

2017-2018 CCP ENROLLMENT CHECKLIST

_____ Submit Letter of Intent by **April 1, 2017**

_____ Apply to Columbus State at <http://www.cscs.edu/admissions/apply.shtml> (**New Students only**)

* Select "College Credit Plus"

Priority Autumn 2017 Application Deadline:	April 15, 2017
Summer 2017 Application Deadline:	May 22, 2017
Autumn 2017 Application Deadline:	May 22, 2017
Spring 2018 Application Deadline:	November 6, 2017

_____ Complete Columbus State's placement tests and/or Submit ACT or SAT scores to Columbus State . Students **MUST** have a Photo ID in order to take the placement test. (**New Students only**)

Summer 2017 Testing Deadline:	May 22, 2017
Autumn 2017 Testing Deadline:	May 22, 2017
Spring 2018 Testing Deadline:	November 13, 2017

_____ Submit Registration Consent form to Dual Credit office at Columbus State. Form must be signed by student parent/guardian. Only one form is needed per academic year.
Form can be found on Dual Credit website: <http://www.cscs.edu/community/dual-credit/forms.shtml>

_____ Meet with your school counselor to discuss scheduling options and complete Add Form.

(For Students taking classes on CSCC campuses or online only)

* Students will need to meet with school counselor prior to the end of the school year.

* Make sure Max Credit hours are filled out by school counselor

_____ Register for classes! (**CSCC On-campus/Online Students only. Students taking classes offered at the high school are registered by their school**)

* Summer registration begins	February 20, 2017	Registration Deadline:	May 24, 2017
* Autumn registration begins	April 17, 2017	Registration Deadline:	August 23, 2017
* Spring registration begins	October 16, 2017	Registration Deadline:	January 10, 2018

Student can meet with a college counselor to discuss classes and future goals. **THIS DOES NOT REQUIRE AN IN PERSON VISIT.** Student/parents can discuss scheduling options via phone or email.

* Send Add Form to their college counselor to register for the course (s). **All CCP students must register for courses through an academic advisor.** Email or Fax is the fastest way to submit your Add form. Students can submit form in person, but not necessary.

On Campus classes fill very quickly. The longer students wait to register, the less likely they will get their preferred days and times.

Contact Information: collegcreditplus@cscs.edu