

Checklist for Participating in College Credit Plus 2024-2025

- ❑ **Attend the Required Informational Meeting:** to go over Policies/Procedures/Risks for the 24-25 school year. This is required for any student grade 6-11th interested in taking CCP courses. Student **AND** Parent/Guardian must attend. Currently enrolled CCP students and parents/guardians must attend to hear about the changes to CCP for next year. Southern State Community College is our partnering school. Even if you plan on taking CCP courses at a different college, you still need to attend our Required Informational Meeting. We will answer any questions you have.
- ❑ **April 1st Deadline:** Turn your Letter of Intent, Advising/Risk Acknowledgement, Textbook Purchasing Policy and FERPA Waiver Form into the Guidance Office for both new and currently enrolled CCP students. You cannot participate or continue to participate in CCP anywhere if we do not have this paperwork. (Get these forms from the Guidance Office **AFTER** you have completed the Required Informational Meeting).
- ❑ **FERPA Waiver Form:** A college is prohibited from sharing certain information from a student's educational record (Grades, GPA, Attendance, Placement Test Scores, etc.) without written authorization from the student. The FERPA Waiver may grant the College or MP CCP Teacher the ability to discuss this protected information with individuals or organizations (Parents, Guardians, etc.). This form **MUST** be filled out by the student. If we do not receive this waiver, neither the college nor CCP teacher here at Madison Plains is allowed to discuss the student's educational records for the CCP class taken here at our school with parents.
- ❑ **How to take the CCP Courses taught at MP:** After you turn in the required forms listed above, you must apply and be accepted to Southern State in order to take the CCP courses taught at MP. CCP Application link is: <https://www.sccc.edu/ccp/>. After you apply, we will send your high school transcript to Southern State. Southern State will contact you by mail with information on how to schedule the placement test. Two weeks after your test, you will be notified by mail of your college acceptance status. Students must complete a "Permission Slip" provided by the college. If student is accepted, the college will send a "Questionnaire" that must be completed also. You do not register with Southern State to take the courses taught here at MP. When we do scheduling here at MP, you will register for the MP-CCP classes on your scheduling sheet.
- ❑ **How to take CCP Courses Outside of MP:** Want to take CCP courses not offered at MP? With Southern State but online or on college campus? Through a college besides Southern State?
 1. You **MUST** notify your high school counselor right away of this decision and which college you plan on taking CCP courses through and how (online or on campus, full-time or part-time)
 2. Contact that college and meet with their CCP Academic Advisor to apply, learn about their requirements, processes, paperwork, deadlines, and to register for classes.
 3. When we do scheduling here at MP, indicate on your scheduling form what you plan to do.
- ❑ **Send us your CCP Schedule once you've registered:** If taking CCP anywhere else besides the ones offered at MP you **MUST** provide us a copy of your **College Schedule ASAP** before the classes start. We need this to accurately put this class on your high school transcript, look up which books you need, make sure you're meeting graduation requirements, and for athletic eligibility. We need all of the following information:
 - a. Class Term: (Summer, Fall or Spring)
 - b. Course Details (course name, course code w/section number)
 - c. Number of Credit hours
 - d. Method (online, on campus)
 - e. Course Dates & Time

(We will not accept a hand written schedule, it must be printed from college or your college portal)
- ❑ **Eligibility Requirements** – Students must meet college admission requirements based on GPA and/or state approved assessment exams. The college will admit you based upon meeting the statewide eligibility criteria. See attached "Am I Eligible to Participate" for Eligibility Requirements and the College Readiness Indicators for a remediation-free score from the state approved assessment exams.
- ❑ **Accuplacer Test** – Southern State will come to MP one day in April or May to administer the Accuplacer test for any student needing to take it. Once the date is scheduled, we will let our CCP students know and you must sign up in the Guidance Office to take the test. If you happen to miss the test that day, you must schedule the Accuplacer test through Southern State at their location.

For questions, please contact your school counselor – 740-852-0364 Option #3 or enter Ext.
Gr. 10-12, Lynne Robbins (ext.672) LRobbins@mplsd.org & Gr. 7-9, Jami Oyster (ext.673) JOyster@mplsd.org