

Guidelines

<http://www.uakron.edu/ccp>

Advantages for College-level Learning during High School:

1. Strengthening the high school curriculum and raising expectations for high school students.
2. Reducing the total number of credits needed to be earned in college.
3. Potentially reducing the time required for the baccalaureate and costs to parents, students, and taxpayers.
4. Enriching the undergraduate college curriculum by lessening the need to retake some introductory courses, consequently allowing earlier entry into more advanced courses, facilitating double majors, or permitting additional electives.

The College Credit Plus (CCP) Program pays for the following:

1. All tuition and instructional course fees applied to bill at time of registration.
2. Registration fees including changes to UA course schedule *if* changes are due to high school schedule conflicts or initiated by a UA administrator.
3. All required textbooks are paid for by the school district.*

The College Credit Plus (CCP) Program does NOT pay for the following:

4. *Homeschooled students are responsible for purchasing textbooks.
5. If the CCP student chooses to request a Parking Permit for the Akron campus, the student is responsible for paying the \$175/semester Transportation Fee. The fee is \$120 for the summer.
6. In the event that a student fails or withdraws from a course, the school district may seek reimbursement for the amount of state funds paid to the college on your behalf for that college course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made.

***IMPORTANT INFORMATION
PLEASE KEEP FOR FUTURE REFERENCE***

Important CCP Guidelines and Information:

1. CCP students follow The University of Akron calendar/schedule for classes instructed on-campus, online or via distance learning. (*Courses instructed at the high school may follow the high school calendar.*)
2. As a high school student, your attendance in all classes is mandatory the same as it is in high school, even if the instructor does not have a specific attendance policy. **Notify your instructors in ADVANCE if you must miss class.** Refer to your course syllabi for specific policies.
3. UA transcripts will be issued to the students' respective high schools at the semester's end. (Students view their grades online through My Akron.)
4. Students are welcome to avail themselves of the many speakers, concerts, and events offered at The University of Akron. However, students are NOT eligible to participate in extra/co-curricular activities such as **clubs, organizations, UA varsity athletics, club sport teams, or fraternity/sorority life.** CCP students are also NOT permitted to live on-campus in University housing.
5. Students **must be at least 17 years old and be enrolled in classes on the Akron campus** to utilize the Student Recreation and Wellness Center. Students under 18 must have a parental waiver signed to utilize the facilities. Eligible students will be emailed a waiver at the start of the semester.
6. Students must achieve a minimum 2.0 GPA to remain in "Good Academic Standing". Students will be placed on Academic Probation if the GPA falls below a 2.0 and eligible for dismissal if the GPA remains below a 2.0 for two consecutive semesters.
7. If a student fails (*a letter grade of "F"*) or withdraws from any course(s), it is the student's financial obligation to reimburse their school district the amount of state funds paid to the University to contribute to their tuition and fees for that course(s).
8. Drop/Withdrawal Policy: Drop = Through the end of the second week (will not show on a student's record.) Withdrawal = Weeks three through seven (will appear on a student's record as a "WD".) **The deadline to withdraw from classes during the fall and spring semesters is the end of week 7.** *As a CCP student, you may only drop classes through the first two weeks without financial penalty. However, schedule adjustments should be completed in the first week if possible. As noted in item #7, you may be required to reimburse your school district for any withdrawals after the second week. Please note that if a student is enrolled in summer classes, the drop/withdrawal dates are pro-rated for 5 and 8-week summer sessions.*
9. The University reserves the right to restrict enrollment in courses based on appropriate placement, advisement, and departmental consent.
10. Students are responsible for adhering to all rules and regulations of The University of Akron as published in the Undergraduate Bulletin and the Code of Student Conduct. (Distance Learning students must follow the code of conduct for both the University and the home high school.)
11. Students are encouraged to use UA academic resources as needed.
Office of Student Academic Success (Tutoring), 330-972-6552; Writing Commons, 330-972-6548; Math Lab, 330-972-6552 (www.uakron.edu/tutoring). Tutoring is located in Bierce Library, rooms 68 & 69. ***E-tutoring is available for students not enrolled in classes on the Akron campus.***
Office of Accessibility, 330-972-7928 (www.uakron.edu/access) – Students with diagnosed physical or learning disabilities must register with the Office of Accessibility to assess eligibility for accommodations. Use of accommodations in high school does not guarantee eligibility of the same accommodations at the University.
University Libraries - (www.uakron.edu/libraries).

12. Between the high school and University, the maximum number of credits that can be taken in a school year (summer, fall and spring semesters) is 30 college credits. Students wishing to enroll in more than the maximum number of credits can choose to pay for the additional credits which would be billed at the standard tuition and fee rate.
13. Seniors enrolling in classes full-time on the Akron campus can be considered for the Honors Academy for College Credit Plus Students. This unique program provides early exposure to the Honors College and may include enrollment in Honors sections of courses and use of the Honors Complex facilities. To learn more, call 330-972-8370 or visit: <http://www.uakron.edu/honors/admission/special-honors-college-programs/admission-postsecondary.dot>
14. An adviser in the Center for Academic Advising and Student Success [Simmons Hall Room 205 (330) 972-7430] and your high school guidance counselor **MUST** approve all schedule changes and future schedules. UA registration must be done in-person, semester by semester.
15. Get a business card from your adviser and/or write down their name, number, and email address.
My adviser is: _____ Phone: 330-972-_____ Email: _____@uakron.edu
16. Know the names of your instructors and how to contact them (You will have a course syllabus for all of your courses which will include phone numbers, email addresses, and office hours for instructors.)
17. Your instructor has total authority for the management of the course. Any issues related to grades, attendance, etc. **MUST** be addressed with the instructor. Mr. Dieringer cannot override decisions made by your instructors.
18. Memorize your student ID number and UANet ID, and always remember to state that you are CCP student when you speak with any UA department.
19. Required textbooks are provided paid for by the school district unless you are a homeschooled student. Books are the property of your school district and **MUST** be returned to your school at the end of each term by the end of exam week. Consumable items (pens, paper, etc.) are your financial responsibility.
20. Parking: The CCP student is responsible for paying the \$175/semester Transportation Fee if they choose to request a parking permit for the Akron campus. The fee is \$120 for the summer. **Students must request a parking permit each semester through their online My Akron account.** For the most up-to-date information on Parking and the Roo Express visit: www.uakron.edu/parking
21. Additional fees – bypass credit, repeated and/or failed courses, and withdrawals after the first week of classes are the responsibility of the CCP student/parents.
22. **My Akron** (<https://my.uakron.edu/>) is the online information and registration center where students can view schedules and official final grades, access UA email, and request transcripts. **E-mail is the primary method of communication between the University and students, so you MUST check your UA email account frequently.**
23. **Springboard** (<https://springboard.uakron.edu/>) is the web-based course management tool used by instructors to allow students to submit assignments, view and download course content, and participate in online discussions. **Please note:** Instructors may record grades in Springboard, but your final grades are posted in My Akron. Springboard is also not used by all instructors.
24. Semester schedules and grades will be sent to your high school and become part of your high school permanent record as well as begin your higher education permanent record. All subsequent colleges/universities will require an official copy of your UA transcript when you apply (*A request for transcripts may be submitted in My Akron.*)
25. You must reapply in your senior year to continue your enrollment and be considered for admission as a new freshman at The University of Akron.

As a CCP student, you are encouraged to use the services available to you in *My Akron* such as viewing grades and viewing your schedule. You will not be able to use the WEB enrollment feature of *My Akron*. You will see a hold on your record like the one below. This hold only prevents you from adding/dropping courses. It does not affect any other services.

The screenshot shows the 'My Akron Experience' Student Center interface. The user is logged in as 'Joe Student'. The main navigation includes 'My Experience' and 'Faculty/Staff'. The 'Students' menu is expanded to show 'Student Center'. The page title is 'Joe Student's Student Center'. On the left, there are links for 'Search', 'Enroll', 'My Academics', and 'View/Order Your Textbooks'. A search box contains 'other academic...'. The main content area is titled 'This Week's Schedule' and contains a table of classes. On the right, there is a 'SEARCH FOR CLASSES' button and a 'Holds' section with a 'Prevent enrollment' hold and a 'details' link. Below the holds are sections for 'To Do List', 'Enrollment Dates', and 'Advisor'.

This Week's Schedule		Schedule
Class		
7400 360-001 LWW (72134)		WWW SITE
7400 404-001 LEC (72139)		TuTh 1:45PM - 3:00PM Schrank S 220
7400 496-801 LWW (74409)		WWW SITE
7700 222-001 LEC (73538)		TuTh 11:00AM - 11:50AM Polsky 204
7700 496-002 INS (72912)		Room: TBA
7760 132-001 LEC (72100)		TuTh 12:15PM - 1:30PM Schrank S 126

CCP Enrollment Hold Link



SEARCH FOR CLASSES

Holds

Prevent enrollment

details ▶

The screenshot shows the 'Your Holds' page in the My Akron Student Center. The user is logged in as 'Joe Student'. The page title is 'Your Holds'. The main content area is titled 'Hold Item' and 'Joe Student'. The hold is a 'Prevent enrollment' hold. Below the hold name is a 'Reason and Contact' section. The 'Description' is 'The University of Akron'. The 'Start Term' is 'Affects all terms'. The 'Start Date' is '11/29/2012'. The 'Reason' is 'Advising hold'. The 'Department' is 'Academic Advising - Simmons'. The 'Contact' is blank. Below the hold details is an 'Instructions' section with the text 'You must see an academic advisor prior to registration.' and a 'Return' button.

Hold Item

Joe Student

Prevent enrollment

Reason and Contact

Description: The University of Akron

Start Term Affects all terms

Start Date 11/29/2012

Reason: Advising hold

Department: Academic Advising - Simmons

Contact:

Instructions

You must see an academic advisor prior to registration.

Return

CCP Enrollment Hold Description



Book Information for College Credit Plus Students

- Textbooks for CCP students are paid for by the school district and received for free. Please check with your school regarding the process to acquire your books.
- If your school has an account setup to get your books, the Barnes and Noble bookstores located in the Student Union on the Akron campus and at Wayne College are the **ONLY** bookstores affiliated with the CCP program.
- Homeschooled students are responsible for paying for textbooks.
- Required materials such as course packets from the DocuZIP center in the Student Union must be purchased out-of-pocket, but receipts can be submitted for reimbursement.
- Students may highlight and write in books, but markings should not be excessive. Books must be returned in re-sellable condition.
- You must have your Zipcard with you to pick-up your books. (If your parents are picking up your books for you, they must also have your Zipcard.)
- **STUDENTS ARE REQUIRED TO RETURN ALL TEXTBOOKS AND NON-CONSUMABLES TO THE SCHOOL BY THE END OF FINALS WEEK!!**
- If you do not return your books on time, your school can withhold grades.
- **Please contact the bookstore prior to any visit to confirm their hours of operation. (The bookstore has limited hours on Fridays and weekends.)**

Barnes and Noble Bookstore

First Floor, Student Union
303 E Carroll Street
Akron, OH 44325-4605
Phone: (330)972-7624

Wayne College Bookstore

Student Life Building
1901 Smucker Road
Orrville, OH 44667-4605
Phone: (330)684-8920

Information for Non-public and Homeschooled Students

Non-public and homeschooled students must submit a CCP Funding Application to the Ohio Department of Education (ODE) by April 8 for the entire school year (summer, fall and spring semesters). Applications must include a copy of the acceptance letter from The University of Akron.

Funding information for non-public students can be found at: <http://education.ohio.gov/Topics/Quality-School-Choice/Private-Schools/College-Credit-Plus-for-Nonpublic-School-Families>

Funding information for homeschooled students can be found at: <http://education.ohio.gov/Topics/Quality-School-Choice/Home-Schooling/College-Credit-Plus-for-Home-School-Families>

Funding is based on a specified amount determined by the Ohio Legislature. Students should be notified by the ODE regarding the approval for funding in May. **Students must submit a copy of their ODE funding approval letter to The University of Akron as soon as it is available.** In the event that a student does not receive funding, they may choose to pay for any tuition and fees that are not approved by the ODE.

Books are the financial responsibility of the homeschooled student regardless of the number of credits approved.

Information for Distance Learning Classes

1. Classroom Conduct Expectations:
 - a. Students are expected to conduct themselves the same as if they are in the traditional UA classroom with an instructor physically present.
 - b. Students are not to misuse or cause damage to any of the classroom equipment or use it in any manner that is beyond the reasonable use required for participation in a class.
2. Snow Days/High School Cancellations:
 - a. Students are not expected to come to campus or their high school location.
 - b. Recorded classes will be made available via Springboard shortly after the completion of the scheduled class.
 - c. NOTE: With the exception of weather related closings, technology failure, or some other situation out of the students' control; All classes are not necessarily recorded or made available. Students need to confirm with each instructor regarding individual recording policies. **DO NOT ASSUME A CLASS YOU ELECT TO MISS WILL BE MADE AVAILABLE!**
 - d. NOTE: It is important that you have a high-speed internet connection at home in order to watch the videos.
3. Spring Breaks:
 - a. Observe UA schedule.
 - b. Most schools will be open and DL facilities available if the high school spring break does not coincide with UA's.
 - c. If you choose to come to campus, please notify the faculty member and Distance Learning Services will provide free parking arrangements.
4. Testing:
 - a. MOST testing is administered via online in a designated area of the high school. Check with guidance on specifics for your school.
 - b. Some quizzes and tests are taken online in an "open book" format and done on the student's own time.
 - c. In the case of traditional paper testing, the faculty member will make arrangements for the given situation.

IMPORTANT NEW FRESHMAN RE-APPLICATION INFORMATION

Students enrolled in the College Credit Plus Program must reapply during their senior year of high school to be considered for admission as a new freshman. If you have not previously paid the \$45 admission application fee and the \$145 confirmation fee, you will be required to pay those in order to reapply and enroll after high school graduation. ***You will also be required to attend a mandatory freshmen orientation program to enroll after high school.***

You will receive new freshman application information in October of your senior year. Please reapply by November 1 or February 1 in order to be considered for the Honors College and scholarship opportunities. Many previous CCP students have received top scholarship awards.

To reapply as a new freshman please submit the following credentials:

1. Undergraduate Application for Admission
2. Official High School Transcripts
3. ACT or SAT scores (if retaken since applying for CCP)

If you plan to re-take the ACT or SAT in the future, please have those updated scores sent directly to UA. The University of Akron's ACT code is **3338**, and the SAT code is **1829**.

DEADLINES

November 1 – Early Application Deadline

- Early consideration for the Honors College and academic scholarships.
- Notification regarding admission into the Honors College and scholarship awards is sent in January.

February 1 – Regular Application Deadline

- Consideration for the Honors College and academic scholarships.
- Notification regarding admission into the Honors College and scholarship awards begins the end of February.

March 1 – University-Wide Scholarship Deadline

- Students must submit all credentials and be admitted by the deadline.

December 1 – Priority FAFSA Deadline

- Submit the Free Application for Federal Student Aid (UA's FAFSA code is **003123**)

May 15 – Housing Contract Deadline

- Submit Housing Contract for priority consideration for residence hall and roommate selections.
- \$150 down payment must accompany the housing contract (refundable until May 15th)

IMPORTANT PHONE NUMBERS

CCP Director: Greg Dieringer: 330-972-7572

CCP Admissions: Greg Landis: 330-972-5827

Office of Admissions main number: 330-972-7100

Student Success Center Office: 330-972-7066

Academic Advisement Center: 330-972-7430

Office of Student Financial Aid: 330-972-7032

Honors College: 330-972-7966

CCP Website

<http://www.uakron.edu/ccp>

Transfer of Credits to Another Institution

All subsequent colleges/universities will require an official copy of your UA transcript when you apply. (*You may request a transcript through My Akron*)

Failure to disclose that you have attended The University of Akron could be considered as falsification of your record, and a college/university could deny you admission.

Each college/university establishes their own policy for the transfer of credits. However, all **state universities and community colleges** in Ohio have established articulation agreements which facilitate the transfer of credits. You can visit the Ohio Board of Regents website to learn how your credits may transfer within the University System of Ohio: <https://transfercredit.ohio.gov/ap/20>

Transferability vs. Applicability – Although credits will transfer within the university system of Ohio, the receiving institution will determine how the credits will apply. To maximize the CCP Program, you will want credits to apply for general requirements or requirements toward a major as opposed to elective credits.

You can visit the Transferology website at www.transferology.com to investigate how your credits may transfer to other institutions. This website is a self-advising tool which provides course equivalencies from one institution to another. In addition to using this resource, you should call any institutions you are considering for clarification on their transfer policies.

Transferology – www.transferology.com

