

# 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 “Prospective Students”

• Tuition and book are covered at no cost to the student.\*

*\*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 forms to the State by April 22, 2016 (extended deadline). Click on the Private and Home School Students button below for more information.*

Prospective Students	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 3 will link to the College Credit Plus online application. Click on “College Credit Plus”:

3. 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** | Apply Online | Events

## Welcome

Welcome to Cuyahoga Community College. Please enter your email address. Additional questions may become required based on your selection.

Create Account  
Don't have an account? Create one today.

Forgotten Password  
Forgot your password? Reset it now.

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. Two additional questions will appear. Enter an approximate self-reported GPA, as well as the **year** you will graduate. Note: Your self-reported GPA will not be used for admission purposes.

**Currently in high school? \***

Yes ▾

**Self Reported GPA \***

3.3

**High School Graduation Date \***

2020 x

7. Use the following instructions to select your Ohio high school:
  - a. Select Country (United States)
  - b. Select State (Ohio)
  - c. Leave the “City” field **blank**
  - d. Click “Search”
  - e. Select your school from the list
  - f. Click “Select”

High School

**Country \***

United States ▾

**State/Province \***

Ohio ▾

City

Search Cancel

Results Found:

Parma HS ▾

Select

**There is no need to enter the address of your high school in the white box. You only need to enter the address if you are unable to find your high school in the list.**

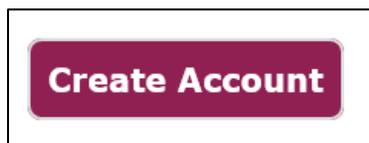
8. Fill in your **Enrollment Information** as follows:

- 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\***: Undecided\*
- 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)
  - iv. Westshore (Westlake)

<b>Start Term *</b> Fall 2017 ▼	<b>Student Type *</b> Definitions of Student Types High School/Middle School Stu ▼
<b>Academic Area of Interest *</b> Humanities, Liberal Arts, Socia ▼	<b>Academic Program of Interest *</b> Undecided* ▼
<b>Campus of Interest *</b> Western ▼	

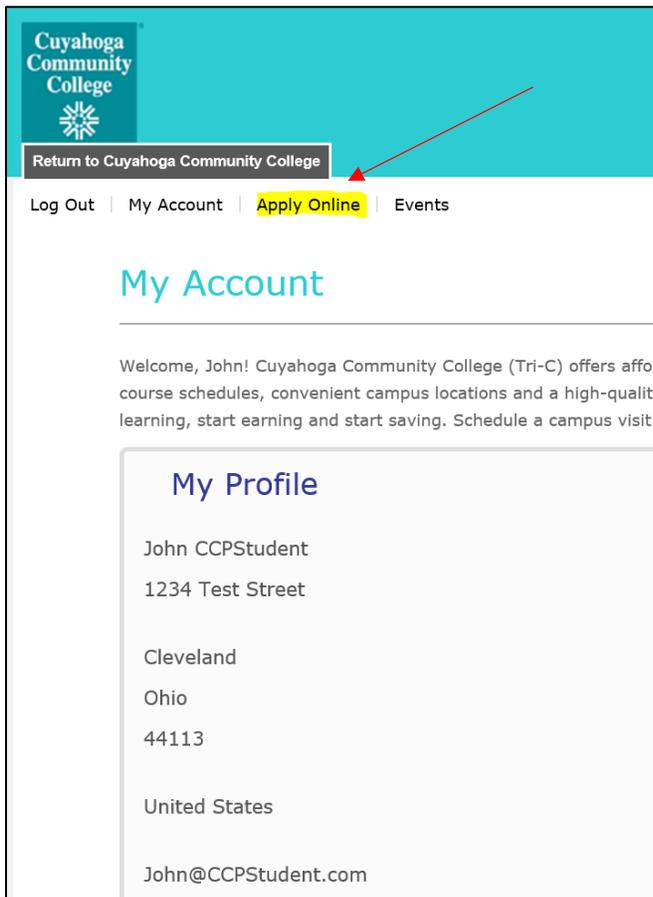
9. Create a password that you will remember, along with a question to remind you of your password. We recommend writing your password down.

10. Click “Create Account”

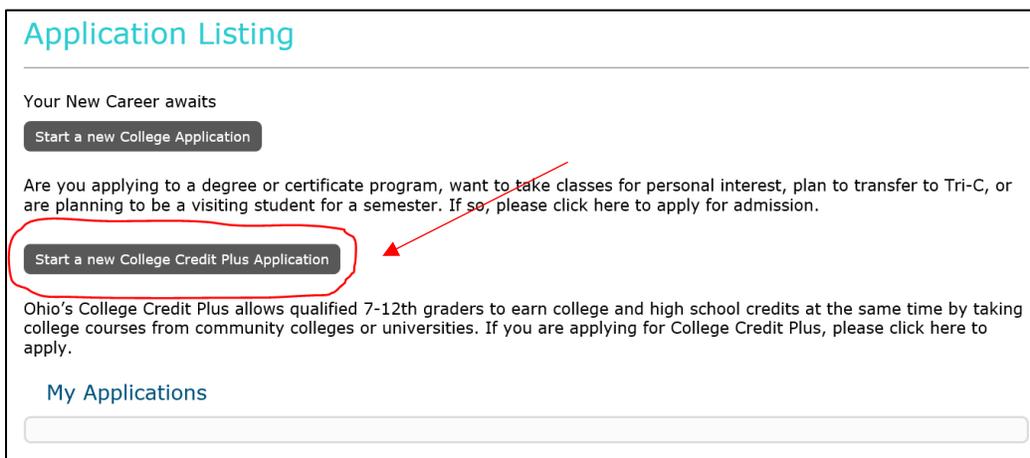


You have successfully created an account. When you log in to your account, you can see your personal profile, apply online, and sign up for campus events. Your next step will be to fill out a new College Credit Plus Application.

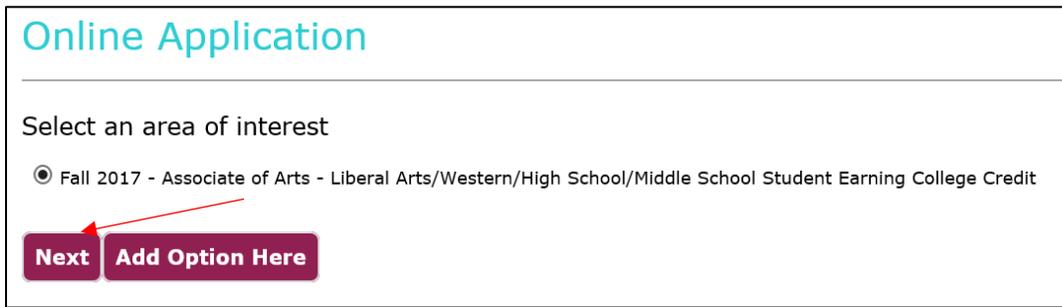
11. Click “Apply Online”:



12. Click “Start a new College Credit Plus Application.” It is important not to select our general application for new students.



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 followed by a radio button and the text "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’ll 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.
- 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’s important to answer these questions as accurately as possible.**

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

Yes    No

Do you live in Cuyahoga County?

Yes    No

Have you lived in Cuyahoga County for the last 12 months?

Yes    No

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: \***

Citizen
▼

**Social Security Number \***

000-00-0000

**Verify Social Security Number \***

000-00-0000

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 date. If you aren’t sure exactly what date you will be graduating, select June 1<sup>st</sup> of your graduation year. It is helpful to click on the calendar to select the date:

**Academic Plans**

**Entry Term \***

**Campus of Interest \***

**High School Graduation Date \***

**Student Type**  
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.**”

**Will you be participating in one of the following? \***

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Youth Technology Robotics

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 didn’t, 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.

**Certification**

**Do you certify the following? \*** I certify that the information provided on this application is accurate, complete and subject to verification.  
 Yes  No

**Do you certify the following? \*** I understand that all required application information will be evaluated prior to admission.  
 Yes  No

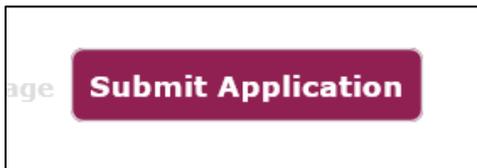
**Do you certify the following? \*** I authorize each high school, college or university I have attended to release my academic information to Cuyahoga Community College.  
 Yes  No

*All communication will be sent to you via the email address provided on your application.*

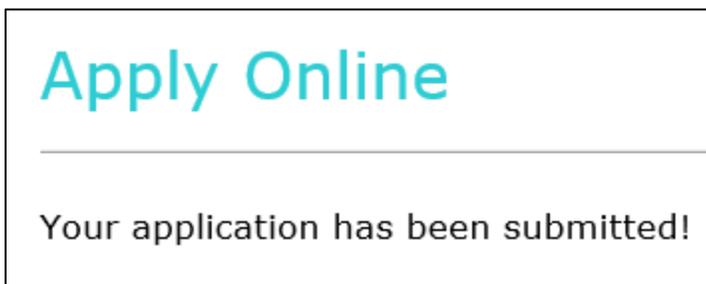
**Signature \***  
Full First and Last Name

**Signature Date \***

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 a letter in the mail that will include your Student ID number and next steps.