

CollegeCredit PLUS

Letter of Intent to Participate in College Credit Plus

PLEASE PRINT

Date _____

AFTER APRIL 1, YOU WILL NEED PERMISSION FROM THE SCHOOL DISTRICT SUPERINTENDENT TO PARTICIPATE.

Student Name _____

Parent/Guardian Name _____

Home Address _____

PLEASE INDICATE PREFERRED METHOD OF CONTACT:

Parent Phone Number (Day) _____ (Evening) _____

ParentEmailAddress _____

Student Contact Info _____

School _____ Grade _____

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the coming school year and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate for some other reason.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

Student Signature _____

Parent Signature _____

Columbus State Community College

<http://csc.c.edu/community/dual-credit/high-school-students.shtml>

CC+ Admissions Process

The DEADLINE to APPLY for Spring 2016 is November 1, 2015

The deadline to apply for Autumn 2015 has passed. All applications received after the Autumn 2015 deadline will be considered for Spring 2016 admission

All middle school and high school students who intend to take courses through the College Credit Plus program at Columbus State Community College must follow the admissions steps outlined below.

Please click on the blue highlighted links for more information

ELIGIBILITY

- The College Credit Plus program is for Ohio Residents. Ohio residents who intend to participate in College Credit Plus must file a Letter of Intent with their local school district each academic year.
- Students who are not Ohio Residents are not eligible for the College Credit Plus Program. Though non-Ohio Residents cannot participate or receive funding, they may be able to enroll in college courses at the applicable non-resident or international tuition rate. Contact the Residency Office at residency@csc.c.edu for details.
- Students who test into the Cougar Edge program are not eligible to enroll in college courses.
- Students who are eligible for the College Credit Plus Program are funded for a specific number of credit hours as determined by a state-provided formula. The families of students who register for additional credit hours are responsible for tuition and fees incurred by students who exceed the approved number of credit hours.
- Students who request to exceed the number of credit hours approved for College Credit Plus must schedule an appointment with the College Credit Plus Office at collegecreditplus@csc.c.edu to discuss the petition with an advisor.

STEP ONE—APPLY

» [Complete a Columbus State Admission Application](#) and indicate [College Credit Plus](#).

» **IMPORTANT:** Please allow 24 to 48 hours for processing before taking the COMPASS Placement Test. You will need a Cougar ID# in order to take the test and it takes 24-28 business hours for you to receive your Cougar ID# via email after submitting your application.

STEP TWO—TEST

» Take [COMPASS Placement Test](#) and/or Submit ACT scores to Columbus State through ACT. Columbus State's ACT school code is 3261. Scores must be in our system no later than **DECEMBER 1, 2015 for Spring 2016 Admission**

» If you would like to only submit ACT scores (and not be required to take the COMPASS Placement Test), you must have 18+ in English, 21+ in Reading, and 10+ in Math. If you do not meet these minimum score requirements, you will be required to take the COMPASS Placement Test.

Note: Because an ACT math sub-score of 22 is required for registration into college-level math classes, students who have an ACT math score below 22 are encouraged to complete the math portion of the COMPASS test.

If you do not score college ready in one or more subject areas of the COMPASS test, you may follow these steps to re-test.

-Study and prepare for the re-test. Resources are available on the college testing center website (<http://www.csc.edu/services/compass/retest.shtml>).

-Go to Aquinas Hall 116, Academic Advising, and ask for a CSCC Re-Test Referral Card to retest on the COMPASS (you will need to know your Cougar ID number)

-Take the Referral Card to Aquinas Hall, lower level, Testing Center, and show your Photo ID to re-test on the portion(s) of the COMPASS test that are necessary. You will need to identify yourself as a College Credit Plus high school student. (Do not re-test in the subjects for which you have already tested "college ready".)

NOTE: You are permitted one re-test per year while in high school.

» If you have a documented disability or are on an IEP and would like to see if you qualify for testing accommodations, please contact [Disability Services](#)

STEP THREE—SUBMIT REGISTRATION CONSENT FORM

College Credit Plus Registration Consent Form

PLEASE PRINT

NOTE: This form must be completed and returned to Columbus State. You may scan and email to collegecreditplus@csc.edu or send via postal mail to Columbus State Community College, 550 E. Spring Street, Columbus, OH 43215 ATTN: College Credit Plus **Faxed documents will not be accepted. Electronic signatures will not be accepted.**

Legal Name	Last	First	M.I.	Grade Level (2015-2016)
Cougar ID Number		Phone	Parent/Guardian Name	
Address			City	State Zip
Name of Middle/ High School			Graduation Year	

Parent/Legal Guardian Consent for Child to Participate in Dual Credit (College Credit Plus) Program

I hereby grant permission for my child to enroll in the Dual Credit (College Credit Plus) program at Columbus State Community College. I understand:

- Completion of this consent form does not guarantee admission to a specific program or course. Students must meet course placement /prerequisite for ALL courses.
- This is not a course registration form. This authorizes your student to register for Columbus State dual credit course(s). Registration for courses taken at the high school will be determined by registration forms submitted by the high school. Students taking courses on campus or online will register themselves.
- Courses will become a part of student's permanent academic record and will be included on the high school transcript and calculated in the high school grade point average.
- Courses taken for high school graduation credit may impact student's ability to graduate high school.
- If student fails a course and/or withdraws after the 100% refund deadline, the school district may bill the family for the cost of attendance. A student may withdraw from a class prior to the course Withdrawal Date and receive a "W" on the college transcript, which will not affect the college GPA. Students who drop the college class should consult with their Guidance Counselor and/or College Academic Advisor before doing so.
- Parents are not permitted to sit in on courses with students unless the parent is registered for the course as a paying student.
- If student is taking the course(s) on campus, student may be in class with adults who come from a variety of backgrounds, ages, and criminal histories. Student may be required to interact with classmates on group work and projects inside and outside of the classroom.
- The subject matter of the course may include mature themes and materials and will not be modified based upon College Credit Plus student participation.
- If the student has a documented disability, it is the student's responsibility to request necessary accommodations through the college's Office of Disability Services in order to receive services deemed appropriate for the student.
- Student may not register for more hours than indicated by the school counselor/principal, in alignment with state regulations. If student registers for more than allotted hours, the family will be billed by Columbus State Community College for all tuition and fees associated with those hours and/or courses.
- All communication regarding your student must be handled through the Dual Credit office and your child's school counselor, in compliance with the Family Educational Rights and Privacy Act (FERPA). Parents should never contact instructor regarding student progress, attendance, assignments, etc.

Student Consent to Release Information

I hereby authorize and consent to shared information/education records between CSCC representatives and parents and/or high school officials which may include but not be limited to records of attendance, participation, grades, assignments, and academic and behavioral conduct as outlined in the college policy (http://www.csc.edu/_resources/media/about/pdf/7-10.pdf)

Student Signature	Date
Parent/Guardian Signature	Date

OBR Formula for Calculating # of Eligible Semester Hours:

1. Determine # of Carnegie Units student is taking during 2015-2016 school year.
2. **Multiply** that number by **3**
3. **Subtract** the number from steps 1 and 2 from **30**

I attest that the above named student has submitted a Letter of Intent with _____ School District and meets all of the Ohio Board of Regents eligibility requirements for participation in College Credit Plus for the 2015-2016 Academic Year.

This student has _____ available semester hours to use at Columbus State for the 2015-2016 Academic Year.

School Counselor/Principa Signature	Date
-------------------------------------	------

- » The [Registration Consent Form](#) must be signed by you, your parent/guardian, and your middle/high school counselor or principal and then returned to Columbus State.
- » Admission to Columbus State does not guarantee admission to a specific program or course. Students must meet course placement and/or prerequisites for all courses. Prerequisites will NOT be waived.

ADDITIONAL IMPORTANT INFORMATION

- » The College Credit Plus (CC+) Program is a wonderful opportunity for middle school and high school students who are Ohio residents and who are eligible for in-state tuition rates to earn college credit at no cost to them or their families. (Residency questions may be emailed to residency@cscce.edu or by phone at 614-287-5533.)
- » The Dual Credit Office will communicate with you throughout the admissions process to let you know your next steps. This will be done through email, using the personal email address you used to complete the admissions application. **It is very important that you check your email on a regular basis**
- » Students with an IEP and/or 504 plan in high school may qualify for support services at Columbus State, including placement test and classroom accommodations. However, because the laws governing higher education are different than those governing high school, there is no guarantee that a student will qualify for these services. To determine your eligibility, please contact [Disability Services](#) for more information.
- » The [College Credit Plus/Dual Credit webpage](#) is very helpful in answering many of your questions. You may also email questions at any time to collegcreditplus@cscce.edu. Please allow 24-48 business hours for a response
- » If your test scores do not meet the placement requirements for the course(s) in which you would like to enroll, you are eligible to retest ONE time per academic year (July 1st-June 30th) as a high school student. [Retest Information](#) here
- » Home-schooled students who intend to register for a class with a high school science pre-requisite are required to submit their district Superintendent's letter of excuse from compulsory attendance for home education with their transcript.