

# *College Credit Plus*

## *Next Steps*



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# *Setting Up Your CSCC Username & Password*

- To discover or activate your account, [click here!](#)
    - Watch a video tutorial [at this link.](#)
  - Your **username is a combination** of the first letter of your first name, your last name, and possibly a number.
    - Example: jsmith888
  - Your **username is your email** without the @student.csccl.edu, so if you know your email, you know your username!
  - Your username is **not the same** as your Cougar ID number.
    - Username Example: jsmith888
    - Cougar ID Example: 1987654
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# Verifying Your Class Schedule

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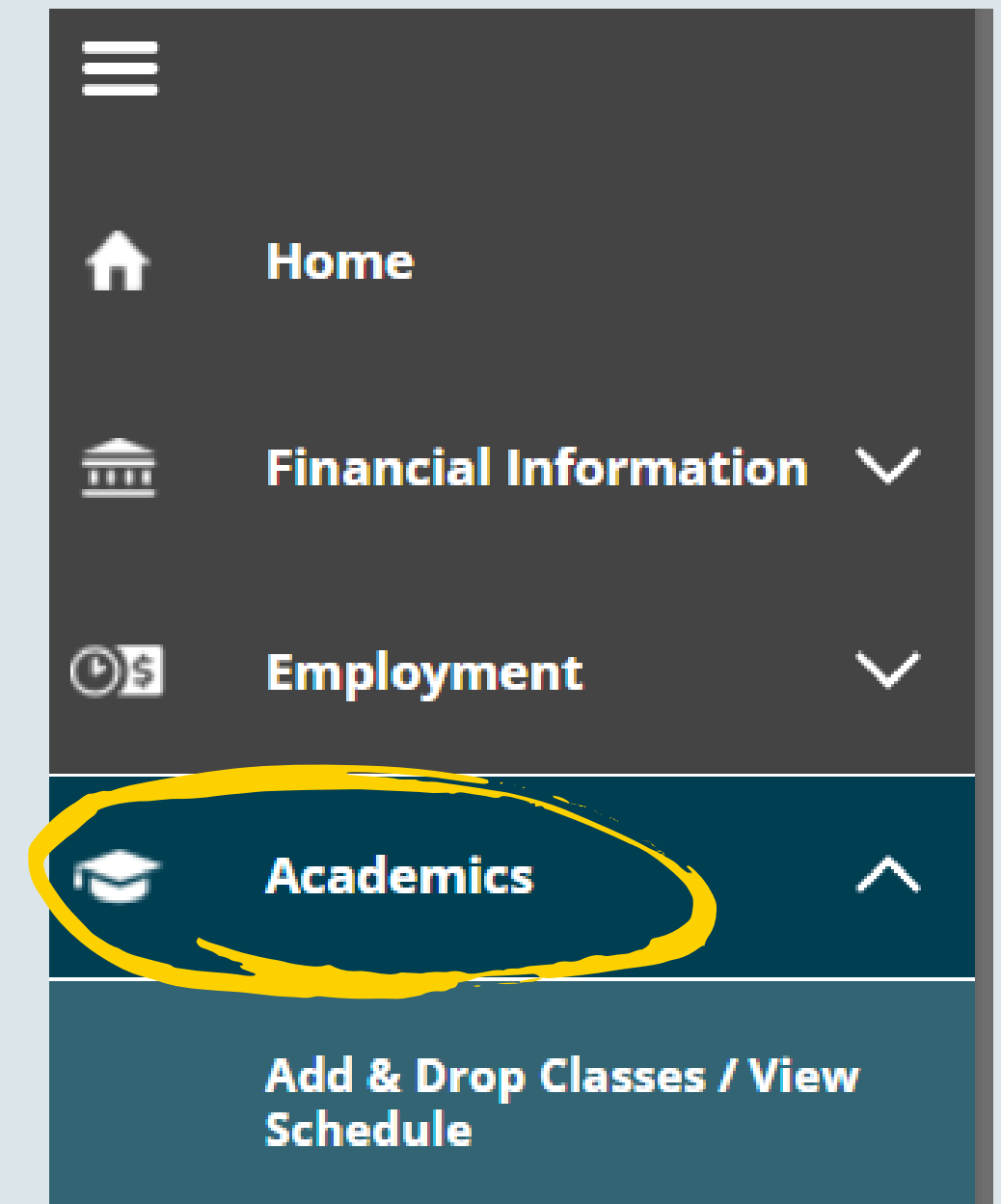


Follow these steps to look up your schedule:

1. Go to the Columbus State website: [csc.edu](https://csc.edu).
2. Click [CougarWeb](#) in the top, right corner and log in.
3. Click the **Academics symbol** on the left.
4. Click Add & Drop Classes/View Schedule.

**\*Please note: some online courses may require on-campus exams.**

***If your schedule is not correct, contact your advisor ASAP!***



# Obtaining Books & Access Codes



- Book vouchers are typically emailed to your CSCC student email **1 - 2 weeks** before the semester begins!
- Go to the **textbook lookup feature** to find out what materials you need for your course.
- You can learn more about the book voucher process at this **link**.



**\*Click play to watch a video tutorial.**

# *Accessing Blackboard*

[Click here for Blackboard assistance.](#)

## What is it?

Blackboard is Columbus State's Learning Management System (similar to Google Classroom)

## How do I access it?

Go to the Columbus State website and click on Blackboard in the top, right corner. Log in with your CSCC username and password.

## What is it used for?

Blackboard is where you'll find everything you need for your class:

- course syllabus
- class announcements
- lecture notes
- assignment details

## How do I get help using it?

CSCC provides Blackboard labs & drop-in help sessions at the beginning of each semester.

## When will I see my classes?

Courses will typically appear in Blackboard **3-4 days before the semester begins**. Get familiar with the Blackboard for each class.

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## *Online Orientation*

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Completing the online orientation is highly encouraged! It includes a toolbox full of **helpful CSCC resources** you can use.



You can access the online orientation by **clicking this link.**

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## *Download the Academic Calendar*



Review the academic calendar before the semester begins, and continue to refer to it throughout the semester. Make note of important dates such as:

- course start and end dates
- last day to drop classes
- holidays/campus closures

**Click here** to access academic calendars.

# Dropping a Class

- Refer to the Academic Calendar for drop deadlines:
  - Will dropping a class lead to a “W” on your transcript?
  - When is the last day to drop a class?
- Talk with your guidance counselor/support system about dropping a class.
- Submit your completed and signed form to your CCP Advisor by the drop deadline.

Access the CCP drop form [at this link](#).

CollegeCredit  
PLUS

COLLEGE CREDIT PLUS DROP FORM

Please send this form to your assigned CCP advisor.  
NOTE: If you are unsure of how to contact your advisor you may send to [ccp@csc.edu](mailto:ccp@csc.edu).

ALL FIELDS REQUIRED FOR PROCESSING

PLEASE PRINT CLEARLY:

STUDENT'S NAME:

FIRST

LAST

COUGAR ID NUMBER:

(SOCIAL SECURITY NUMBER IS NOT ACCEPTABLE.)

HIGH SCHOOL:

PLEASE DROP ME FROM THE FOLLOWING:

☐AUTUMN

YEAR

☐SPRING

YEAR

☐SUMMER

YEAR

COLLEGE CREDIT PLUS COURSE(S):

COURSE NAME (ENGL 1100)	COURSE SECTION (8045)	COURSE TITLE (COMPOSITION I)

PLEASE NOTE:

All drop requests must be received by the Columbus State Community College Office of the Registrar **prior** to the published drop date for College Credit Plus courses with no financial penalty. Check with your school district regarding tuition reimbursement requirements for courses dropped after this date.

By signing below, I acknowledge my understanding of the above information.

STUDENT SIGNATURE:

DATE:

PARENT SIGNATURE:

DATE:

SCHOOL COUNSELOR SIGNATURE:

DATE:

FOR COLUMBUS STATE COMMUNITY COLLEGE OFFICE USE ONLY:

PROCESSED BY (SIGNATURE):

DATE:

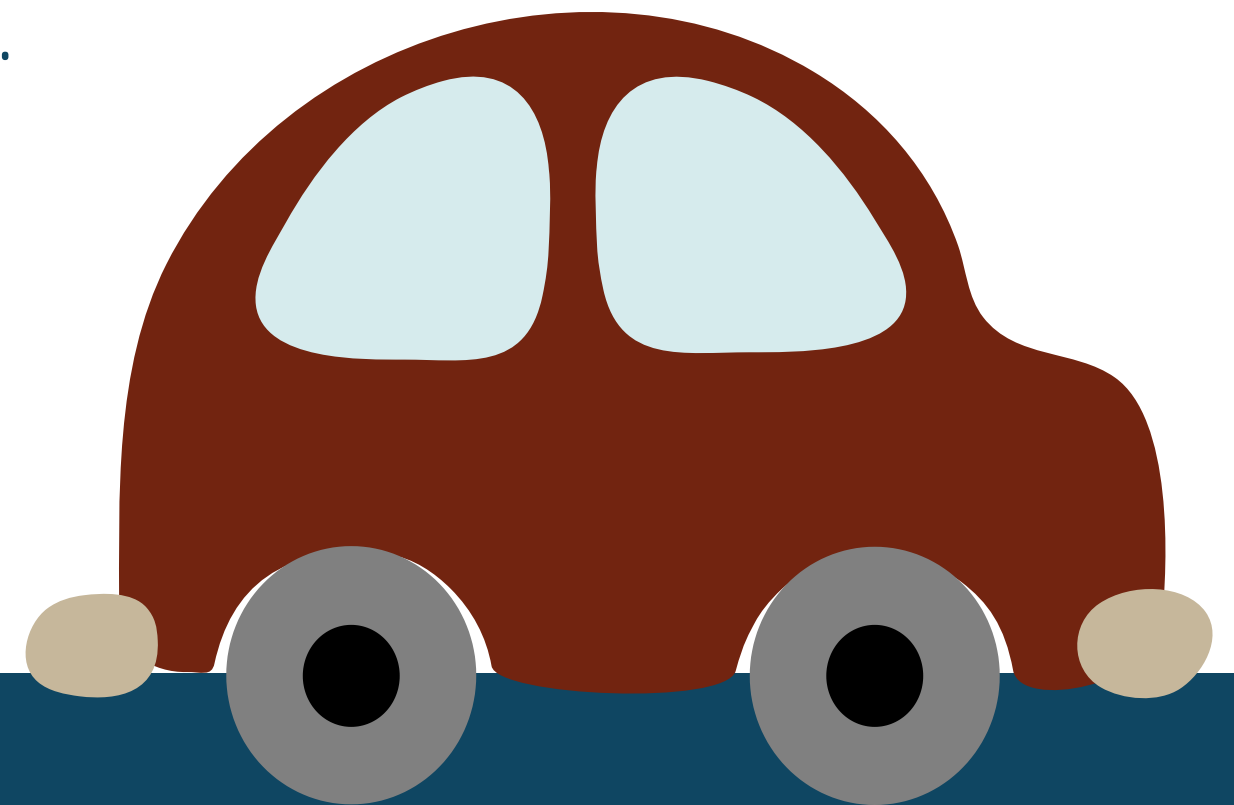
CCP Drop Form/09/24/2024



# *Parking On Campus*



- Student parking is purchased on a semester basis.
- You can pay for a parking permit online or in person at the bookstore.
- The pass is **virtual** and needs to be **registered to your car**.
- Your pass can be used across all CSCC campus locations.
- Visit the [parking at CState website](#) for more details.





**COLUMBUS STATE**

**K-12 PARTNERSHIPS**

**[Click here to contact us!](#)**

Please include your Cougar ID number and email from your Columbus State student email when contacting your CCP Advisor.