



# College Credit Plus Guide Book

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### Reasons to Consider Auburn Career Center College Credit Plus

- Save Money on College!
- Earn FREE College Credit!
- Earn College Credit for material already being taught in the program!
- Don't retake classes in college you've already taken at Auburn!
- Save Time!

## Who Can Participate?

All high school students in BMT, MAT & PCT programs are offered CCP courses at Auburn Career Center.

# Auburn Career Center College Credit Plus

LAKELAND COURSE #	LAKELAND COURSE NAME	AUBURN PROGRAM NAME	AUBURN INSTRUCTOR	# CCP SEMESTER CREDITS
ITCS 1010	Programming Logic	Mobile Applications & Technology (2 <sup>nd</sup> Year – 1 <sup>st</sup> Semester)	Laura Ciszewski	3 credits
HLTH 1100	Intro to U.S. Health Care System	Patient Care Technician (1 <sup>st</sup> Year – 1 <sup>st</sup> Semester)	Christine Tredent	2 credits
ITIS 1510	MICROSOFT EXCEL	Business Management (2 <sup>nd</sup> Year – 1 <sup>st</sup> Semester)	Angela Nelson	3 Credits
ITIS 1520	MICROSOFT WORD	Business Management (2 <sup>nd</sup> Year – 2 <sup>nd</sup> Semester)	Angela Nelson	3 Credits
ITIS 1540	MICROSFT POWERPOINT	Business Management (1 <sup>st</sup> Year – 2 <sup>nd</sup> Semester)	Angela Nelson	2 Credits

## Counseling to be Provided

School districts must provide counseling to students and their parents who plan to enroll in the program. Auburn School Counselors will visit programs to discuss program and student eligibility.

Counseling information must include, but is not limited to:

- Program eligibility and deadlines
- Process for granting academic credit
- Financial arrangements for tuition, books, materials and fees
- Scheduling
- Potential Risks and Benefits: effects of participation on student's grade point average/athletics
- Effects of program participation on the student's graduation requirements

## First Time CCP Student Criteria for Participation in Auburn Career Center CCP

If you have never registered for a CCP course, students and their parents should follow the steps below to determine eligibility to participate in CCP at Auburn Career Center. (Students should complete steps 2, 3, 4, 5 over the summer and **step 1 as soon as possible.**)

1. Complete an Auburn Career Center Letter of Intent for CCP participation (Attached).
2. Turn in letter of Intent to Auburn's School Counseling Office.
3. Apply to Lakeland Community College using their online application at <https://lkn.lakelandcc.edu/public/apply/>
  1. Student type is College Credit Plus
  2. Choose 9000 as the Degree or Certificate Code

**Lakeland COMMUNITY COLLEGE**

**Lakeland Community College Online Application**  
[Download Printable Application for Admissions \(PDF\)](#)

A non-refundable fee is required and will be applied at the time of course registration.

**Required fields are displayed in yellow.**

**Applicant Email:**  
Email Address:  Confirm Email Address:

**Personal Information:**

**IDENTIFICATION**  
First Name:  Last Name:  Middle Initial:  Former/Maiden:

Social Security Number:  Date of Birth (mm/dd/yyyy):  Gender:  Male  Female  Other   Single  Married

**ADDRESS**  
Street Address (30 characters):  Apt. No.:  City:  State:

Zip:  County:  How long have you been a resident of current county?  Have you resided in Ohio for the last 12 months?  Yes  No

**PHONE**  
Primary Phone:  Primary Phone Type:  Secondary Phone:  Secondary Phone Type:

**Enrollment Information:**  
Enter 4 Digit Degree or Certificate Code:  [View Degree / Certificate PDF](#)

Enrollment Year:  Student Type:  Enrollment Status:  Educational Goal:

US Military Service Veteran:  Yes  No

**Employment / Educational Background:**

**EMPLOYMENT**  
Employment Status:  Employment Hours:

**EDUCATION**  
High School Attended:  Graduation / GED Date:  Month:  Year:

Highest Education Level:  Highest Education Level:  Highest Education Level:

Fill out everything in RED BOXES!

Put 9000 here

Put College Credit Plus here

4. Ask your home school counselor to submit your High School Transcript to Lakeland.
5. Register for placement test at <http://www.lakelandcc.edu/ccp> and place into college level English either through successful completion of Lakeland's Placement Test or submission of acceptable ACT/SAT scores.
6. Attend a CCP New Student Orientation and Registration Session at Lakeland or your home school. Parents are required to attend with their student. This is required by Lakeland and is necessary to register for classes.

## Current or Former CCP Student Criteria for Participation in Auburn Career Center CCP

If you have already taken a CCP course, students and their parents should follow the steps below to determine eligibility to participate in CCP at Auburn Career Center:

1. Print out the CCP Authorization form from the Lakeland CCP homepage at <http://www.lakelandcc.edu/ccp> (the form can be found under the Documents and Forms tab).
2. Complete the Authorization form, with all required signatures, and either scan a copy of the form in an email to Jami Diemer at [JDiemer@lakelandcc.edu](mailto:JDiemer@lakelandcc.edu) , or turn the form in at Lakeland's Student Service Center to register for your classes.

### CCP Eligibility

Students must Apply to Lakeland and place into English 1110. You will be able to take the placement test a maximum of three times at Lakeland. *If you have an IEP or 504, you must request accommodations prior to taking the test at the Lakeland Community College Accommodations Center.* You may also place using the methods below.

To earn acceptance into the College Credit Plus program, students must achieve the following minimums:

Test	English
<b>Lakeland Placement</b>	Minimum Placement in ENGL 1110
<b>ACT Verbal</b>	18
<b>SAT</b>	450 in Critical Reading / 430 on Writing

\*Lakeland Placement Test to be taken if minimum ACT or SAT scores are not met.

To sign up for the placement test call 440-525-7574 (Lakeland's Testing Center) <http://www.lakelandcc.edu/ccp>

- A photo ID is required to take the test.

### Accommodations in Lakeland Courses

*(On-Campus or CCP offered at Auburn Career Center)*

Lakeland Community College is committed to providing CCP students equal access to learning opportunities. The Student Accommodation Center (SAC) works with students with documented disabilities to provide and/or arrange reasonable accommodations. If you have a disability (e.g., learning, attention, psychiatric, vision, hearing, physical or systemic) and feel it may create a barrier to your education, contact the SAC at 440-525-7020 or stop by the office located in Room A-1042 on Lakeland's campus.

**If you wish to receive academic accommodations for CCP courses** (offered at your high school or on Lakeland's campus) and have them guaranteed to be in place from the beginning of your initial semester, it is recommended that you request your accommodations from Lakeland's SAC at least four weeks prior to that term. From then on, you will be asked to make your accommodation requests known for subsequent semesters during the priority registration period. If you miss priority registration, there may be a delay in getting your accommodations in place. Academic accommodations can be requested at any point in the academic term, however accommodations cannot be applied retroactively and some accommodations may take additional time to put into place.

## Financial Arrangements

Payment for college courses, including tuition, fees, books and materials taken for college and high school graduation credit will be made by the school district.

*Financial obligations default to the student/parent if the student fails to successfully complete the course.*

No financial aid from the college is permitted to students enrolled in college courses for high school credit.

## What happens if I fail a class?

Classes failed or withdrawn with an “F” will receive an “F” on the high school and college transcript and it will be computed into the high school and college GPA.

If you do not receive a passing grade, the district may, in some instances, seek reimbursement for the amount of state funds paid to the college on your behalf for that college course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made.

## How does CCP affect athletic eligibility?

Students will need to check with their home school institution to determine how this affects athletic eligibility.

## How many college credits can I take?

Students who are taking a combination of college credits, including Dual Enrollment courses, along with traditional courses, must use the following formula to determine the number of allowable college credits:

- 1.) Determine the number of Associate School ONLY units. (English, Math, Science, etc.)
- 2.) Multiply that by 3,
- 3.) Add 9 to that for ACC Program
- 4.) Subtract that result from the number 30
- 5.) Result equals the number of college credits the CCP student may earn that academic year.

See table on the next page for examples:

Number of Associate school courses	2	2.5	3	4
Multiply by 3	$2 \times 3 = 6$	$2.5 \times 3 = 7.5$	$3 \times 3 = 9$	$4 \times 3 = 12$
Add 9 for ACC program	$6 + 9 = 15$	$7.5 + 9 = 16.5$	$9 + 9 = 18$	$12 + 9 = 21$
Subtract result from 30 = number of credits for the year	$30 - 15 = 15$	$30 - 16.5 = 14.5$	$30 - 18 = 12$	$30 - 21 = 9$
Number of credits each semester	** $15/2 = 7.5$	* $14.5/2 = 7.25$	$12/2 = 6$	** $9/2 = 4.5$

\*The student with 2.5 high school credits have fractional college credits – these do not exist, so we would round down in order to stay under the threshold.

\*\* These students can take an odd number of credits one semester and an even number the next; IE:  $7 + 8 = 15$  or  $9 + 6 = 15$ ,  $3 + 6 = 9$  etc.

### What if I schedule more overall credits than 30?

It is the responsibility of the high school counselor to monitor the number of CCP credits and high school credits that a student is registering for. Students may go beyond the required number listed in the table above, but will be charged for these credits. Currently, with our partnership with Lakeland Community College, in-county students would be charged \$97.75 per credit hour above the value indicated in the table above; Lakeland’s out-of-county rate is \$126.05. The amount charged for courses taken at another college will be set by that college, not to exceed \$153 per credit hour.

### Background

House Bill 59, Section 363.590 – Establishes the College Credit Plus (CCP) program, whereby high school students may earn credits through Ohio institutions of higher education. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students.

College Credit Plus provides more options for you to pursue rigorous academic coursework beyond the high school classroom. Under College Credit Plus, you can complete your freshman year of college or more, or explore college content that interests you. Earning college credits while you are in high school can reduce the time and cost of attending college after high school.

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## Letter of Intent to Participate in College Credit Plus

**-Return this form to Auburn Career Center**

PLEASE PRINT

Date \_\_\_\_\_ Program \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Parent/Guardian Name \_\_\_\_\_

PLEASE INDICATE PREFERRED METHOD OF CONTACT:

Parent Phone Number (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Parent Email Address \_\_\_\_\_

Student Contact Info \_\_\_\_\_

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the coming school year and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate for some other reason.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

**Students must attend a mandatory New Student Orientation and Registration for students and parents/guardians. I understand that attending this event is required to participate in any CCP courses.**

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_