**To take Columbus State Community College CCP course at
Bishop Watterson, follow these Steps…**

1.   Review all College Credit Plus information and videos found on our website
https://www.bishopwatterson.com/academics/guidance/academic-guidance/college-credit-plus/

2.   Apply to the College
*If you have not taken Columbus State courses previously, you must apply to Columbus
State:* https://www.cscc.edu/admissions/ccp-app.shtml Please do that as soon as possible. Obtain your acceptance letter or conditional acceptance email/letter from Columbus State to upload to your state funding application.
<div align="center">OR</div>
If you have taken Columbus State courses previously, you do not need to reapply; instead you will receive an email of Good Standing from Columbus State to upload to your state funding application. The email will be sent to your Columbus State email address. If you can not find the email, contact ccpadmissions@cscc.edu to have it sent to you.

Your transcript will be sent directly from the guidance office to Columbus State.

You must complete the College Credit Plus **"Student Questionnaire"** and **"Permission Slip"** Follow the new procedure for submitting the forms after you apply to CSCC.

> **Columbus State Community College CCP Eligibility:**

> - You do not need to take a placement test to get into CCP if you have a 3.0 or higher GPA
> - If you do not have a 3.0 or higher GPA, see your counselor for next steps.

3.   Apply for State Funding: APRIL 1st DEADLINE
- ❏ A parent/guardian must create an OH-ID account at http://ohid.ohio.gov. This can be done at any time

- ❏ A parent/guardian must log-in to the OH-ID account to access the CCP funding application.

- ❏ A parent/guardian must log-in to the OH-ID account and complete the "Intent to Participate" section of the funding application.

- ❏ A parent/guardian must log-in to the OH-ID account, complete each section of the funding application, request the appropriate number of credits, upload requested documents (college acceptance letter/email or letter of good standing), and submit the application before the deadline. ***Note: When completing the application, Bishop Watterson is a "chartered non-public school". Bishop Watterson's name should appear in the funding application. BWHS Nonpublic IRN is 052720***

4.   Submit Funding Award Letter to Columbus State
By the end of the first week in May, students with successfully submitted funding applications will be awarded "units" based on the student grade level. Applications are processed until all funds have been allocated. **The student's funding award letter is accessible in the parent's OH|ID account. Students must provide the letters to the college to avoid being billed for the course(s).** The letter provides a Unique Identification Number (UIN) and the number of credit hours the student has been awarded.

Note: Families are responsible for paying for course(s) not covered by funding and you cannot split state funding. So if you were awarded 2 credit hours of funding and the student takes a 3 credit hour class, the student will have to pay for the entire 3 hour course.