SCHOOL PARTNERSHIPS
COLLEGE CREDIT PLUS • TECH PREP

CCP How Do I ....

Apply for CCP?	ONLINE Application Steps to Apply for CCP @ Sinclair
Take the Placement Test?	**Currently, tests are being done remotely and in person. You must have your Sinclair ID number and Username to test. All tests are being done Remotely, by appointment only. Below is the link for more information on testing.** *Please check with your CCP Coordinator before you test as it may not be required* Placement Test Information
Log into the my.sinclair online portal?	You will receive your username and initial password in your application processed email and your acceptance letter. For assistance logging in please contact the Technical Help Desk @ **937-512-HELP (4357)** Browse Frequently Asked Questions for more technical help.
Log into my Sinclair email?	Your login for Office 365 is your Sinclair username followed by @sinclair.edu - example: john.doe@sinclair.edu. Your password is the same as your my.sinclair password. You can access your email from the email tile on the Home tab of my.sinclair. For technical help contact the helpdesk at **937-512-HELP (4357)**
Take an Online Course	How to Take an Online Course
See an Academic Advisor?	Academic Advisors help you define educational goals and provide information, encouragement and advice for making good decisions. They can assist you with course selection. You can set an appointment via your my. Sinclair portal. You can find more information at the link below. Sinclair Academic Advising

Register for a Course?	[Registering for a Course](#)
Take a FlexPace Course?	Please see the [FlexPace website](#) for information on how to register for these courses.
Check My Registrations	- Check your schedule at **regportal.sinclair.edu** - Check your eLearn course shell(s) at **my.sinclair.edu** for information. - Check your *Sinclair e-mail address** for your course registration email and for emails from your faculty member(s) during the first couple of days of the semester on how to get started in each class.
Why Does it Show I Owe Tuition?	CCP Students do not need to worry about any tuition or fee information that appears on the my.sinclair billing statement or schedule. These fees will be paid by the school district if you attend a public school. If you attend a non- public school or are homeschooled, you will receive an invoice for payment midway through the semester **OR** we will bill the state for your awarded credit hours – **Providing you have sent us a copy of your state Award Letter.** **CCP students will not be dropped for non-payment and do not need to worry about any amount due when viewing this area in my.sinclair.**
Drop a Course?	Remember, CCP Students have **14 days starting with the first day of class** to drop without any record. After that you will have a W and may have to reimburse your school for the cost of the tuition. [Dropping a Course](#)
Get Books?	**Public/Non-Public-school students can order books beginning 10 <mark>days before the start of the term</mark>. You cannot order books before that date.** 1. **Go to the online bookstore –** [sinclair.ecampus.com](#) 2. **and follow the *[Shop by Schedule Instructions –](#) If you use any other method you will not have access to your CCP Funding!*** 3. **Choose the Financial Aid Tender at Checkout.** 4. **Remember Public School Students <mark>NEVER</mark> pay for books!** 5. **Public school students cannot rent books or purchase from the eCampus Market Place.** **Homeschool students are responsible for their own books and can order any time, use the Rental Book function and buy from the Student marketplace.**

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Get Required Supplies for a course?	**Email the following to get required supplies:** • Full Name • Sinclair ID# • Course Name & Section # • Phone # • Address **Email this information to Campus.webstore@sinclair.edu**
Get a Tartan ID?	**You can get your own Tartan Card by bringing a copy of your Sinclair Schedule to the office of Registration and Student Records at any campus. See here for more information.** Tartan Card
Check My Grades	Grade Information
Send a Transcript to Another College	Send a Transcript