
* **Development and Support:** The extent to which you elaborate on your ideas and present supporting details.
* **Sentence Structure:** The effectiveness of your sentence structure.
* **Mechanical Conventions:** The extent to which your writing is free of errors in usage and mechanics.

**Test Details: Classic ACCUPLACER**

**Arithmetic**

The Arithmetic test measures your ability to perform basic arithmetic operations and to solve problems that involve fundamental arithmetic concepts. There are three types of arithmetic questions:

* **Operations with whole numbers and fractions**
* **Operations with decimals and percents**
* **Applications and problem solving**

**College-Level Math**

The College-Level Math test measures your ability to solve problems that involve college-level mathematics concepts. There are five types of college-level math questions:

* **Algebraic operations**
* **Solutions of equations and inequalities**
* **Coordinate geometry**
* **Applications and other algebra topics**
* **Functions and trigonometry**

**Elementary Algebra**

The Elementary Algebra test measures your ability to perform basic algebraic operations and to solve problems involving elementary algebraic concepts. There are three types of elementary algebra questions:

* **Operations with integers and rational numbers**
* **Operations with algebraic expressions**
* **Solution of equations, inequalities, and word problems**

**Reading Comprehension**

The Reading Comprehension test measures your ability to understand what you read, to identify main ideas, make inferences, and distinguish between direct statements and secondary or supporting ideas.

**Sentence Skills**

The Sentence Skills test measures your understanding of sentence structure—what makes a sentence complete and clear. Some questions deal with the logic of a single sentence, and others with the relationships between sentences.

**For info and practice questions visit the College Board (authors of SAT, AP, PSAT):** <https://accuplacer.collegeboard.org/>

# Vocabulary

1. Accuplacer – an online placement test, written by the same company as SAT and PSAT, used to determine remediation-free status and acceptance into CCP.
2. CCP – College Credit Plus, a program offered in the state of Ohio for students to take college coursework that earns dual credit (high school and college), and is free to the student
3. Credit - a measure of the amount of material/time earned in a class. High school credits are measured in “Carnegie units”, while college credits in Ohio are measured in semester hours.
4. Dismissal – the process of removing a student from CCP; the student is no longer eligible for the rights available to CCP students, including free tuition.
5. Dual Enrollment – participating in a course that earns high school and college credit.
6. Matriculation- the enrollment as a student at a college or university.
7. ODE – the Ohio Department of Education, the governing body for education grades preschool through 12th grade.
8. ODHE - the Ohio Department of Higher Education, the governing body for education post-high school.
9. Probation – the designation for students who have earned a lower than 2.0 cumulative GPA in their CCP coursework or dropped two courses in the same semester.
10. Remediation-free – the classification that is used for students that are college-ready and have sufficient reading, writing, and math skills to qualify for college coursework.
11. OH/ID – the system used by the state of Ohio for nonpublic students to request funding for their CCP coursework.
12. Transcripted – coursework that is earned is then included in the student’s academic record, or transcript.
13. Underperforming – defined by a student earning a failing grade in a CCP course.

# Contact info for CCP

**START APPLYING TO THE COLLEGES NOW!**

**Ohio Department of Education (ODE)**

* Safe Account for Funding: <https://safe.ode.state.oh.us/portal>
* Additional Info: <https://ohiohighered.org/CCP>

**Central Ohio Technical College (COTC)**

* Contact: Nicole E. Thompson
* Phone: 740-755-7668
* Email: thompson.2478@mail.cotc.edu
* Web: <http://www.cotc.edu/Admissions/college-credit-plus>
* Setting: online, or on campus
* Testing: Accuplacer, or ACT - 18 English, 21 Reading, 22 Math
* Requirements: Application, placement test, transcript

**The Ohio State University - The Academy**

* Contact: C.R. Barclay
* Phone: 740-366-9396
* Email: Barclay.3@osu.edu
* Web: <https://academy-ccp.osu.edu/apply>
* Setting: On campus
* Testing: Accuplacer, or ACT - 18 English, 22 Reading, 22 Math
* Requirements: Application, placement test, transcript, Information form (signed by parents and counselor)

**University of Toledo**

* Contact: John Adams
* Phone: 419-530-2676
* Email: john.adams@utoledo.edu
* Web: <http://www.utoledo.edu/admission/dualcredit/>
* Setting: Online
* Testing: Accuplacer, or ACT - 18 English, 22 Reading, 22 Math
* Requirements: Application, placement test, transcript, parent and counselor consent form

**Mount Vernon Nazarene University (MVNU)**

* Contacts: Jennifer Adkins
* Phone: 740-397-9000
* Email: jennifer.adkins@mvnu.edu
* Web: <http://www.gotomvnu.com/dualenrollment/collegecreditplus.php>
* Setting: Online or on campus
* Testing: Accuplacer, or ACT - 18 English, 22 Reading, 22 Math
* Requirements: Application, placement test, transcript, parent and counselor consent form

**Otterbein University**

* Contacts: Amanda Talbott
* Phone: 614-823-1500
* Email: macdonald1@otterbein.edu (Amanda Talbott)
* Web: <http://www.otterbein.edu/public/FutureStudents/Undergraduate/OCI.aspx>
* Setting: On campus
* Requirements: Application, placement test, transcript, high school information form

# The Checklist

**DECIDE IF CCP IS RIGHT FOR YOU - STUDENT & PARENT**

* **Discuss with your parents.**
* **Discuss with your counselor.**
* **Consider your options for CCP – classes at NC, online, summer, etc.**
* **Consider the risks and benefits.**

**INTENT TO PARTICIPATE - STUDENT**

* **BY MARCH 1: Complete the “CCP Plan” form and turn in to Mrs. Galbari.**

**APPLY TO COLLEGE(S) - STUDENT**

* **Decide what route you want to go – classes at NC, online, summer, etc.**
* **Locate the college’s CCP application – this is not always the same as their regular application.**
* **BY MARCH 8: Submit the application.**
* **Save a copy of the acceptance to your computer to upload into your funding application.**

**APPLY FOR FUNDING - PARENT**

* **Beginning on February 3: Create an OH/ID Account Login using the PARENT’S driver’s license. Add all of your participating students to the account.** <http://education.ohio.gov>
* **Use your login to create your funding application/intent to participate**
	+ **Be accurate and proofread!**
	+ **Most classes are 3 credit hours each. Look up the hours for the courses you are considering and be accurate. Don’t request more than you will use – that limits funding for other students.**
	+ **Upload all acceptance letters.**
* **By APRIL 1: Submit the application by 5 pm. Funding is limited. No extensions are given.**
* **By MAY 6: You should hear whether or not you received funding. (this is dependent upon ODHE’s timeline)**

**ENSURE PLACEMENT - STUDENT**

**Just getting into the college doesn’t ensure you are getting in the course. The college will need to placement test you to guarantee you are college-ready. The testing requirement may change. Colleges are making the decision in February.**

* **You need one of the following for COTC to be automatically placed into Composition and/or Psychology:**
	+ **Writeplacer (Accuplacer) score of 5 or higher, or**
	+ **ACT score of 18 or higher in English, or**
	+ **ACT score of 22 or higher in Reading, or**
	+ **SAT score of 450 or higher in English**

**Without those placement scores, a student can still get placed into Composition and/or Psychology with:**

* **3 credits of English and a 3.0 GPA, AND**
	+ **Writeplacer (Accuplacer) score of 4, OR ACT score of 16-17 in English, OR ACT score of 20-21 in Reading**
	+ **Students attending other colleges or taking other courses at COTC may be subject to other measures for placement. Check with the college.**