



## Sinclair Community College CCP Steps and Deadlines

All students intending to earn college credit and are enrolled in a college credit plus class offered at Sinclair Community College or on the Bellbrook High School campus **must complete all steps** outlined below in order to receive CCP credit. By applying, you confirm that you are enrolling in a college credit plus class for college credit. You acknowledge that you understand that this course, and the grade earned, will appear on both your high school transcript and college permanent records. If you fail the course, you will be held responsible for paying the cost of the class. You will be responsible for requesting an official transcript from the CCP college to be sent to your future college.

### Sinclair Community College courses currently offered at BHS include:

<u>BHS COURSE TITLE</u>	<u>COLLEGE COURSE #</u>
Supply Chain Management	MAN 2159
Chinese III	CHN 2297
Spanish 3, 4, 5	SPN 1101, SPN 1102

☐ **Step 1:** Attend CCP Parent Information Night on Feb 5th. If you were unable to attend on Feb 5th, you must watch the video at <http://www.sugarcreek.k12.oh.us/CollegeCreditPlus.aspx>. At the completion of the parent night you will be provided a code.

☐ **Step 2:** Complete the Intent to Participate Google Form by **April 1st!** You will need the code provided at the CCP Parent Information Night. No late forms will be accepted.

☐ **Step 3:** Complete the Sinclair Authorization Form and return to Mrs. Scohy by **April 1st!** Form can be found at <https://www.sinclair.edu/www/assets/File/Hom-Aca-HigSchPro/2019-2020%20Authorization%20Form.pdf>.

☐ **Step 4:** Apply online! BHS will hold an application day on April 24th. The Sinclair CCP Coordinator will be at BHS to help students complete their applications. Students can sign-up in the counseling office for an appointment time. Complete the application at <https://sinclair.edu/academics/ccp/get-started>. You must provide your Social Security Number to submit the application. The college will notify you about acceptance with either an email or mailed letter. Fall Semester Application Deadline: May 1st.

☐ **Step 5:** Students must meet college requirements to enroll for credit. Each university sets their own requirements for admission. You will have to take the college placement test unless you have adequate ACT/SAT scores.

- CCP State Eligibility Requirements:
  - Next Generation Accuplacer Write Placer - 5
  - ACT: English – 18; Math – 22
  - SAT: Reading – 480; Mathematics – 530
- Students with a learning disability, medical condition, sensory impairment, psychological condition (including ADD/ADHD) or have an IEP or 504 in high school, should contact the Office of Accessibility for help with completing placement testing.
- **Placement testing will be offered at BHS on the following days: May 11th at 6 pm and May 19th at 1:30 pm.**
- If you are unable to test at BHS, then you will be responsible for scheduling a placement test at one of the Sinclair locations. The Dayton Campus Testing Center is in the New Student Enrollment Center, located in Building 11, 3<sup>rd</sup> floor, Advising Center check in area. For questions about academic testing at the Dayton location call 937-512-3000. Hours are Mon-Thurs 8am - 7pm and Fri 8am - 5pm. Students can also test at the Centerville location. Hours are Mon-Thurs 8am - 6pm and Fri 8am - 3pm. Call 937-512-2363 to schedule an appointment at the Centerville location. A valid photo ID must be provided at the test center.



☐ **Step 6:** If taking classes at Sinclair Community College, you must schedule and attend a CCP New Student Orientation. The CCP New Student Orientation gets you up to speed on college life; and you can become acquainted with campus resources and technology that you will use as a Sinclair student. CCP New Student Orientation is a must. It includes meeting with your CCP advisor, registering for classes, receiving your class schedule to get familiar with the campus. Students will receive information about the orientation after they have been accepted.

☐ **Step 7:** Any students taking classes at Sinclair Community College must meet with Mrs. Scohy to review schedule before August 7th. Email [khريس.scohy@bss.k12.oh.us](mailto:khريس.scohy@bss.k12.oh.us) to schedule an appointment time.

**All steps must be complete by August 7th to be enrolled in the CCP course.**