

## 2018 Quick Reference Guide

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The College Credit Plus (CCP) program provides eligible students with the opportunity to earn high school & college credit concurrently through enrollment in courses at post-secondary institutions. Students accepted into CCP at Edison State agree to uphold the Code of Conduct, Academic Policies, & General College Policies outlined in the Student Handbook.

**Letter of Intent** – Students must submit a Letter of Intent to the high school on or before April 1<sup>st</sup> to inform the district of the student’s intent to participate in the CCP program for the following school year. Failure to submit a Letter of Intent may render a student ineligible for participation during the 2018-19 academic year.

**Admission** – Prospective students must complete the online CCP application, found at [www.edisonohio.edu/get-started](http://www.edisonohio.edu/get-started) to gain admission to Edison State Community College. Returning students are not required to reapply but must follow state guidelines regarding the submission of a Letter of Intent to their high school.

**Assessment** – Assessment scores must be submitted to determine CCP program eligibility & Edison State course eligibility. Students may submit qualifying ACT or SAT scores and/or register to take the ACCUPLACER assessment at one of Edison State’s campuses by visiting [www.edisonohio.edu/ccpqualify](http://www.edisonohio.edu/ccpqualify). Students’ first ACCUPLACER attempt is FREE. If necessary, students may repeat the assessment after 21 days; a \$10 fee will apply.

**Program Eligibility** – Eligibility to participate in the CCP program is determined by state guidelines. Students must score at or above the “Assessment Threshold Score” in at least one subset of an approved assessment exam or meet conditional eligibility standards set by the state to participate in the CCP program for the 2018-19 academic year.

**Course Eligibility** – Edison State course eligibility is determined through an evaluation of assessment scores & additional factors. General course eligibility is provided to students after the submission of assessment scores. Prerequisite requirements must also be met to achieve individual course eligibility.

**Orientation** – Orientation occurs at both campuses & is mandatory for new CCP students. To reserve a seat in orientation, register online at [www.edisonohio.edu/ccporientation](http://www.edisonohio.edu/ccporientation). Failure to attend orientation may render a student ineligible to participate for the upcoming semester.

**Edison State Username** – A username & default password is provided to students at orientation. Usernames are used to access the Edison State computer network, Edison State email accounts, WebAdvisor, & Blackboard. Passwords reset & must be changed every 90 days. Students inadvertently locked out of their account can reset their password through the SSRPM (Self Service Reset Password Management) system or by calling the IT Helpdesk at 937-778-7957.

**Edison State Email** - Edison State email is used to communicate class announcements & college updates with students. Students should check their email regularly to avoid missing important updates.

**Student ID** – New students receive an Edison State student ID with their photo, student ID number, and library bar code. Students can obtain their ID at orientation or at the Student Affairs office. There is a \$10 fee to replace lost cards.

**WebAdvisor**- WebAdvisor is a valuable online resource that students can use to explore Edison State course offerings. In addition, by logging into their personal WebAdvisor account, students can request a transcript or view important information such as class schedules, grades, & GPA.

**Blackboard** – Blackboard is an online learning management system utilized by many instructors to deliver valuable course resources & as a tool for assignment submission. Blackboard is also the platform used for all online courses at Edison State.

**Advising Services** – Advising services are offered by appointment at each campus to assist students with academic planning. Please call the campus to schedule an appointment with a CCP Success Advisor.

**High School Credit** - One Carnegie Unit will be awarded by the high school upon successful completion of each college course of three or more credit hours.

**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 factors in the number of non-CCP courses taken at the high school. Students may not exceed 120 credit hours throughout their participation in the program. Students who exceed state-provided funding will be billed by Edison State the current standard tuition rate for the entire course(s) which surpass the limit.

**First 15 Rule** – New 2018-19 state guidelines require CCP students to complete 15 credit hours of Level I courses before progressing to Level II coursework. A list of Level I eligible courses is provided at [www.edisonohio.edu/ccp](http://www.edisonohio.edu/ccp).

**Course Registration** – Course registration occurs prior to each semester (fall, spring, summer). A separate registration form must be submitted for each semester of participation. It is the student’s responsibility to meet with their guidance counselor, complete the registration form, & submit the form to the college prior to the start of the term.

**Transfer Information** – Edison State is accredited through the Higher Learning Commission & offers highly transferable courses to both public & private institutions nationwide. Many courses are part of either the Transfer Assurance Guide (TAG) or the Ohio Transfer Module (OTM) which helps ensure ease of transfer to any Ohio public college or university. Students are encouraged to seek out academic advising to determine appropriate courses for their educational pathway.

**Online Classes** – Students intending to take online courses must first complete the XLN Online Readiness Workshop to demonstrate readiness for online learning & proficiency using online learning tools. The workshop runs for one week & is completely online. The workshop must be completed with a 70% or higher to be eligible for online courses. The fee is waived for CCP students’ first attempt; the standard \$30 fee will apply for future attempts.

**Waitlist** – When a course is full, students have the option to be added to a waitlist. Students added to a waitlist are not guaranteed a seat in the course, but are notified via their Edison State email if a seat becomes available. Students have 24 hours to respond & claim the open seat. After that, the seat is offered to the next person on the waitlist.

**Textbooks** – The cost for required textbooks is covered through participation in the CCP program. The high school provides books for courses taken at the high school. Books for courses taken on campus or online must be picked up at the Piqua Campus bookstore. Students must bring a photo ID & a copy of their Edison State class schedule to pick up books. Books must be returned at the end of each semester or students will incur a charge & be blocked from registration.

**Dropping/Withdrawing** – To drop or withdraw from a course, students must submit an updated registration form, signed by the guidance counselor, which designates the course & reason for the drop. Students may drop a course before the drop deadline without incurring any financial responsibility. Students withdrawing after the drop deadline but before the withdraw deadline will receive a “W” on their college transcript & are held financially responsible for the course.

**Underperforming Students** – New 2018-19 state guidelines require students who earn lower than a 2.0 cumulative college GPA or withdraw from two or more courses in the same term to be placed on CCP probation. Students remain on probation until the GPA improves to 2.0 or higher. During probation, course enrollment is limited. Students on probation for two consecutive college terms will be dismissed from the CCP program & may not enroll in college courses the following term.

**Financial Responsibility** – Students who fail a CCP course or withdraw after the drop deadline are financially responsible for payment of the course. The school district may bill these students for all associated costs of the course. Students are also financially responsible to Edison State for any unreturned textbooks or course(s) which exceed credit hour eligibility.

**Parking Permit** – Parking permits are required to park at both Edison State campuses. The free permit should be obtained prior to or during the first week of class. Permits expire at the end of the academic year.

**Home-School and Non-Public School Students** – Home-school and non-public school students must follow additional state guidelines for participation and funding. Additional information can be found at [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp).