



College Credit Plus (CCP) 2017-2018 Important Information

Orientation - Orientation is **MANDATORY** for all new CCP students. Students are required to be in attendance for the entire orientation session. Failure to attend ONE of the orientation sessions will result in becoming ineligible to participate in the CCP program. Parents and/or guardians are welcome to attend, but are not required to do so. If a student is unable to attend their reserved orientation date, it is the student's responsibility to reschedule. Orientations occur at both the Piqua and Darke County (Greenville) campuses. To reserve a seat in orientation register online at www.edisonohio.edu/ccporientation.

Registration - Registration occurs at orientation for new CCP students. It is the student's responsibility to meet with their high school guidance counselor prior to orientation to plan appropriate courses and complete the CCP Registration Form. Registration occurs prior to every semester (fall, spring, summer) and a separate registration form must be submitted for each semester. It is the student's responsibility to meet with their guidance counselor, complete the registration form, and submit their registration form for all subsequent semesters in the program.

High School Credit – The number of high school credits a student receives for college courses is determined by a formula established by the Ohio Department of Education. One Carnegie Unit will be awarded by the high school upon successful completion of each college course of three or more credit hours. One Edison State credit is equal to .33 high school credits.

Credit Hour Eligibility – Students may be eligible to take up to 30 credits hours per academic year offered in a variety of formats. The number of hours allowed are based on a formula, which includes the number of non-CCP courses the student is taking at the high school. Students may not exceed 120 credit hours throughout their participation in the program. Out of pocket expenses will apply for courses taken beyond state-provided funding.

Transfer Module - Generally, students should select courses from the transfer module to make transferring to another state institution in Ohio as easy as possible. Whether a student is planning to transfer to another university or college that is in-state, out-of-state, public, or private, it is always the receiving college that determines how Edison State credits will be applied to degree programs there. Making contact with transfer institutions about specific course transferability is highly recommended.

Prerequisites - Most courses have recommended or required prerequisites. Students who qualify to participate in the CCP program must meet course prerequisites. For example: students must have taken Algebra II in high school to take College Algebra, Trigonometry, or Pre-Calculus.

Waitlisted classes - If a student is waitlisted for a class, this means the class is full, but the student has been placed on the waitlist in case a seat opens up. Students added to the waitlist are not guaranteed a seat in the course. Waitlisted students will receive an email via their Edison State email informing them of an open seat. It is important for the student to check their Edison State email daily because students have 24 hours in which to respond to the email and claim the seat. After that time, the seat will be offered to the next person on the list.

Online Classes – Students who would like to take online courses through Edison State will need to complete the XLN 100S Online Readiness Workshop. This workshop is designed to test preparedness for online learning and proficiency in using online learning tools. The workshop runs for one week and is completely online. Students will need to complete this workshop with a 70% or better to be eligible to register for online courses. There is a two-attempt limit per semester. The fee for this workshop is waived for CCP students taking it the first time. Students may be charged the fee for future attempts.

Advising Services – Advising services are available to CCP students at both campuses. Please call 937-778-8600 (Piqua) or 937-548-5546 (Darke County Campus – Greenville) to schedule an advising appointment with a CCP Success Advisor.

Alternate Format Courses - Students planning to register in alternative format classes such as flex, web flex, or online must meet the same readiness standards as all other students. Success in these classes depends on the ability to read and grasp material independently of the face-to-face classroom setting, use the course delivery software effectively, and time management to meet class deadlines.

Dropping/Withdrawing – Students interested in dropping or withdrawing from a course must meet with their high school guidance counselor and a CCP Success Advisor. Students must complete and submit an updated registration form designating the course information and reason for the drop. CCP students must adhere to all Edison State policies and deadlines regarding dropping or withdrawing from courses. Deadlines are published online and on “Big Date” handouts. Students may drop a course within the full refund drop date without incurring any financial responsibility. Students withdrawing from a course after the full refund drop date will receive a “W” on their Edison State transcript and will be held financially responsible for the cost of the course. Student who stop attending class without officially dropping or withdrawing will receive an “F” for the course and be held financially responsible for the cost of the course.

Financial Responsibility – Students that fail a CCP course or withdraws after the official drop date will be financially responsible for payment of that course. The school district may bill these students for all associated costs of the course. Unpaid fees at the high school could result in additional repercussions.

Textbooks – The cost of required textbooks is covered through the CCP program. The high school will provide books for courses taken at the high school. Books for courses taken at either campus or online must be picked up at the Piqua Campus bookstore. Students need to bring a photo ID and a copy of their Edison State class schedule to pick up books. Students must return their books at the end of every semester. Students who do not return their books at the end of the semester will incur charges for the textbooks and be blocked from registration until charges are resolved.

Parking Permit – Parking permits are required to park at both Edison State campuses. Parking permits should be obtained prior to the first week of classes. Permits are good for one academic year. There are no fees for parking permits, however there is a fine for not displaying the permit.

Edison State email and network access – Every student is assigned an Edison State electronic access account. Students will receive their username and default password at orientation. Students MUST enroll in the Self Service Reset Password Management (SSRPM) system to change the default password. Account passwords reset every 90 days. If a student fails to reset their password, they will be locked out of the account. A student who is locked out of their account, can reset their password by utilizing SSRPM or by calling the IT Helpdesk at 937-778-7957. Usernames are permanently assigned and are used to log onto the Edison State computer network, access Edison State email account, utilize Web Advisor, and access Blackboard. College staff will utilize Edison State email accounts to communicate with students. If students do not check and read their Edison State email, important class announcements and college updates will be missed.

Student ID - Students will receive an Edison State student ID with their photo, student ID number, and library bar code. Students can obtain their ID at orientation or by visiting the Student Affairs office. There is a \$10 replacement fee for lost cards.

Homeschooled and Private School students only - There is a separate process with very strict deadlines that homeschool and private school students must follow to receive funding from the state. This process and additional information can be found at https://www.ohiohighered.org/content/college_credit_plus_info_students_families.

Additional Information – Additional information regarding CCP at Edison State Community College can be found at <http://www.edisonohio.edu/College-Credit-Plus/>. Questions can be directed to either campus by contacting 937-778-8600 (Piqua Campus) or 937-548-5546 (Darke County Campus).

Piqua Campus

1973 Edison Drive
Piqua, Ohio 45356
937-778-8600



Darke County Campus

601 Wagner Avenue
Greenville, Ohio 45331
937-548-5546