

Office Location

Workforce Development Building, Annex A
320 N Grant Ave
Columbus Ohio 43215

**Walk-in advising and advising by
appointment
available every Monday-Friday**

Walk in Hours

Monday-Thursday

8:30-11:30 & 1:00-4:00

Friday

10:30-11:30 & 1:00-4:00

COLUMBUS STATE

COLLEGE CREDIT PLUS



College Credit Plus Syllabus

Important College Credit Plus Forms

Registration Form:

Must be completed whenever you want to add a course that is online or on campus to your schedule. College Credit Plus students cannot register themselves.

Consent Form:

Must be completed every academic year (summer starts the new academic year). This form lists some of the policies and risks of taking College Credit Plus courses. You must have this form turned in before being able to register for courses.

CCP Drop Form:

Must be completed if you decide to drop a College Credit Plus class during the current semester.

Optional

CCP FERPA Form:

This form allows for your academic advisor to speak to a designated person or persons about your college grades, GPA, attendance, etc. Advisors cannot talk to parents about this information without a FERPA form on file. This form expires at the end of your time in College Credit Plus.

Person Proxy

This allows a student to give permission to select individuals to view financial aid and scheduling information. This does not replace the FERPA form. This form can be accessed through Cougarweb for Students.

Academic Advisor Responsibilities

What You Should Expect From Your Advisor...

- Clearly communicating about college, major & curriculum, graduation requirements, CSCC's policies and procedures, and student services.
- Answering your questions in meetings, over the phone, and via e-mail.
- Listening to your concerns and maintaining your privacy.
- Assisting you in working with your professors and refer you to college resources as needed (e.g. Tutoring or Disability Services).
- Showing you where to find this information from CSCC's website.

Student Responsibilities

What Your Advisor Expects From You...

- Check your CSCC email daily.
- Know about CSCC's policies and procedures as they relate to you.
- Know about your program of study/major, your degree requirements, and your department.
- Schedule and keep regular advising appointments so you can keep track of your academic progress.
- Be prepared for advising sessions.
- Ask questions when you need more information or clarification.
- Take an active role in planning your education program.
- Take responsibility for the decisions you make regarding your academic progress and success.
- Keep a record of your academic progress that you can easily access and use; know how to use a Degree Audit Report.

Remember: We will collaborate with you by providing information, resources and feedback. However, you, as a student, are ultimately responsible for planning your individual program and meeting academic requirements & deadlines.



The Key to Success: Show up and do the work.



Topic	You Should Be Able To....	Recommended Action Steps	
Getting Started	<ul style="list-style-type: none"> • Locate and access your academic records, plan of study, and related information. • Begin to understand your responsibilities as a CCP student and the regulations, and procedures of the College. 	<ul style="list-style-type: none"> ✓ Take Accuplacer Reading & Writing placement test. ✓ Submit official ACT or SAT Scores. ✓ Submit official college transcripts if you have taken CCP through another college. ✓ Complete the CCP Online Orientation. ✓ Obtain Cougar ID, User Name, password, and Student ID. ✓ Register with Disability Services, if necessary. ✓ Complete the Registration Packet. ✓ Consider and plan for your high school schedule, transportation and study time. 	CCP Testing CCP Orientation Discover Username/Password Disability Services CCP Forms
Course Registration	<ul style="list-style-type: none"> • Locate course descriptions and semester schedules. • Interpret the differences in course offerings (web, in person, blended), location, seat availability and start/end dates. • Fill out Course Registration form with all required information. • Access your schedule in CougarWeb for Students. • Check your CSCC email for a registration confirmation, or for registration issues. 	<ul style="list-style-type: none"> ✓ Enroll in COLS. ✓ Make an appointment to speak with your advisor. ✓ Begin making a tentative academic plan and register for next semester early. ✓ Fill out Course Registration Form and Consent Form. ✓ Consider and plan for your high school schedule, transportation, and study time. 	CCP Forms Course Descriptions & Schedules Level I Courses CCP Advising Schedule Legend CougarWeb
Important Resources	<ul style="list-style-type: none"> • Locate different tutoring resources (Writing Center, Math Lab, Library, NetTutor, etc.). • Locate important College Credit Plus forms, such as Registration Forms, Drop Forms and Consent Forms. • Understand important dates on the Academic Calendar (Last day to Register, Last day to Withdraw Without Financial Penalty, Last day to Drop, etc). • Run a Degree Audit (DARS/UAcive) report on CougarWeb for Students. 	<ul style="list-style-type: none"> ✓ Look at tutoring options available for your current classes. ✓ Turn in forms before published deadlines. ✓ Talk to your academic advisor or high school counselor if you have any questions or concerns about your courses. 	CSCC Services CCP Forms Calendar CCP Advising DARS



Remember: College Credit Plus students cannot register or drop themselves from courses.

Helpful Hint: Register early for courses before seats fill up. Advisors cannot register students into a course that is full. CSCC does not have a waitlist.



Topic	You Should Be Able To....	Recommended Action Steps	
Academic Advising	<ul style="list-style-type: none"> • Identify your academic advisor and locate their contact information. • Schedule an appointment on Starfish to meet with your advisor on campus. • Compose a professional email to your advisor if you have any questions or concerns. • Take responsibility for your academic progress in your courses. • Schedule courses that will transfer to your intended major. 	<ul style="list-style-type: none"> ✓ Speak to your academic advisor or high school counselor if you have any questions or concerns about your courses. ✓ Do not wait until it is too late to drop a course. ✓ Run a Degree Audit (DARS) through CougarWeb for Students. 	CCP Advising Starfish Transferology Types of Degrees A-Z Program List
Attending CSCC after High School or transferring CCP credits	<ul style="list-style-type: none"> • If attending Columbus State, contact ccptransition@csc.edu and follow the Senior Checklist. • Request an official CSCC transcript to be sent to your college/university. • Identify how your courses will transfer to your intended major or institution. • Submit AP scores, ACT and SAT scores to your college. • Reach out to admission representatives at your college. 	<ul style="list-style-type: none"> ✓ Work with your academic advisor at CSCC and at the institution you plan to attend to build a course schedule. ✓ Do not assume that your classes will transfer. ✓ Speak to college representatives about if your CCP credits will transfer, and admissions requirements. 	Attending CSCC Preferred Pathway Transcript Request Transfer Degrees CollegeSource

Academic Goal

_____ CSCC Degree in _____

_____ Do my courses transfer to my intended major or college?

_____ CSCC Certificate in _____

_____ I plan to transfer to a four-year institution.

Institution _____ Major _____

_____ I plan to transfer to another two-year institution.

Institution _____ Major _____

Career I would like to pursue after getting my education _____

