Due to State reporting, Cuyahoga Community College encourages registration for classes be completed no later than two weeks before the semester begins. Just a reminder, students registering early will have a better choice selection!

1. Discuss enrollment in College Credit Plus with your high school guidance counselor. Make sure you submit the Intent to Participate no later than April 1 to your high school.

2. Obtain a new Authorization form from Cuyahoga Community College.

3. Request an updated high school transcript for Fall registration. Have it sent to the CCP coordinator’s office.

4. Meet with your high school counselor to ensure your class choices fulfill your high school graduation requirements.

5. Submit the Authorization form with all appropriate signatures to the CCP coordinator.

6. Schedule an appointment with an assigned Tri-C Academic counselor to assure the classes will fulfill your degree or certificate requirements.

The formula for determining credit hours that a student may take at the college is as follows:

Take the number of secondary units scheduled by the secondary school for which the student receives only secondary school credit, then multiply that number by three and then subtract the result from thirty. The resulting number shall be the total number of college credits a student participant may earn under college credit plus in an academic year.