

Tri-C College Credit Plus Application Instructions

1. Go to the website: <http://www.tri-c.edu/college-credit-plus/>. This website provides you with enrollment information for prospective and current CCP students, as well as resources for parents and school counselors.
2. Click on “New Applicants”

**Private school/home school students are subject to available funding; books are not covered. Funding is contingent upon acceptance to the College and submission of the appropriate funding forms to the State by April 13, 2018 at 5:00 pm. Click on the Private and Home School Students button below for more information.*

New Applicants	Steps to becoming a College Credit Plus Student.
Continuing Students	Current CCP students continuing in CCP Program.
Resources for Parents/Students	Most Commonly Used Forms and Resources for the CCP student.

3. This will bring you to a document explaining your CCP enrollment steps. Step 4 will link to the College Credit Plus online application. Click on “College Credit Plus”:
 4. Complete the [College Credit Plus](#) application

4. If this is your first time logging in, you will first need to create an account. If you have already created an account, log in to your account, and skip to step 11. To create a new account, click “Create Account” at the top of the screen:

Cuyahoga Community College

Return to Cuyahoga Community College

Log In | [Create Account](#) | Application Deadlines | Apply Online | Events

Log In

Connect with Facebook

Are you logged in from a public computer?

Log In

Email: *

Password: *

[Log In](#)

Not registered yet? [Create an account!](#)

Forgot your password? Reset it now.

5. Fill in all required information, including first name; last name; email address; phone number; birth date; street address.

6. When you come to the question “Currently in high school?*”, select “Yes” from the drop down menu. **If you are in middle school, please select “Yes” for this question.** Two additional questions will appear. Enter an approximate self-reported GPA, as well as the year you will graduate from high school. Note: Your self-reported GPA will not be used for admission purposes.

If you are applying for a term after you graduate from high school, the CCP application is not appropriate. Please complete the general application.

Currently in high school? *

Yes ▾

Self Reported GPA *

3.3

High School Graduation Date *

2020 ×

7. Use the following instructions to select your Ohio high school:

- Type **the first 3 letters** of your high school name
- Click **Search**
- Select high school from the **Results Found** menu
- Click **Select**

High School

Organization Name (full or partial)

Par

Country

Select Country

City (full or partial)

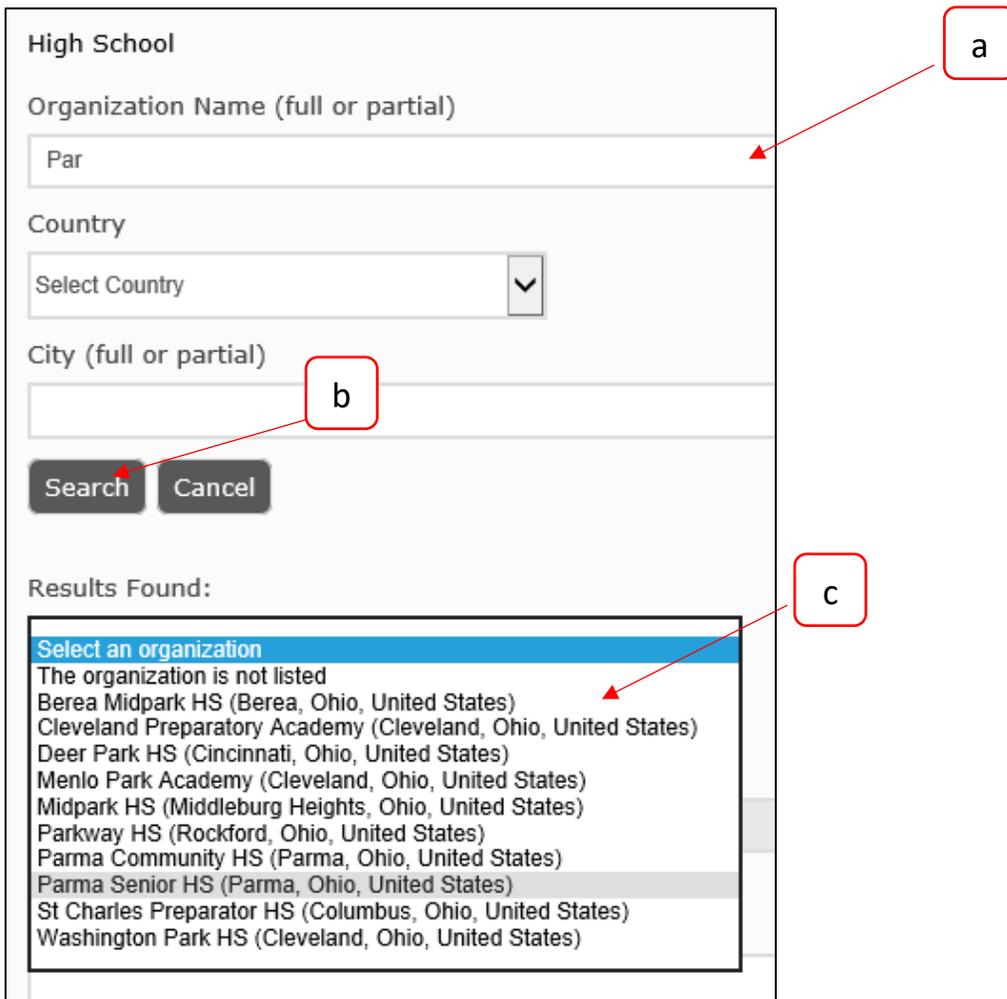
Search Cancel

Results Found:

Select an organization

The organization is not listed

- Berea Midpark HS (Berea, Ohio, United States)
- Cleveland Preparatory Academy (Cleveland, Ohio, United States)
- Deer Park HS (Cincinnati, Ohio, United States)
- Menlo Park Academy (Cleveland, Ohio, United States)
- Midpark HS (Middleburg Heights, Ohio, United States)
- Parkway HS (Rockford, Ohio, United States)
- Parma Community HS (Parma, Ohio, United States)
- Parma Senior HS (Parma, Ohio, United States)
- St Charles Preparator HS (Columbus, Ohio, United States)
- Washington Park HS (Cleveland, Ohio, United States)

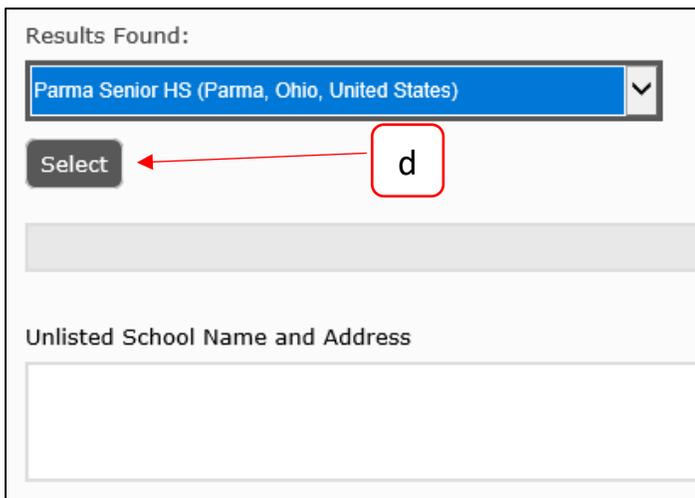


Results Found:

Parma Senior HS (Parma, Ohio, United States)

Select

Unlisted School Name and Address



There is no need to enter white box. If you cannot find your high school on this list, please contact your Tri-C CCP Coordinator.

If you are a home study student, please check the “Home Schooled” box.

Search
Cancel

Unlisted School Name and Address

Home Schooled

8. Fill in your **Enrollment Information** as follows:

- a. **Start Term***: The term you plan to start taking your CCP classes.
- b. **Student Type***: High School/Middle School Student Earning College Credit
- c. **Academic Area of Interest***: Humanities, Liberal Arts, Social Science
- d. **Academic Program of Interest***: Associate of Arts – Liberal Arts
- e. **Campus of Interest***: The campus where you plan to take your CCP classes.
 If the CCP classes you are planning to take are offered at your high school, please select the campus closest to your high school:
 - i. Eastern Campus (Highland Hills)
 - ii. Metro Campus (Downtown Cleveland)
 - iii. Western Campus (Parma) includes Brunswick University Center
 - iv. Westshore (Westlake)

Enrollment Information

Start Term *

FAII 2108

▼

or

Spring 2019

Student Type *

Definitions of Student Types

High School/Middle School Stu

▼

Academic Area of Interest *

STEM
▼

Academic Program of Interest *

Electrical Engineering Technology
▼

Campus of Interest *

METRO
▼

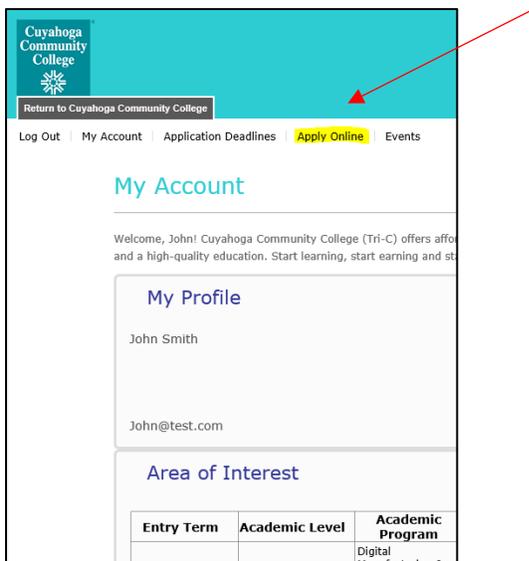
9. Create a password that you will remember, along with a question to remind you of your password. We recommend writing your password down.

10. Click “Create Account”

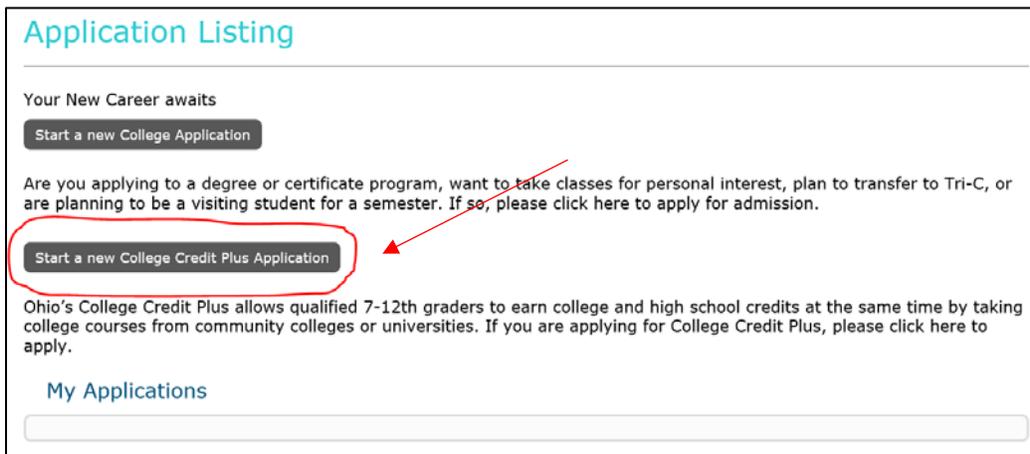


You have successfully created an account. When you log in to your account, you can see your personal profile, apply online, and sign up for campus events. Your next step will be to fill out a new College Credit Plus Application.

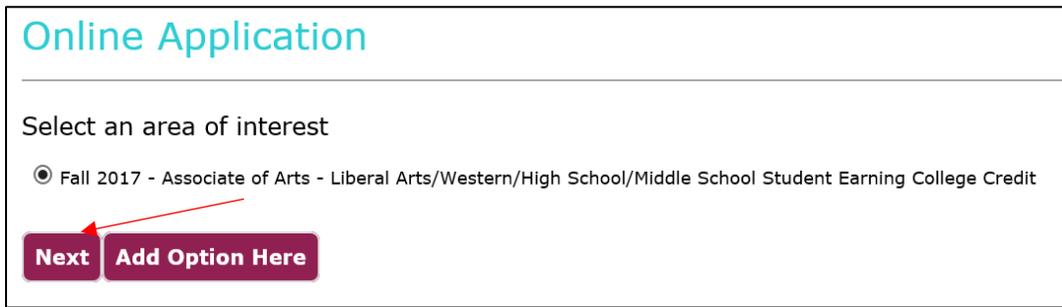
11. Click “Apply Online”:



12. Click “Start a new College Credit Plus Application.” It is important not to select our general application for new students. If you are applying for a term after you graduate from high school, the CCP application is not appropriate. Please complete the general application.



13. Click “Next”:



The screenshot shows a web form titled "Online Application". Below the title is a horizontal line. Underneath, the text "Select an area of interest" is displayed. A radio button is selected next to the option "Fall 2017 - Associate of Arts - Liberal Arts/Western/High School/Middle School Student Earning College Credit". At the bottom of the form, there are two buttons: "Next" and "Add Option Here". A red arrow points to the "Next" button.

You may get a message letting you know that your application is loading. This could take a few moments.

PERSONAL:

14. When your application generates, you will see that much of the information that you used to create your account will populate into the application. If you notice any errors in your personal information, update the fields.
15. **Name:** Enter the required information, including gender; emergency contact first and last name; and emergency contact phone number.
a. If you are a male aged 18-25, you will be required to submit your Selective Service registration number. You can locate your Selective Service number here: <https://www.sss.gov/>.
16. **Contact Information:** Check to make sure your contact information populated correctly from the Create Account form. Make adjustments as necessary.
17. **Home Address:** Check to make sure your home address populated correctly from the Create Account form. Make adjustments as necessary.

Be sure to answer the question “Have you lived in Ohio for the last 12 months?*”
Answering “Yes” will generate additional questions: “Do you live in Cuyahoga County?” and “Have you lived in Cuyahoga County for the last 12 months?” This will affect your residency status in our system, so it is important to answer these questions as accurately as possible.

City *

County *
 ▼

State/Province *
 ▼

Zip/Postal Code *

Have you lived in Ohio for the last 12 months? *
 ▼

Do you live in Cuyahoga County? *
 ▼

Have you lived in Cuyahoga County for 12 months? *
 ▼

18. **Mailing Address:** If your mailing address is different than your home address, you will be required to enter your mailing address.

19. Click **“Save and Continue”**

DEMOGRAPHICS:

20. **Citizenship:** Select your citizenship status. If you are a citizen or permanent resident, you will be **required** to enter your social security number.

Citizenship

Select your Citizenship status: *
 ▼

Social Security Number *

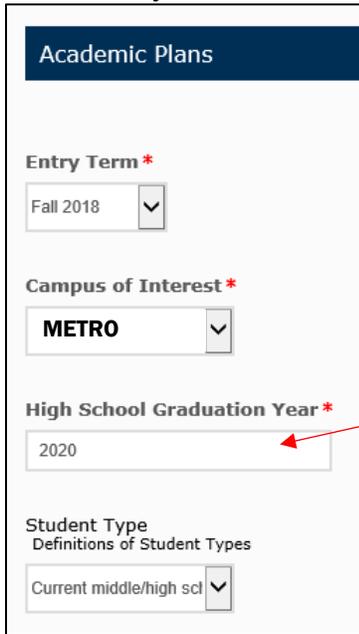
Verify Social Security Number *

21. **Ethnicity:** Continue by answering ethnicity questions.

22. Click **“Save and Continue”**

PLANS:

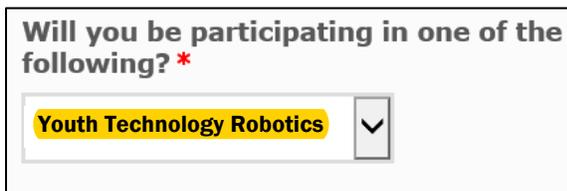
23. **Academic Plans:** As you can see, some of your information pre-populated based on your Create Account form. Enter your High School Graduation year.



The screenshot shows a form titled "Academic Plans" with the following fields:

- Entry Term ***: A dropdown menu with "Fall 2018" selected.
- Campus of Interest ***: A dropdown menu with "METRO" selected.
- High School Graduation Year ***: A text input field containing "2020". A red arrow points to this field.
- Student Type**: A dropdown menu with "Current middle/high scl" selected. Below it is a link for "Definitions of Student Types".

24. The next question asks, "Will you be participating in one of the following?": **Youth Technology Robotics Program**, ~~High Tech Academy~~, or ~~None of These~~. Select **"Youth Technology Robotics Program"**



The screenshot shows a question: "Will you be participating in one of the following? *". Below the question is a dropdown menu with "Youth Technology Robotics" selected.

25. Click **"Save and Continue"**

ACADEMICS:

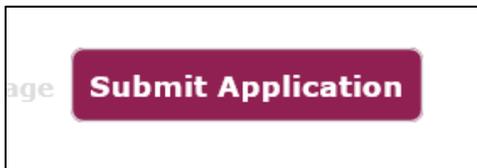
26. **High School Credit:** Your high school should have pre-populated based on what you entered in your Create Account form. If it did not, refer to step 7 to select your high school.
27. **Educational Goal:** Enter your plans after high school graduation.
28. Click **"Save and Continue"**

WRITING & SIGNATURE:

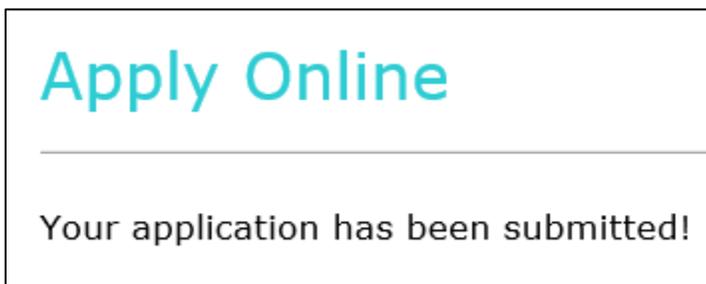
29. **Criminal History:** Answer the 3 questions relating to criminal history.
30. **Certification:** Answer the 3 questions that certify that you provided accurate information, that you understand your application will be reviewed, and that your middle school and high school are able to release information to Cuyahoga Community College.
31. **Signature:** Enter your full first and last name. The signature date will automatically populate.

The screenshot shows a form titled "Certification" with three questions, each with "Yes" and "No" radio button options. The first question asks if the user certifies the information is accurate. The second asks if they understand the information will be evaluated. The third asks for authorization to release academic information. Below the questions is a note: "All communication will be sent to you via the email address provided on your application." At the bottom, there are two fields: "Signature" (with the text "John CCPSStudent") and "Signature Date" (with the date "2/14/2017").

32. Click **“Submit Application”**



You will see the following screen if you submitted your application correctly:



It can take 3-5 business days to process an online CCP application. Once your application is processed, you will receive an email that will include your Student ID number and next steps.