

## Checklist for Participating in College Credit Plus 2025-2026

- ❑ **1. Attend the Required Informational Meeting:** To go over Policies/Procedures/Risks for the 25-26 school year. This is required for any student grade 6-11<sup>th</sup> 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. Contact your 7-12 School Counselor if you missed the in-person meeting.
- ❑ **2. April 1, 2025 Required Forms 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).
- ❑ **3. Apply to Clark State:** After you turn in the required forms listed above, you must apply to the college and be accepted in order to take CCP courses. Link to Clark State CCP Application: <https://www.clarkstate.edu/admissions/admissions-for-college-credit-plus/students/>. Once you've applied, you must complete and submit the "**Permission Slip**". This is on Clark States CCP Admissions Process page. Clark State will request Madison-Plains to send your high school transcript to check for eligibility. If the student is accepted, you must complete the "**Student Questionnaire**". Directions will be sent in the Acceptance Letter from Clark State. After that is complete, you must sign up to attend a CCP Orientation through Clark State.
- ❑ **4. Eligibility Requirements & Accuplacer Test** – 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 Student Eligibility Requirements and Assessments to see if you meet the criteria. In April/May, MP will 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.
- ❑ **5. How to take the CCP Courses taught at MP:** After you have completed steps 1-4 and have been accepted to Clark States CCP program, you do not register with Clark 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.
- ❑ **6. How to take CCP Courses Outside of MP:** Want to take CCP courses not offered at MP? Online or on a college campus?
  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). Your high school counselor will let you know how many CCP courses you can take and if they meet MP's graduation requirements.
  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 at MP, indicate on your scheduling form what online classes you plan to take.
- ❑ **7. Send MP your CCP College Schedule once you've Registered:** If taking CCP anywhere else besides the ones offered at MP you **MUST** provide the guidance office a copy of your **College Schedule ASAP**. 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 your college portal)*
- ❑ **8. CCP Textbooks:** Once we receive your CCP College Schedule, we will check our inventory of books at MP. If we do not have the book, we will notify you when to get your CCP books from the college. **YOU MUST WAIT FOR US TO TELL YOU IF WE HAVE THE BOOKS OR NOT**. See the Textbook Purchasing Policy for instructions on how to purchase your books so Madison-Plains is billed. Students do not pay out of pocket for required books.

7-12 School Counselors: Jami Oyster, Last Names A-Mc, [joyster@mplsd.org](mailto:joyster@mplsd.org)  
Lynne Robbins, Last Names Me-Z, [lrobbins@mplsd.org](mailto:lrobbins@mplsd.org)