

Admissions

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

- Submit resume, **unofficial transcripts, and courses** you are interested in teaching to the Vice President of Academics and Student Services.
Contact: Academics & Student Services 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: HR Office 419.267.1321 careers@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 help with any questions.
Contact: IT Help Desk 419.267.1464 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 information from the academic division secretary.
Deadline: Fall Term: June 15 // Spring Term: November 15
Contact: Academics & Student Services Office 419.267.1301 cbaynes@NorthwestState.edu

Student Responsibilities

- Students are required to complete a CCP Application online at NorthwestState.edu/apply-now and submit a CCP Consent Form. They must also have qualifying placement test scores on file and successfully complete the Advising and Orientation Workshop before submitting a Registration Form. **The Registration Form must meet Admission deadlines.**
- Student textbooks are the responsibility of the high school.

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 419.267.1329 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.