

JACKSON CENTER HIGH SCHOOL

College Credit Plus Student Handbook



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College Credit Plus Opportunities and Program Requirements

1. Cost

- There is no cost (tuition, books, and fees) for students participating in the CCP program at any Ohio Public University. If a student chooses to attend a private university, some cost may occur.
- Students will pay if they choose “Option A”
- Students will pay if they exceed the 30-credit hour limit per year or 120 credit hour total for their program.
- Students will pay all extra costs, such as gas, parking fees/fines, etc.
- Students will only pay for a class if:
 - The student receives a failing grade at the end of the course; or
 - If the student withdraws from or drops the college course after the “drop/withdraw date”.

2. Counseling

- Students must attend an informational meeting about CCP with the high school counselor and partner colleges who will be in attendance.
- Students choosing CCP must attend a counseling session/orientation with an advisor at the college.

3. Options

- Option A – Students pay for the course – courses outside the realm of CCP guidelines (religious, travel abroad, etc.) or those above and beyond their yearly allotted 30 credit max.
- Option B – Students take college courses within the guideline of CCP program and the costs of the course (tuition, books, and fees) are covered.
- Students may earn high school credits through any combination of college classes and classes taken at the high school.
- Students may attend multiple colleges in one school year.
- Students may take CCP classes at the university, online, or at the high school (when offered).

4. Deadlines

- Students choosing to participate in CCP must complete, sign, and submit the Counseling Form and Intent to Participate forms to Mrs. Metsker by April 1st.
- Students must fill out and submit an application to the college by the specified deadline.
- Students must take the appropriate placement tests and qualify for the program determined by the college.

5. Admissions Requirements

- Students must complete an assessment exam (ACT, Accuplacer, etc.) as outlined by the college they wish to attend.
 - Students must earn college ready scores on the assessment taken. If a student does not earn college ready scores, they may still be considered for eligibility only if the student has scored within a conditional score range and one of the following criteria is met: 1) the student has a 3.0 GPA or 2) the student obtains a letter of recommendation from the school principal or counselor.

College Ready Scores:

English – 18 Math – 22 Reading – 22

JCHS Suggested Criteria for Participation in CCP

- For upcoming **Seniors**:
 - 3.25 Cumulative GPA
 - 13 College Prep classes
 - A grade of a “B” or better in the subject area for the college course he/she wishes to enroll
 - Scored at least a 3 or better on all End of Course Exams
 - College ready scores on the ACT (English 18/ Math 22/ Reading 22/ Science 23)
- For upcoming **Juniors**:
 - 3.5 Cumulative GPA
 - 9 College Prep classes
 - A grade of a “B” or better in the subject area for the college course he/she wishes to enroll
 - Passed all parts of the OGT or scored at least a 3 or better on all End of Course Exams ○
College ready scores on the ACT (English 18/ Math 22/ Reading 22/ Science 23)
- For upcoming **Sophomores & Freshmen**:
 - 3.75 Cumulative GPA
 - A grade of a “B” or better in the subject area for the college course he/she wishes to enroll
 - ACT Composite score of 26

College Prep classes: English, Math, Science, Social Studies, Foreign Language, and Fine Arts

Mature Subject Matter

As of Oct. 1, 2021, colleges, universities and secondary schools must provide information about mature subject matter in college course to students and parents or guardians. Please check www.ohiohighered.org/ccp/resources for up-to-date information.

A “mature subject matter” permission slip must be included within the application materials supplied to the colleges/universities. The parent and student must sign and turn in the completed form with their application materials to the college.

Each college, upon admitting the student in the CCP program, must include a questionnaire in their enrollment materials. Students must complete the questionnaire and return to the college. Appendix B.

CCP and High School Credits:

CCP students are permitted to earn a **maximum of 30 semester hours** through any combination of courses between the high school and college per year.

All JCHS students are required to take the equivalent of 5-7 courses each semester, with at least the equivalent of 7 credits.

Credit Hour Conversions:

- Each 3 (or more) semester hour college course = 1 high school credit
- Each 2-semester hour college course = .67 high school credit
- Each 1 semester hour college course = .33 high school credit

Credit Hour Formula:

- $30 - (\# \text{ of high school credits} \times 3) = \text{max \# of eligible college semester hours a student may take that school year}$
- EXAMPLE: If a student is taking 4 credits at the high school, he/she would be eligible to take up to 18 (total) semester hours that year:
 - $30 - (4 \times 3) = 18$

The “First 15” Rule:

Students are required to first take 15 credits of Level 1 coursework before moving on to college-deemed Level 2 coursework. Each college has outlined courses that are considered to be Level 2. Students should work in conjunction with Mrs. Metsker and their college advisor to earn the 15 credits of Level 1 courses to be eligible for any Level 2 course they may want to take. When scheduling, students should review the college CCP list of Level 2 courses to make sure they are within the guidelines.

Potential Benefits:

1. Expanded curriculum offerings
2. Opportunities to study more in depth those areas of special interest or need
3. Opportunities to earn college credits while still in high school
4. Opportunities for financial support for taking college courses while still in high school
5. Opportunities to experience college level work (and life) prior to making final decisions about whether or not and where to attend college

Potential Risks and Consequences:

1. The biggest issue is that students are sometimes unable to schedule classes at the college that fit with their JCHS schedule
 - a. The Jackson Center HS Schedule takes precedence over courses delivered at a college/university
2. Desired college class is full and student cannot get in
3. Increased student responsibility for learning because of less instructional time (more independent study time)
4. Increased travel time and the fees that go with traveling
5. Reduced opportunities to participate in high school co-curricular and extra-curricular activities
6. Potential loss of after school employment opportunities
7. Possible effect on grade point average and class standing
8. Possible delay of graduation
9. Possibility of being placed on CCP Academic Probation/Dismissal due to poor performance

CCP Academic Probation/Dismissal

A student is placed on CCP Academic Probation when the student has earned lower than a cumulative 2.0 GPA in their college courses, or withdraws from two or more courses in the same term. While on probation, students may only take one college course in the following college term. The course they choose to take cannot be in the same subject they previously earned a D or F, or received no credit for.

A student is placed on CCP Dismissal when the student has failed to increase his or her GPA to above a 2.0 in College Credit Plus courses during the CCP Probation term. Following one term of dismissal, a student may submit a request to be reinstated to the CCP program. A student who submits a request will be limited to one CCP course if their cumulative GPA is below a 3.0. Students must also obtain a C- or better in all classes (CCP & High School), as well as be in good standing for all graduation requirements (EOC points, credits, and CCP fees). To be reinstated to the CCP Program without restriction, students must have obtained a C- or better in all classes (CCP & High School) for the previous term, they must be in good standing for graduation as defined previously, and they must have a cumulative GPA of a 3.0 or higher.

Grades and Eligibility

CCP students need to remain a full-time student and eligible to participate in school activities including sports. Students need to be passing the equivalent of 5 credit hours to be considered "eligible". We like our CCP students, who are not in our building, to be taking the equivalent of 6 high school Carnegie units to make sure they are eligible. At the end of each quarter the CCP student needs to provide an update on their grades to Mrs. Metsker so she can verify their eligibility. See Appendix C.

Frequently Asked Questions

Is CCP the only way I can earn both HS and College Credit? Yes and no. There are a few different options when it comes to earning college credit. There is the traditional way of taking courses at a college and there is the dual enrollment method of taking the courses offered at JCHS for college credit. Both of these methods fall under the CCP program. The third method is called “articulation.” We currently have an articulation agreement with UNOH for students taking a few of our Ag courses. An articulation agreement means that a student must attend that college after high school to receive the college credit (it is non-transferable, unlike CCP). There is also a way to earn CTAG credits in our Personal Finance class. Students must complete the course and get a certificate from Mrs. Kipker to present at their college of choice for possible college credit.

Can I attend the Upper Valley Career Center and take college classes? Yes. However, students will need to keep in mind that they may not have much flexibility in their schedule depending on when their UVCC lab is scheduled. UVCC students will need to work closely with their UVCC counselors to schedule their CCP courses.

Can I attend college classes during the school day? Yes. Students will work with Mrs. Metsker to schedule both JCHS classes and college classes to ensure that the two will not overlap. **JCHS classes and course requirements supersede any CCP requirements or class schedules;** the high school master schedule is set for the good of all students based upon student requests and will not be changed due to a CCP conflict, **including delays.** If JCHS offers the CCP course in house we want the student to take that course, versus online or on the college campus.

Can I attend full time instead of taking classes at JCHS? Yes. However, most students take a combination of both. Keep in mind that not being at the high school can allow for a student to feel that they are missing out on the high school experience. It is the student’s responsibility to read announcements on the school website and communicate with their class advisors.

If I decide to take CCP classes, what should I take? It is suggested that students take courses that are required for the degree they plan to pursue in college. Students can obtain a degree checklist from the college(s) they hope to attend after high school and take classes that will transfer seamlessly to that college. Mrs. Metsker, as well as the college academic advisors of the college(s) they plan to take CCP courses through can help them with this.

It is advised that students stay in close contact with Mrs. Metsker, an academic advisor from the college they will be taking CCP courses through, as well as an academic advisor or admissions representative at the college they plan to attend after high school. This will ensure that students are taking the correct coursework in the correct sequence and that the college will accept the transfer credit appropriately. Transferology is a good website to use to see if credits will transfer: www.transferology.com

Will CCP classes affect my GPA? Yes. CCP courses will also count for high school credit, so the grades a student earns will factor into their GPA the same way their high school courses do. Colleges typically do not use +’s or -’s, so an A=4.0 points, a B=3.0, a C=2.0, a D=1.0, an F=0.

CCP courses could potentially affect a student’s college GPA, negatively or positively, when a student transfers the credit they have earned. Some colleges will take transfer credit as a Pass or Fail, while others will take the letter grade the student received. Students should be asking the college(s) that they plan to attend how they will accept CCP credit and how it will factor into their college GPA, as every college is different.

If a student does not earn an A, B, or C in any of their CCP courses, they may be in danger of ineligibility for the CCP program in the following semester. Students will be asked to share their grades with Mrs. Metsker at the mid-term. If an online or on campus student is achieving a D or F, they will be required to attend school for that period in the library until their grade is above passing (C or better)

Can I still be on the Honor Roll if I take CCP classes? Yes and no. Students must be taking at least one course at JCHS to be eligible for the honor roll, which is based on the quarter GPA. CCP courses do not factor into the Quarter Honor Roll.

Will my CCP classes transfer to the college I attend after high school? All CCP courses should transfer as some type of credit; whether or not the receiving college will count them as credits toward a degree or as an “elective” is up to that college. This is why it is important for students to be in constant contact with the college(s) they plan to attend after high school. Students can use the website www.transferology.com as a resource for how credits may transfer to certain universities.

Students will need an official college transcript to transfer credits to other colleges. This must be requested directly from the college where credit was earned. Jackson Center High School does not have access to college transcripts.

I cannot take CCP classes in the evening due to sports/work. Will this be a problem? It could be. Some students who take more than 2-3 classes at the college campus have an extremely difficult time scheduling CCP classes during the day. There are online options, but these tend to fill up fast and require the student to be very self motivated to be successful.

How active should my parents be in the CCP process? Parents can be very helpful in weighing the pros and cons of the program for students. They will most likely accompany you to your first advising appointment and attend orientation with you. However, at the end of the day the student will be treated as a college student and will need to act as such. The student will need to be the one who is making advising appointments, picking up books, and contacting professors. Students will give parents permission to see their grades.

Are there any other factors to consider while deciding about my participation in CCP? There are a lot of things that can influence a student’s decision, so it is important to get as much information as possible. Here are a few other things to consider:

- **Pace of a college course:** College courses move much faster than high school courses; what is usually taught as a yearlong (36-40 week) course at the high school is crammed into a 15-week semester. This would mean that one 3 credit hour course at college could equate to six hours of work per week.
- **Accessibility of the instructor:** At high school, students have access to their teachers every day. When taking a college course, students may only have contact with their professors once or twice a week, and professors can sometimes be tricky to get into contact with.
- **You may experience frustration throughout this process** because there can be many unknowns.
 - College schedules are not always available to schedule courses at the same time as the high school master schedule is set.
 - The high school and college course terms begin and end at different times.
 - The college class you plan to take may not be offered at a convenient time or at all, or the college may change something at the last minute (professor, time change, location change, etc.).
 - If a student waits too long to register, a course may be closed forcing the student to be wait listed without a guarantee of getting into the course.
- **This is the only time to experience high school:** Students who take courses at a college campus can sometimes miss important rite-of-passage events that take place at the high school. Students should think about the social ramifications, music, athletics, clubs, etc.

CCP Timeline & Responsibilities of the Student:

What should I do now?

1. Go home and talk about CCP. Discuss the advantages/disadvantages for YOU. Think about how this will affect your high school experience.
2. Register for your 2026-2027 JCHS courses with your classmates, and follow the deadlines given to you by Mrs. Metsker. Scheduling meetings will start in February.
3. IF you choose to participate in the CCP Program:
 - a. Fill out the Intent to Participate/Counseling form and return to Mrs. Metsker by April 1st. The Intent to Participate form must be returned by April 1st to be considered for CCP in the 2026-2027 school year. Again, no late forms will be accepted. Forms will be due again in the fall for Spring semester.
 - b. Review and complete ALL admission requirements for any colleges/universities you may be interested in taking CCP courses through. This means filling out the appropriate applications before the stated deadlines which can be found at each college's website. *Mrs. Metsker does not have these applications or deadlines, as this is the student's responsibility to complete.*
 - i. Some applications will require Mrs. Metsker's signature and an official transcript. Make sure you are giving Mrs. Metsker plenty of time to fulfill this request.
 - c. Some colleges will require placement testing (Compass, ACT/SAT, Accuplacer) to be accepted into their CCP programs.
 - i. Make an appointment for testing by contacting the college directly. *Testing must be done on the student's time outside the school day. Students are not excused from school to take these tests.*
 - ii. If you are planning on taking any of the CCP courses offered here, placement testing may be offered at the high school in March. Listen to the announcements for more information.
 - d. Once accepted, bring your acceptance paperwork and a list of potential courses to Mrs. Metsker to discuss course options and your schedule for next school year.
 - i. While you are waiting for your acceptance letter, do a little research about what courses you will take. Contact the college(s) you plan to attend after high school and get a course of study for the degree you are looking into.
 - e. Attend orientation and officially register for your college courses. Once you are officially registered, bring a copy of your schedule to Mrs. Metsker
 - f. Turn in your Mature Content Permission Slip and the College Questionnaire to your CCP college.

Appendix A

JCHS College Credit Plus Courses Offerings

This list is subject to change as we work with our partnering colleges to certify our instructors & courses.

English: 3 credit hours at Edison State CC

Research/Composition (ENG 121) – 3 credits

Intro to Literature (ENG 123) – 3 credits

Science: 3 or 4 hours of credit for each course at Franklin University

Intro to College Biology I (BIO 201/201L) – 3 credits class and 1 credit lab

Intro to College Bio II (BIO 202/202L) – 3 credits class and 1 credit lab

Environmental Science (ENV 101) – 3 credits

Geology 211 (GEL 211/211L) – 3 credits class and 1 credit lab

Chemistry (CHM 110S) – 4 credits through Edison State Community College – must have 1 year of HS Alg.

Math: 3 credits with Edison State CC

College Algebra (MTH 122S) – 3 credits

Trigonometry (MTH 123) – 3 credits

Social Studies: 3 credits with Edison CC

United States History to 1877 (HST 121) – 3 credits

FCS: 1 - 3 credit hours at Rhodes State College

Wellness (DTN 1220) Principles of Nutrition – 2 credits

Personal Finance is offered for CTAG credit

Culinary- 2 credits

ASL – American Sign Language: 3 credit hours at Edison State CC

ASL I (ASL 121) – 3 credit hours

ASL III (ASL 221) – 3 credit hours

ASL II (ASL 122) – 3 credit hours

ASL IV (ASL 222) – 3 credit hours

Appendix B

Mature Content

As of Oct. 1, 2021, colleges, universities and secondary schools must provide information about mature subject matter in college courses to students and parents or guardians. The following guidance statements are the most current information available; however, there may be instances when it is more appropriate for a college or university to contact its own legal counsel for assistance. Please check www.ohiohighered.org/ccp/resources for up-to-date information.

PERMISSION SLIP •

As required in Ohio Revised Code 3365.035, the Ohio Department of Education and the Ohio Department of Higher Education have developed a permission slip for colleges and universities to use. This form is available on the College Credit Plus resources webpage.

- Colleges and universities must include the permission slip within the application materials. • The parent and student must sign and provide the completed form with the application materials to the college to which the student wishes to apply.

- In addition to including the form with the application materials, colleges and universities must post this permission form on a prominent place on the colleges' College Credit Plus websites.

QUESTIONNAIRE

- Each college, upon admitting a student to the College Credit Plus program, must include a questionnaire in the college's enrollment materials.

- The questionnaire must include the two questions as described in Ohio Revised Code 3365.035: 1) Does the student acknowledge that the student possesses the necessary social and emotional maturity? 2) Is the student ready to accept the responsibility and independence that a college classroom demands and to resubmit to the college?

- The questionnaire must be developed by the college; however, a basic template containing the minimum requirements has been made available for the convenience of colleges. The questionnaire template can be found on the College Credit Plus resources webpage.

- Students must complete the questionnaire by answering in the affirmative acknowledging that the student possesses the necessary social and emotional maturity and is ready to accept the responsibility and independence that a college classroom demands. • Students must provide the completed questionnaire to the college.

ADDITIONAL REQUIREMENTS

- Colleges must provide guidance to students on reviewing any course materials available prior to enrollment in a course.

- Colleges must provide information about the college's policies and the College Credit Plus program policies on withdrawing from or dropping a course.

- Colleges must provide information about the student's right to speak with the student's high school counselor or with the academic advisor assigned to the student as prescribed in Ohio Revised Code 3365.035 division (F).
- Colleges must provide a discussion at student orientation about the potential for mature subject matter in courses taken through the program.
- The Ohio Department of Education, the Ohio Department of Higher Education and each college participating in the program must post in a prominent place on their College Credit Plus websites the following disclaimer: "The subject matter of a course enrolled in under the college credit plus program may include mature subject matter or materials, including those of a graphic, explicit, violent, or sexual nature, that will not be modified based upon college credit plus enrollee participation regardless of where course instruction occurs."
- Secondary schools must provide the following information during counseling sessions: Information about the potential for mature subject matter, as defined in section 3365.035 of the Revised Code, in courses in which the student intends to enroll through the program and notification that courses will not be modified based upon program enrollee participation regardless of where course instruction occurs. The information shall include the permission slip described in division (B) of section 3365.035 of the Revised Code

Appendix C

Eligibility

Post-Secondary Option – College Credit Plus Note:

If a student is taking all course work at the post-secondary institution under the College Credit Plus program, the calculation of equivalency has changed. Please note that in order for a CCP class to be used for determining eligibility for Bylaw 4-4-1, the class must count toward HS graduation.

In addition, students electing to enroll in CCP must be certain that 1.) The faculty members at the post-secondary institution understand that they will need to provide grades or a progress report at the time when the high school's grading period is over; and 2.) The student-athlete is taking enough course work at the post-secondary institution exclusively or between the post-secondary institution and the high school combined to be equivalent to five one credit courses. Calculating equivalency of credits in the post-secondary institution is conducted in the same manner as in the high school, based on the Carnegie unit. College courses for which three or more semester hours of credit are earned shall be awarded one Carnegie unit. Fractional Carnegie units will be awarded proportionately. This means that courses which are four, five, six or even seven hours of credit receive just one Carnegie unit.

Examples of CCP options:

Example 1: 1st Nine-Week Grading Period

Subject School Credit & Duration Credit Equivalency (Must Equal 5 Units or Equivalent) History High 1 (year course) 1×1
= 1

Literature CCP 3 semester hours $1 \times 2 = 2$

Calculus CCP 5 semester hours $1 \times 2 = 2$

Biology CCP 3 semester hours $1 \times 2 = 2$

*Total Credits 7 = eligible for 2nd grading period provided all courses passed. The factor of 2 is used for post-secondary institutions that are on the semester system.

Example 2: 4th Nine-Week Grading Period

Subject School Credit & Duration Credit Equivalency (Must Equal 5 Units or Equivalent) French CCP 5 semester hours 1×2
= 2

Sociology CCP 3 semester hours $1 \times 2 = 2$

Computers CCP 2 semester hours $.67 \times 2 = 1.34$

Geology CCP 3 semester hours $1 \times 2 = 2$

*Total Credits 7.34 = eligible for 1st grading period of next school year provided all courses passed. The factor of 2 is used for post-secondary institutions that are on the semester system. Note that this student is taking all courses at the post-secondary institution, which is acceptable.

Forms Needed:

The following forms need to be turned in by the student to Mrs. Metsker by April 1st.

Mature Content

Intent to Participate

Counseling Form



Jackson Center Local School

College Credit Plus Intent-to-Participate Form 2026 -2027 School Year

To be completed by the student and parent:

Student Section

I would like to declare my intent to participate in the College Credit Plus program for the 2026-2027 school year. I understand that signing this form does not require that I participate during the coming school year and that I may decide not to participate without consequence. I understand that it is my responsibility to notify the school if I do not gain admission into my selected institution(s) of higher education or choose not to participate for some other reason.

Please mark which course options you plan to participate in (mark all that apply):

Course(s) offered at JCHS Course(s) offered on campus and/or online

Intended college/university

Parent Section

I plan to have my son/daughter participate under the following option.

____ Option A: Courses are taken for college credit only or high school and college credit and the student is financially responsible for all costs associated with the courses.

____ Option B: Courses are taken for high school and college credit and Jackson Center Local School is responsible for all costs required by law associated with the courses.

- ☐ We have participated in the JCHS College Credit Plus counseling program for students who wish to enroll in CCP. We understand the rules, responsibilities, and potential cost of being a part of the CCP Program.
- ☐ We understand the positive and negative consequences that could result in such participation and take full responsibility for the decision. We agree to release the District from any liability or responsibility related to participation in the program.
- ☐ I give my son/daughter permission to transport themselves between Jackson Center Local School and the participating institution(s) of higher education during the school day in order to participate in this program. He/she has permission not to be in attendance at Jackson Center Local School other than during his/her regularly scheduled middle/high school subjects.

Student Name (printed)

Student Signature

Date

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date



Counseling Session for 2026-2027 School Year

This document provides confirmation of counseling for the College Credit Plus program.

Date	
Student's Name	
Parent's or Guardian's Name	

The counseling session must occur before the student participates in the College Credit Plus program. Each public and participating nonpublic secondary school shall provide counseling services to students in grades six through eleven and to their parents before the students participate in the program to ensure that students and parents are fully aware of the possible consequences and benefits of participation.

Counseling information shall include:

- Program eligibility;
- The process for granting academic credits;
- Any necessary financial arrangements for tuition, textbooks, and fees;
- Criteria for any transportation aid;
- Available support services;
- Scheduling;
- Communicating the possible consequences and benefits of participation, including all of the following:
 - The consequences of failing or not completing a course under the program, including the effect on the student's ability to complete the secondary school's graduation requirements;
 - The effect of the grade attained in a course under the program being included in the student's grade point average, as applicable;
 - The benefits to the student for successfully completing a course under the program, including the ability to reduce the overall costs of, and the amount of time required for, a college education.
- The academic and social responsibilities of students and parents under the program;
- Information about and encouragement to use the counseling services of the college in which the student intends to enroll;
- The standard packet of information for the program developed by the Chancellor of the Ohio Department of Higher Education. (See the www.highered.ohio.gov/ccp page for the information.)
- Information about the potential for mature subject matter, as defined in section [3365.035](#) of the Revised Code, in courses in which the student intends to enroll through the program and notification that courses will not be modified based upon program enrollee participation regardless of where course instruction occurs. The information shall include the permission slip described in division (B) of section [3365.035](#) of the Revised Code (attached).
- Secondary schools must also provide information of the administrative rules of Course Eligibility (OAC 3333-1-65.12) and Underperforming Students (OAC 3333-1-65.13).
- Information about Options A and B to include the following details:

Public Schools

Option A: The student/family will be financially responsible for tuition and the cost of all textbooks, materials, and fees associated with the College Credit Plus course.

- Under Option A, the student/family must work directly with the college to arrange to make payment
- Option A allows the student to choose to earn both college credit and high school credit OR only college credit
- Option A must be elected at the time the student registers for college course
- The student must inform the secondary school whether the student wants to receive college credit only or high school and college credit.

Option B: The state of Ohio is financially responsible for the eligible course(s) in which the student chooses to enroll. ○ If Option B is selected, the funding for the course will be deducted from the secondary school and redirected to the college.

- The student will receive high school and college credit.
- Combination of Options A & B: Student/family chooses to be responsible for all tuition, textbooks, materials, and fees for one or more courses. If this option is chosen, the student must inform the college which course(s) will be under Option A and which will be under option B.
- Students must inform the college of the choice of Option A or B when registering for courses. Students must inform the secondary school of whether the student wants to receive both high school and college credits or only high school credits.
- The final date to change the election of Option A or Option B is on or before the college's no-fault withdrawal date

The student and the student's parent shall sign a form, provided by the school, stating that they have received the counseling required and that they understand the responsibilities they must assume in the program.

Signatures:

Student Date

Parent/Guardian Date