

Admissions

If you have already been approved to teach courses in the CCP program, please skip this section.

- Submit a **resume, unofficial transcripts, and courses** you are interested in teaching to the Vice President of Academics via email.

Contact: Academics Office 419.267.1301 cbaynes@NorthwestState.edu

- You will be notified of your initial approval to teach based on your submitted credential. At this point, you will need to submit a completed **application, official transcript, and any required employment forms** to the NSCC Human Resources Office.

Contact: Jennifer Farber 419-267-1321 jfarber@NorthwestState.edu

- You will be provided with an Instructor ID (also known as an N number), a college email account, and access to myNSCC. **All correspondence will be sent to your College Email Address.** Training on all NSCC accounts will be provided annually at faculty orientation in the fall. The IT Help Desk can also assist with any questions.

Contact: IT Help Desk 419.267.1461 helpdesk@NorthwestState.edu

Course Creation

- Submit a completed **Course Intent Form** that will include: **high school, course name, course time, and course dates.** When the course is created you will receive instructor textbook and syllabus information from the academic division secretary. High schools will need to make arrangements with the NSCC Bookstore for textbooks, unless they are obtaining them from a third party.

Deadline: Fall Term: June 1 / Spring Term: November 1

Contact: Academics Office 419.267.1301 cbaynes@NorthwestState.edu

NSCC Bookstore 419.267.1308 kstapleton@northweststate.edu

Student Responsibilities

- Students are required to complete a CCP Application online at <https://Northweststate.edu/apply-now> and submit a **CCP Consent Form**. They must also have qualifying placement test scores on file and successfully complete the **CCP Advising and Orientation Workshop** before submitting a **Registration Form**. **The Registration Form must meet Admission deadlines listed on the form and/or set by the High School.**
- Student textbooks are the responsibility of the high school (*See above Bookstore Contact Information*)

After Courses Start

- Attendance Verification** is required by the 14th day of the semester. You will receive an email through your NSCC account from the Registrar's Office with instructions.

Contact: Registrar's Office 419.267.1395 registrar@NorthwestState.edu

- Final grades must be submitted at the end of the course. You will receive an email through your NSCC account from the Registrar's Office with instructions.

For questions or concerns regarding College Credit Plus courses, contact:
NSCC Admissions Office at 419.267.1320 or admissions@NorthwestState.edu.