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:

BHS COURSE TITLE	COLLEGE COURSE #
Supply Chain Management	MAN 2159
Spanish 3 Honors	SPA 1102
Spanish 4 Honors	SPA 2201

Step 1. Attend the CCP Parent Information Presentation. At the completion of the presentation you will be provided a code.

Step 2: Complete the Intent to Participate Google Form by **April 1st**! You will need the code provided in the CCP Parent Information Presentation. The spring semester deadline is Nov 1st.

Step 3: Apply online! Visit apply.sinclair.edu, create an account, log in, enter your information and submit the application. 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.
- Sinclair sends your application information to BHS for additional information. After BHS completes our portion then your application can be processed.
- Sinclair will send you an application processed email and letter detailing your next steps including: Information about placement testing, How to complete the State Required CCP Mature Content Questionnaire, How to complete the Sinclair CCP New Student Orientation. It will also include your Tartan ID and username.

Step 4: Students **must** complete the state required CCP Mature Content Questionnaire before registering for any classes. Instructions on how to complete this step will be provided in the mailed acceptance letter.

Step 5: Students must meet college requirements to enroll for credit. Each university sets their own requirements for admission. You will be notified in your acceptance letter whether you meet eligibility requirements.
CCP State Eligibility Requirements:
- Next Generation Accuplacer Write Placer - 5
- ACT: English – 18; Math – 22
- SAT: Reading – 480; Mathematics – 530
- GPA > 3.0, or > 2.75 with B or higher in 2 years of Math/English
- You will be responsible for scheduling a placement test at one of the Sinclair locations if needed. Visit https://www.sinclair.edu/admissions/office/testing/testing-hours-and-locations/ for information on placement testing.
- 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 by calling 937-512-5113.

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: Are you registering for an online class for the first time? Before you can register for an online class, you **MUST** complete *How to Succeed in eLearn*. Go here for more details.

Step 8: Register for your classes. Students may register online via their my.sinclair.edu account using the Sinclair Registration Portal. You can also register in person at any Sinclair campus or learning center. Please visit Sinclair's Registration Calendar for registration deadlines. Students must register for courses prior to the start of each semester. Need help registering? Watch this video.

Step 9: Any students taking classes at Sinclair Community College must meet with Mrs. Scohy to review your schedule before the first day of school. Email khris.scohy@bss.k12.oh.us to schedule an appointment time.

Step 10: Get your books (if required). Check with Mrs. Scohy first to see if she has the book. If not, then books can be ordered by logging into your my.sinclair.edu portal and clicking on the *myBooklist* tile. Book Funding will not be available until 10 days before the start of any term. Books must be returned to Mrs. Scohy at the end of semester.

Step 11: Complete the CCP early release/late entry paperwork and turn in to the main office.

Select the link for other helpful answers, https://www.sinclair.edu/academics/ccp/faqs/. Contact the HELPDESK for help with logging into the my.sinclair portal, 937-512-HELP (4357) or try resetting your password at reset.sinclair.edu.

All steps must be completed before the 1st day of school to be enrolled in Fall CCP courses.

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