# UC Clermont College: CCP Handbook 2018-2019

## Contents

**Introduction**

**CCP Guidelines: Ohio Department of Higher Education**

1. Information and Counseling
2. Enrollment Options
3. Non-Public School Participation
4. Credit Hour Equivalencies
5. Credit Hour Maximums
6. Grade ‘Weighting’

**CCP Benefits and Risks**

**CCP Guidelines: UC Clermont College (UCC)**

1. Academic Requirements
2. Selecting Classes at UC Clermont
   a. Curriculum Guides
   b. Course Options
   c. Academic Advising
   d. Course Substitution Crosswalk
3. Admission Requirements
   a. ‘on-campus’ CCP
   b. ‘in high school’ CCP

**IMPORTANT DEADLINES:**

- **Public School Students**
- **NonPublic/Homeschool Students**

**ON-LINE APPLICATION**

For additional information, please contact Dr. Debra Clark at debra.clark@uc.edu
INTRODUCTION

Recently passed into law by the Ohio General Assembly, **College Credit Plus (CCP)** replaces Post-Secondary Enrollment Options (PSEO) as Ohio’s official dual credit program – a program that enables **college ready** students in grades 7-12 to take college courses for which they may earn both high school and college credit. 

https://www.ohiohighered.org/ccp

**Effective dual credit systems have been linked to positive student impacts at both secondary and postsecondary levels. In addition, these programs have the capacity to create systemic collaboration which will be necessary in order for Ohio to meet its college- and career-ready, and postsecondary completion goals. These programs also have the added benefit of creating a reliable and seamless bridge for students to transition from high school into postsecondary endeavors.**

~ Chancellor John Carey, Ohio Department of Higher Education

**CCP Objectives**

1.) to bolster college readiness  
2.) to increase college persistence and completion  
3.) to decrease the time needed to earn a college degree  
4.) to decrease the overall cost of a college degree.

**What is the key difference between CCP and other advanced standing programs? Transcripted Credit.** Unlike advanced placement, international baccalaureate and ‘articulated’ coursework, classes completed under the auspices of College Credit Plus are immediately recorded on an official college transcript. No intermediary steps are required. 

**All classes completed under the auspices of UC Clermont’s CCP program are recorded immediately and permanently on a University of Cincinnati transcript!**

**CCP Delivery Options**

<table>
<thead>
<tr>
<th>courses taught at the college campus by college faculty</th>
<th>courses taught at the high school by college faculty</th>
<th>Courses taught at the high school by high school faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Clermont</td>
<td>x</td>
<td>x (rarely offered)</td>
</tr>
</tbody>
</table>

For additional information about the CCP options available at UC, please contact:  
**Clermont:** debra.clark@uc.edu  **Blue Ash:** cindy.jones@uc.edu  **Uptown:** beth.fisher@uc.edu
CCP GUIDELINES: OHIO DEPARTMENT OF HIGHER EDUCATION

CCP participants and stakeholders must follow the programmatic guidelines developed by the Ohio Department of Higher Education. A few of these guidelines are detailed below.

Information and Counseling

- High schools must provide information about CCP to their students in grades six, seven, eight, nine, ten, and eleven. This information must include a detailed overview of the benefits and risks associated with CCP.

- By April 1, students must inform their high school of their intention to participate in CCP. Students may change their minds at any time.

Both public and nonpublic secondary schools must permit eligible students to participate in the College Credit Plus program.

Enrollment Options

Students participating in CCP may pursue one of two enrollment options:

<table>
<thead>
<tr>
<th>CCP Option A</th>
<th>CCP Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible students enroll in college courses for either college credit only or high school and college credit.*</td>
<td>Eligible students enroll in college courses for both college and high school credit.*</td>
</tr>
<tr>
<td>Students pay for all of the costs associated with their college enrollment, including tuition/fees, books, and supplies.</td>
<td>The school district pays for the cost of tuition and textbooks. The college pays for the cost of approved supplies.</td>
</tr>
</tbody>
</table>

*Students must make this determination at the time of enrollment not after.

CCP students may take classes from multiple colleges concurrently.

Non-Public School Participation (Homeschool and Private High Schools)

Homeschoolers and students from non-public high schools may participate in CCP. However, funding and credit hours could be limited.

For additional information, please visit the Ohio Department of Higher Education’s website and read the FAQ section for Homeschool & Nonpublic High School Students/Parents https://www.ohiohighered.org/ccp/faqs#b

Important Deadlines

Important admission and funding deadlines are provided on page 14 of this handbook.
Credit Hour Equivalencies

According to CCP guidelines, a college course transcripting three (3) or more semester hours must count as one full Carnegie unit of credit at the high school. A college course transcripting less than three (3) semester hours must count as a proportional fraction of a Carnegie unit.

**3+ Semester Hours (1 college course) = 1 Carnegie Unit (1 year of the subject at high school)**

Credit Hour Maximums

CCP participants may take up to 30 college credit hours per academic year for a maximum of 120 credit hours over the equivalent of four academic years.

As the following table indicates, the number of semester hours per year a student may take at UC Clermont is a direct function of the number of Carnegie units (CUs) a student plans to take at the high school.

<table>
<thead>
<tr>
<th># of Carnegie Units a student plans to take at the high school per academic year</th>
<th># of semester hours a student may take at UC Clermont per academic year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>1</td>
<td>27</td>
</tr>
<tr>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td>3</td>
<td>21</td>
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<tr>
<td>4</td>
<td>18</td>
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<tr>
<td>5</td>
<td>15</td>
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<tr>
<td>6</td>
<td>12</td>
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<td>7</td>
<td>9</td>
</tr>
<tr>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

**Warning:** It’s academically risky to pursue any of the Carnegie Unit / semester hour combinations noted in the ‘gray zone’. Before doing so, students should meet with their high school guidance counselor.

Grade ‘Weighting’ (school district)

If a school district awards ‘weighted’ grades to students taking honors or advanced placement courses, it must do the same for students taking college courses under the auspices of CCP.

*The policy for the awarding of grades and the calculation of class standing for CCP courses…shall not disadvantage students who choose to participate in CCP rather than other advanced standing programs, including advanced placement and international baccalaureate.* - Ohio Department of Higher Education

‘If / Then’ scenarios: [https://www.ohiohighered.org/ccp/faqs#c](https://www.ohiohighered.org/ccp/faqs#c)

End-of-Course Exams (high school)

Grades earned at the college-level for American History, American Government, Biology and Physical Science classes will substitute for end-of-course exams. For more information, students should contact their high school guidance counselor.

[CCP Course Substitution Crosswalk](#) (refer to pages 10 -11)
BENEFITS and RISKS

The College Credit Plus (CCP) program offers many academic and financial benefits as well as risks. A few of these benefits and risks are listed below.

► Risks

• Students could experience a degree of academic difficulty that exceeds the level to which they are accustomed at their middle or high schools. They may also experience ‘mature’ classroom discussions and topics that some might consider inappropriate for students under the age of 18.

• Students could earn grades for their college coursework that negatively impact both their college and high school grade point averages.

• Students who withdraw from or fail college classes could be required to reimburse their high schools for the cost of these classes, to include textbooks.

University of Cincinnati:

<table>
<thead>
<tr>
<th>UC Grades</th>
<th>Academic Consequences</th>
<th>Financial Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>F (‘failure’)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>NP (‘not proficient’)</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>W (‘withdrawal’)</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>UW (‘unofficial withdrawal’)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

► Benefits

• Students can take classes at the college that are not offered at their high school.

• Students can ‘survey’ a variety of college disciplines before they must make a final decision about pursuing either a college education or a particular college major.

• Students can take college classes for which they will receive both high school and college credit. The latter should help students reduce the time needed to complete their eventual college degree.

• Students can take college classes without paying for any of the costs associated with these classes. This benefit should help students reduce the overall cost of their eventual college degree.

Ohio students participating in dual credit programs graduate from high school at higher rates, persist through postsecondary education at higher rates and in less time, and maintain above average grades.

~Chancellor’s Report College Credit Plus
In addition to the guidelines established by the Ohio Department of Higher Education, CCP participants must also satisfy the academic and admission requirements established by UC Clermont College.

**ACADEMIC REQUIREMENTS**

At UC Clermont, CCP participants must meet the following academic requirements:

| **Matriculation Requirements** | CCP students must enroll at UC Clermont as non-matriculated HIGH SCHOOL students. If students wish to attend UC Clermont after they graduate from high school, they must complete UC Clermont’s ‘college’ admission and matriculation process. |
| **Learning Requirements** | CCP students must assume responsibility for their own learning. If students experience academic difficulty, they must proactively seek assistance from both their instructors and the UCC Learning Center. They should also discuss the situation with their high school guidance counselor. |
| **Attendance Requirements** | CCP students must follow the attendance policies established by the instructors for the courses in which they enroll.  

*Note:* Students must attend their UC Clermont classes even when these classes conflict with high school breaks, holidays, and extracurricular activities. |
| **Course Requirements** | Typically, CCP students may register for 1000 and 2000 level courses for which they have satisfied all pre-requisites. However, UC Clermont reserves the right to limit the number and type of courses available to CCP students. |
| **GPA Requirements** | CCP students must maintain BOTH a semester and cumulative GPA of at least 2.00 (on a 4.00 scale) for EACH semester they are enrolled at UC Clermont. Failure to do so may result in their dismissal from CCP. |
| **‘Student Conduct’ Requirements** | CCP students must comport themselves according to the guidelines established by UC Clermont’s Student Code of Conduct. CCP students who violate these guidelines are subject to the same disciplinary actions as any other UC Clermont student. [http://www.uc.edu/conduct/Code_of_Conduct.html](http://www.uc.edu/conduct/Code_of_Conduct.html) |
| **High School Graduation Requirements** | CCP students are responsible for both knowing and meeting their high school graduation requirements. Toward this end, students must meet regularly with their high school guidance counselor. |
SELECTING CLASSES

For CCP students, the course selection process is a function of both the classes required by their secondary schools for high school graduation and the classes required by the University of Cincinnati for the major they plan to pursue after high school graduation. Students must work with their guidance counselor to determine the former and refer to the appropriate UC curriculum guide to determine the latter.

The random completion of college courses does NOT a degree make. To earn a college degree, students must complete the specific courses required for a particular major (refer to information on curriculum guides).

Curriculum Guides

Curriculum guides list all of the classes that a student must take in order to complete a particular major at the University of Cincinnati.

UC Clermont College (UCC)

To obtain curriculum guides for the majors offered at UC Clermont, please do the following:

1.) Go to www.ucclermont.edu
2.) Click “Academics” (banner at the top of the page).
3.) Select “Majors & Programs” (left-hand sidebar).
4.) Choose a major(s) from the alphabetical list and click the “program” name. You’ll be directed to an overview page that will include program details and a curriculum guide.

All colleges at the University of Cincinnati (UC)

To obtain curriculum guides for majors offered by all three UC campuses, please do the following:

1.) Go to www.uc.edu
2.) Click “Menu” (upper left-hand corner)
3.) Select “Academics” (banner at top of page)
4.) Scroll down to “Turbo-charged” and then click “Undergrad Programs”
5.) Search by “General Interest.” Relative to the latter, click a category and then select a major. Note: The overview page for each major includes a link to the major’s curriculum guide.

One Stop Center: View Class Offerings

Both current and prospective CCP students can view UC Clermont’s class offerings at One Stop: http://onestop.uc.edu/classes/ViewClassOfferings.html

Current CCP students can also view class offerings via Catalyst: https://Catalyst.uc.edu.
### LIBERAL ARTS Curriculum Guide (Year 1) SAMPLE

#### Fall Semester: 15-17 credit hours

- ENGL1001: English Composition, EC (3)
- INTR1010: Introduction to the Liberal Arts (3)
- _______ Any Statistics or college-level math, QR (3)
- _______ History, HP (3)
- _______ Foreign Language, DC (3 – 5)

#### Spring Semester: 15-17 credit hours

- _______ Any QR, QR (3)
- _______ Historical Perspective, HP (3)
- _______ Foreign Language, DC (3 – 5)
- _______ Any "HU" or "FA", HU, FA (3)
- _______ Elective (3)

### KEY

- DC Diversity & Culture
- EC English Composition
- FA Fine Arts
- HP Historical Perspectives
- HU Humanities & Literature
- NS Natural Sciences
- QR Quantitative Reasoning
- SE Social & Ethical Issues
- SS Social Sciences

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### BIOLOGY Curriculum Guide (Year 1) SAMPLE

#### Fall Semester: 16 credit hours

- BIOL1081: Biology I: Molecules, Cells, and the Foundation of Life, NS (3)
- BIOL1081L: Biology I Laboratory, NS (1)
- CHEM1040: General Chemistry I, NS (4)
- CHEM1040L: General Chemistry Laboratory I, NS (1)
- STAT1034: Elementary Statistics I, QR (3)
- ENGL1001: English Composition, EC (3)
- INTRxxxx: INTR 1020 Intro Science Professions (1)

#### Spring Semester: 15 credit hours

- BIOL1082: Biology II: Evolution, Physiology, and Ecology, NS (3)
- BIOL1082L: Biology II Laboratory, NS (1)
- CHEM1041: General Chemistry II, NS (4)
- CHEM1041L: General Chemistry Laboratory II, NS (1)
- MATH1044: Applied Calculus I, QR (3)
- _______ Humanities elective, HU (3)
Course Options

UC Clermont offers hundreds of courses each academic year. The following is a list of the courses that seem to be of particular interest to CCP students.

English Composition

English 1001 and 2089 are the only courses required for ALL majors at UC.

► ENGL 1001  English Composition -- a 1st first year foundations course
► ENGL 2089  Intermediate Composition – a 2nd year capstone course (pre-req: 30 sem hrs)

CCP students may NOT take remedial composition courses, e.g., ENGL 0097, 0099 or 1000.

Foreign Language

UCC offers the following foreign language courses: American Sign Language, French, German, Russian, and Spanish. Students may take these courses in either an extended or basic format:

► extended: 3 semester hours per course: 12 semester hours total (preferred by most students)
► basic: 5 semester hours per course: 10 semester hours total (intense)

Mathematics & Science

The Math and Science courses that students take at UC Clermont are a function of both their Math placement results and their intended college major. For specifics, students should refer to the curriculum guide for the major they plan to pursue on the college level.

Personal Finance

The following courses should satisfy the personal finance requirement at the high school. Before registering for one of these courses, however, students should discuss this option with their high school guidance counselor.

FIN 2081 Personal Finance and/or FIN 2071 Stock Markets and Investments

Political Science (American Government)

The following course should satisfy the American Government requirement at the high school. Before registering for this course, however, students should discuss this option with their high school guidance counselor.

POL 1010 Introduction to American Politics

ACADEMIC ADVISING

High School

For advising related to high school policies and procedures, to include high school graduation requirements, CCP students must contact their high school guidance counselor.

College

For advising related to college policies and procedures, to include the course requirements for particular college majors, CCP students should contact Dr. Debra Clark at debra.clark@uc.edu
High School Graduation: COURSE SUBSTITUTION CROSSWALK

This information includes general guidelines about college courses that can be substitutions for high school requirements. The list does not include all possible examples of courses. All course substitutions must be nonremedial and nonreligious. Students must earn passing grades in the courses. The required credits noted within this document are the minimum required for high school graduation. Some school districts might have additional credit requirements for graduation. This document describes College Credit Plus as one option for satisfying high school graduation requirements; refer to other Ohio Department of Education guidance for other options (e.g., credit flex, physical education waiver).


<table>
<thead>
<tr>
<th>High School Requirement</th>
<th>College Credit Plus (CCP) Example Course Substitutions</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>English language arts (4 high school credits)</td>
<td>Courses in literature, composition, journalism, speech, applied communication</td>
<td>Students may use English language arts CCP/Advanced Placement (AP)/International Baccalaureate (IB) courses to satisfy the curriculum requirements but schools must administer the end of course (EOC) tests to students to earn graduation points and to satisfy testing requirements of state and federal law.</td>
</tr>
<tr>
<td>Health (1/2 high school credit)</td>
<td>Any health courses</td>
<td></td>
</tr>
<tr>
<td>Mathematics (4 high school credits)</td>
<td>Any math courses</td>
<td>Students must earn one unit of algebra II or the equivalent of algebra II. Students may use math CCP/AP/IB courses to satisfy the curriculum requirements but schools must administer the EOC tests (in algebra I or integrated math I and geometry or integrated math II) to students to earn graduation points and to satisfy testing requirements of state and federal law.</td>
</tr>
<tr>
<td>Physical Education (1/2 high school credit)</td>
<td>Courses in which the main concentration is participation in physical activity, fitness, and/or exercise.</td>
<td></td>
</tr>
</tbody>
</table>
| Science (3 high school credits) | Any science courses | Students must earn:  
1) one unit of physical sciences,  
2) one unit of life sciences and  
3) one unit of advanced* study in one or more of the following sciences:  
   • chemistry, physics or other physical science;  
   • advanced biology or other life science;  
   • astronomy, physical geology or other earth or space science  
   *(Note. A CCP science course does not satisfy the advanced study requirement.) Schools must administer the biology EOC test to all students in order to satisfy federal testing requirements. CCP students may use their course grades and AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher. |

*Note: A CCP science course does not satisfy the advanced study requirement.
<table>
<thead>
<tr>
<th>High School Requirement</th>
<th>College Credit Plus (CCP) Example Course Substitutions</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social studies (3 high school credits)</td>
<td>Courses in social science, humanities, psychology, western civilization, political science</td>
<td>For the classes of 2018 and 2019, students must earn credits in American history and American government (one-half credit each). Students completing CCP courses in American History or American Government will not need to sit for the EOC tests in the subject area and may earn graduation points based on the letter grade in the course. For the class of 2021, students must earn one-half credit in world history and civilizations (in addition to American history and American government). World History substitutions must be history courses that include the study of multiple civilizations outside the U.S. with an element of historical examination. Human geography, world issues, world history and other world studies courses may meet the requirement. American History substitutions must include the study of history of the Americas or western civilization (i.e., must include U.S. History). American Government substitutions must include the study of the American political system.</td>
</tr>
<tr>
<td>Electives (5 high school credits)</td>
<td>Various courses will satisfy elective requirements</td>
<td>Students must earn credit in one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required. Students must complete at least two semesters of fine arts taken at any time in grades 7 through 12. Foreign language Any foreign language course (including American Sign Language) Fine Arts: Courses in drama/theater, dance, visual art, or music</td>
</tr>
<tr>
<td>Financial literacy</td>
<td>Various economics, financial, social science, or humanities courses which include the concepts of economics and financial literacy</td>
<td>All students must receive instruction in economics and financial literacy during grades 9-12. Districts must verify that students have received these concepts in a specific course or the district may provide the concepts in an alternative format.</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)</td>
<td>CPR/AED courses</td>
<td>Schools must provide training for students in CPR and AED beginning in 2017-2018.</td>
</tr>
</tbody>
</table>

**Guidelines for Athletic Eligibility:**

Please refer to the link provided here: [https://www.ohiohighered.org/ccp/resources](https://www.ohiohighered.org/ccp/resources)

**Courses that CCP students may NOT take on the college-level:**

- Study abroad courses.
- Courses with fees that exceed the maximum amount established by the Chancellor.
- Physical education courses.
- Courses with 'Adult' content (determined by college/university).
- Remedial and (sectarian) religion courses.
- Courses that provide P/F or S/U grades only. Exceptions: Internships or 1st year academic/career success courses.
ADMISSION REQUIREMENTS

‘ON-CAMPUS’ CCP (to include courses offered online)

To participate in UC Clermont’s ‘on campus’ CCP program, ‘college ready’ high school students must submit both an online application and requisite ACT or SAT test scores.

**Admission**

- Applicants must earn the requisite sub scores in both English and Math.
  - OR
  - Applicants must earn the requisite sub scores in either English or Math and possess a *cumulative* GPA of 3.00 on a 4.00 scale. The latter is highly recommended.

  ▪ English sub score
    - ACT: 18+
    - SAT: 480+ / EB reading & writing
  ▪ Math sub score
    - ACT: 22+
    - SAT: 530+
  ▪ High School GPA
    - 3.00 on a 4.00 scale / highly recommended

**Conditional Admission**

- Applicants must earn within a standard error of measurement (SEM) the sub score required for either English or Math. They must also possess a *cumulative* GPA of 3.00 on a 4.00 scale or submit a letter of recommendation from a school counselor or principal.

  ▪ English sub score
    - ACT: 18 (SEM range 15-17)
    - SAT: 480 (SEM range 449-479)
  ▪ Math sub score
    - ACT: 22 (SEM range 19-21)
    - SAT: 530 (SEM range 499-529)
  ▪ High School GPA
    - 3.00 on 4.00 scale or letter of recommendation

*The minimum test scores identified above are for CCP admission purposes only. Students must still satisfy the testing pre-requisites for each course in which they wish to enroll – many of which are MUCH higher than those required for CCP admission.*

‘IN HIGH SCHOOL’ CCP

To participate in UC Clermont’s ‘in high school’ CCP program, students submit an online application. They must also work with their guidance counselors to take the appropriate tests (in high school) and submit the requisite paperwork.

**Overview**

<table>
<thead>
<tr>
<th>Test Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Accuplacer Reading: 263 (SEM range 256-262)</td>
</tr>
<tr>
<td>• UC’s Math Placement Test (MPT): varies by course</td>
</tr>
<tr>
<td>The MPT is required for all Math and most Science courses.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the 2018-2019 academic year, UC Clermont is offering college classes at the following high schools: Anderson • Batavia • Bethel • CNE • Georgetown • Grant CC Madeira • Mariemont • New Richmond • Reading • Turpin West Clermont • Western Brown • Williamsburg</td>
</tr>
</tbody>
</table>
## IMPORTANT DATES and DEADLINES

### PUBLIC SCHOOL STUDENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>before February 15th</td>
<td>Attend a CCP Information session at your high school</td>
</tr>
<tr>
<td>by April 1st</td>
<td>Submit an ‘Intent To Participate’ form to your high school</td>
</tr>
</tbody>
</table>

### Summer Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>by May 1st</td>
<td>Submit your online application and high school/college transcripts.</td>
</tr>
<tr>
<td></td>
<td>• <strong>High School transcripts</strong>: Must be uploaded by your guidance counselor.</td>
</tr>
<tr>
<td></td>
<td>• <strong>College transcripts</strong> (if applicable): Must be sent directly to UC from the college.</td>
</tr>
<tr>
<td>by May 1st</td>
<td>UC must receive your ACT or SAT scores -- these scores must be sent directly to UC from the testing service.</td>
</tr>
</tbody>
</table>

### Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>by May 1st</td>
<td>Submit your online application and high school/college transcripts.</td>
</tr>
<tr>
<td></td>
<td>• <strong>High School transcripts</strong>: Must be uploaded by your guidance counselor.</td>
</tr>
<tr>
<td></td>
<td>• <strong>College transcripts</strong> (if applicable): Must be sent directly to UC from the college.</td>
</tr>
<tr>
<td>by May 31st</td>
<td>• <strong>‘On-Campus’ students</strong>: UC must receive your ACT or SAT test scores -- these scores must be sent directly to UC from the testing service.</td>
</tr>
<tr>
<td></td>
<td>• <strong>‘In High School’ students</strong>: UC must receive your Accuplacer and MPT scores (if applicable) from your high school.</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>by November 1st</td>
<td>Submit your online application and high school/college transcripts.</td>
</tr>
<tr>
<td></td>
<td>• <strong>High School transcripts</strong>: Must be uploaded by your guidance counselor.</td>
</tr>
<tr>
<td></td>
<td>• <strong>College transcripts</strong> (if applicable): Must be sent directly to UC from the college.</td>
</tr>
<tr>
<td>by November 1st</td>
<td>• <strong>‘On-Campus’ students</strong>: UC must receive your ACT or SAT test scores -- these scores must be sent directly to UC from the testing service.</td>
</tr>
<tr>
<td></td>
<td>• <strong>‘In High School’ students</strong>: UC must receive your Accuplacer and MPT scores (if applicable) from your high school.</td>
</tr>
</tbody>
</table>

### Summer Classes:
- Given both the early start date *(May 7)* and the accelerated pace of most summer classes, this option is **appropriate for current CCP students only**.
- **Note:** The hours earned over the summer count toward the CCP maximum of 30 cr hrs per year.
### HOME SCHOOL / NONPUBLIC

<table>
<thead>
<tr>
<th>Before February 15th</th>
<th>Attend a CCP Information session at your high school</th>
</tr>
</thead>
<tbody>
<tr>
<td>By <strong>April 13th</strong></td>
<td>Submit your <strong>funding application</strong> to the state. Follow the instructions provided here: <a href="https://www.ohiohighered.org/ccp/faqs#b">https://www.ohiohighered.org/ccp/faqs#b</a></td>
</tr>
</tbody>
</table>

#### Summer Semester

| By **April 1st** | Submit an online application and high school/college transcripts.  
|                 | **High School transcripts**: Must be uploaded by your guidance counselor.  
|                 | **College transcripts** (if applicable): Must be sent directly to UC from the college. |
| By **April 1st** | UC must receive your ACT or SAT scores -- these scores must be sent directly to UC from the testing service. |

#### Fall Semester

| By **April 1st** | Submit your online application and high school/college transcripts.  
|                 | **High School transcripts**: Must be uploaded by your guidance counselor.  
|                 | **College transcripts** (if applicable): Must be sent directly to UC from the college. |
| By **April 1st** | UC must receive your ACT or SAT test scores -- these scores must be sent directly to UC from the testing service. |

#### Spring Semester

| By **November 1st** | If you didn’t receive funding in May, you must self-pay.  
| Submit your online application and high school/college transcripts.  
| **High School transcripts**: Must be uploaded by your guidance counselor.  
| **College transcripts** (if applicable): Must be sent directly to UC from the college. |
| By **November 1st** | UC must receive your ACT or SAT test scores -- these scores must be sent directly to UC from the testing service. |

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**Summer Classes:** Given both the early start date (*May 7*) and the accelerated pace of most summer classes, this option is **appropriate for current CCP students only**.

**Note:** The hours earned over the summer count toward the CCP maximum of 30 cr hrs per year.
FERPA

FERPA (The Family Educational Rights and Privacy Act of 1974) is the law that governs the release of and access to a student’s educational records.

Under this law, privacy rights transfer from the parents to the student once the student reaches 18 years of age or enrolls in an institution of higher learning. Either way, the parents become “a 3rd party” and must receive the student’s prior written and signed consent to access the student’s records.

Set Up Parent/Guest Access

Students are now able to delegate parent or guest access to their student account information in Catalyst!

Delegate Parent/Guest Access to:

- Student's Personal Information
- To Do List Items (Checklist)
- Grades
- View Account Activity
- View Account Summary
- View Bill
- View Charges/Make a Payment
- View Payment History
- Review Financial Aid Awards
- View Pending Financial Aid
- View 1098T
- View Service Holds
- View Schedule

Coming soon: View Grades

More information and instructional videos are provided here:
http://onestop.uc.edu/delegated_access.html