

## CCP Information Nights

- Schedule CCP Information Night at your high school. NSCC Admissions Office can provide the presentation or set up a table with information at this event. **Information nights must be held between October 1 and February 15.**  
**Contact:** Admissions Office 419.267.1320 [admissions@NorthwestState.edu](mailto:admissions@NorthwestState.edu)
- Students must submit their **Intent to Participate** forms to you in order to participate in CCP. This deadline applies for participation for in summer, fall, and/or spring term. (NSCC does not need this information)  
**Deadline:** April 1 - *If a student does not turn in the form by the deadline it is up to the discretion of the High School if the student is allowed to participate in the program.*

## Admissions

*If students are enrolling in a year-long class offered at the high school, they must follow fall semester deadlines.*

- CCP applications are completed online at [NorthwestState.edu/apply-now](http://NorthwestState.edu/apply-now). In order for the application to be considered complete, students must submit a **CCP Consent Form** to the high school coordinator. At this time, the coordinator confirms that the student submitted an **Intent to Participate**. The student's **high school transcript is then attached to the Consent Form and both are submitted to the NSCC Admissions Office** via email, fax or mail.  
**Deadline:** Summer Term: April 1 // Fall Term: April 15 // Spring Term: November 2
- Students must **qualify with an eligible ACCUPLACER or ACT score**. *Additional college-level scores may be required for math or writing-intensive courses.* If there are at least 10 students needing the ACCUPLACER Assessment arrangements can be made to offer the assessment at the high school.  
**Deadline:** Summer Term: May 3 // Fall Term: July 1 // Spring Term: December 1

## Registration

- CCP Registration** forms must be completed by the students and signed by the high school counselor. These forms are then submitted to the NSCC Admissions Office prior to each semester. CCP students within their first 15 credit hours must take courses listed on the **CCP Level One Course List**, which can be found on the NSCC website at [https://northweststate.edu/wp-content/uploads/files/CCP\\_Level-I-Course-List1.pdf](https://northweststate.edu/wp-content/uploads/files/CCP_Level-I-Course-List1.pdf). Students can also review the **NSCC Course Listing at [NorthwestState.edu/Calendars-Schedules](http://NorthwestState.edu/Calendars-Schedules)**.
- Before new CCP students can be registered, they must complete the **CCP Advising and Orientation Workshop**. If they are planning on enrolling in an online class, they must also pass an **Online Learning Readiness Assessment (OLR)**. Instructions are sent to each student upon acceptance into the CCP program.  
**Deadline:** Summer Term: May 21 // Fall Term: August 13 // Spring Term: January 4

## Books

- CCP students can pick up their textbooks at the NSCC Bookstore. The student must be present, have an NSCC student ID, and a book voucher, signed by the Guidance Counselor, to receive their textbooks. Arrangements can be made for the books to be picked up by a high school representative or shipped. The high school is responsible for shipping and insurance charges.

## CCP Class Offered at the High School

- Submit a **CCP Course Intent** form to the College. This form identifies the instructor, course name, and class times. The form allows the College to create the course and course numbers. Students cannot be registered until this form is submitted and approved by the VP of Academics and Student Services.  
**Deadline:** Fall Term: June 1 // Spring Term: November 1  
**Contact:** Academics & Student Services Office 419.267.1301 [cbaynes@NorthwestState.edu](mailto:cbaynes@NorthwestState.edu)
  
- New instructors** must submit a resume, unofficial transcript, and a list of courses they are interested in teaching to the Office of the VP of Academics and Student Services for preliminary approval. (See instructor CCP Checklist)  
**Contact:** Academics & Student Services Office 419.267.1301 [cbaynes@NorthwestState.edu](mailto:cbaynes@NorthwestState.edu)
  
- All CCP Classes taught at the high school MUST follow the same syllabus and use the same textbooks that are used in the on-campus class.** Each semester, the College will make arrangements to sit in on all CCP classes to ensure that the college expectations and standards are being met.

## Contact Information

### **NSSC Admissions Office**

22600 State Route 34, Archbold, Ohio 43502

Ph: 419.267.1320 F: 419.267.5745

[admissions@NorthwestState.edu](mailto:admissions@NorthwestState.edu)

**Find more information online at:**

[NorthwestState.edu/College-Credit-Plus](http://NorthwestState.edu/College-Credit-Plus)

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### **NSSC Director of Admissions**

Terri Lavin

419.267.1364 or [tlavin@NorthwestState.edu](mailto:tlavin@NorthwestState.edu)

### **CCP ADVISORS**

**Nichole Gerschutz**

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### **Office of the VP of Academics**

419.267.1301 or [cbaynes@NorthwestState.edu](mailto:cbaynes@NorthwestState.edu)

**Ann Fether**

419.267.1513 or [afether@NorthwestState.edu](mailto:afether@NorthwestState.edu)