**College Credit Plus Student Checklist**

1. **Attain a Notice of Intent Letter or access it online and return it to your Academic Advisor:** 
   * <https://dam.assets.ohio.gov/image/upload/highered.ohio.gov/ccp/CCP_Intent_to_Participate_2024-25.pdf>

1. **Choose a college to enroll at for CCP**
   * Information for our college partner, Columbus State:

[https://www.cscc.edu/academics/college-credit-plus/ccp-Adm](https://www.cscc.edu/academics/college-credit-plus/ccp-Admissions.shtml)

[issions.shtml](https://www.cscc.edu/academics/college-credit-plus/ccp-Admissions.shtml)

1. **Fill out a CCP Application and complete any required essays**
   * CCP Applications are online on your college’s website

1. **Turn in Supporting Documents**
   * High school transcript (sent by Academic Advisor)
   * Recommendation letter (if requested)

1. **Notify your Academic Advisor once you have been admitted**

1. **Meet with your College Advisor to finalize what courses you will take**

**and set up your account/email with the college**

1. **Notify your Academic Advisor upon completion of your CCP courses to ensure that they are awarded on your transcript**