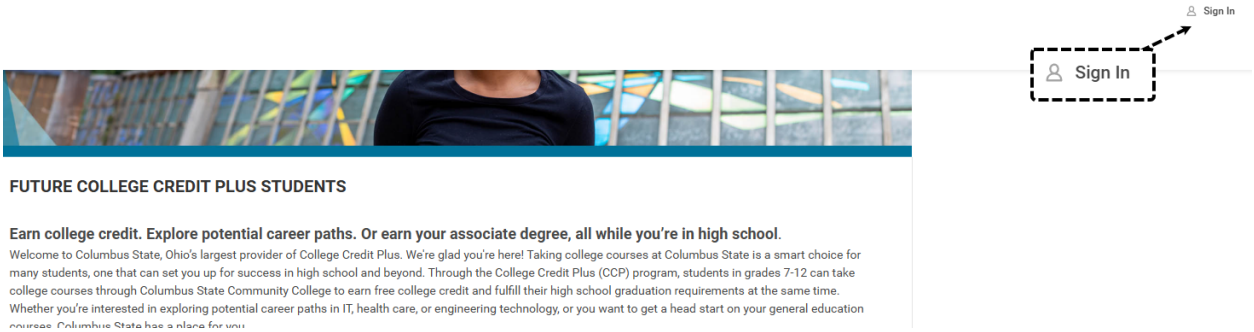
CCP Application Instructions

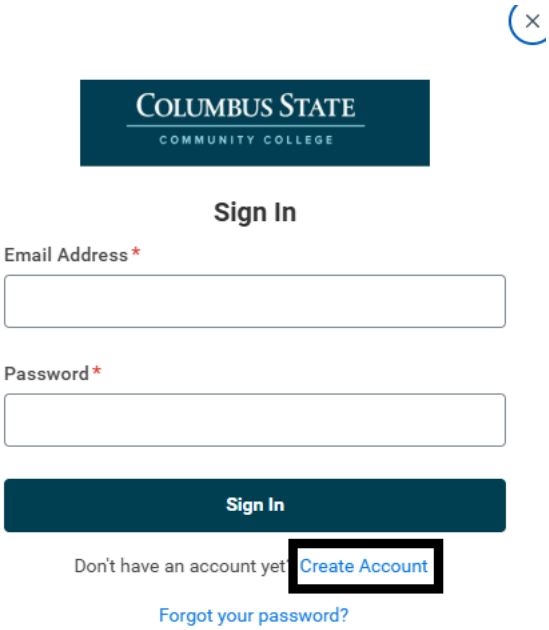
Locating the Application

1. Navigate to https://wd1-student.myworkdaysite.com/cscc/CSCC_CCP
2. Select **Sign In** on the upper right corner.



Creating an Account

3. Then select **Create Account**.
    a. If you already have an account, enter your credentials and select **Sign In**.



4. Enter your personal email in the **Email Address** field. Please DO NOT use your school email.
5. Create a password that meets the following requirements:
    a. A numeric character
    b. A lowercase character
    c. An uppercase character
    d. An alphabetic character
    e. A minimum of 8 characters
    f. A special character
6. Select **Create Account**.
7. A link is sent to the email you provided to verify your account. You must verify your account before you can log in to begin the application.
8. Enter the credentials you used to create your account and select **Sign In**.

Completing the Application

9. Under the **Admissions** header, select "**Click here to apply to our College Credit Plus program"**. You can also begin by selecting the blue, hyperlinked text in the Welcome message, such as **"Apply Now!"**.



Welcome,

Take a class or two - or even earn your associate degree!

We're glad you're here! Taking college courses at Columbus State is a smart choice for many students, one that can set you up for success in high school and beyond. Through the College Credit Plus (CCP) program, students in grades 7-12 can take college courses through Columbus State Community College to earn free college credit and fulfill their high school graduation requirements at the same time.

Some students choose to take just a couple of courses, while others complete one or even two years of college (60 credit hours) through CCP. That's two years of time and tuition savings when you get to college!

APPLY NOW!

Our application for College Credit Plus at Columbus State is specifically for students who will be in grades 7-12 when enrolled at Columbus State. There's no fee to apply, so get started on your journey today! **Click here to begin your application for our College Credit Plus program at Columbus State.**

NEED ASSISTANCE?
If you need assistance with any portion of the application, contact us at ccp@cscc.edu

Admissions

Click here to apply to our College Credit Plus program!

10. Select **Start My New Application**.

Home > Admissions: Click here to apply to our College Credit Plus program!

Welcome,

We're thrilled you're applying to Columbus State!

The information you provide should be current and accurate as it will become your official student record at Columbus State and will be used to verify your identity. Any changes to your information after you submit your application will require the submission of documentation.

Your Applications

Start My New Application

Questions?

Learn More About College Credit Plus

Getting Started

Please Note: Any information on the application with a red asterisk beside it is a required field.

Application Section #1

11. Enter the following information:
    a. **My Starting Academic Level (Required)**: Undergraduate
    b. **My Starting Status (Required)**: High School
    c. **My Career & Academic Pathway**: Select your desired pathway.
        i. Columbus State uses Academic Pathways to connect you with a team of college staff and faculty who will support you along your path toward graduation and transition into the work force or advanced education. To explore Columbus State's Pathways, visit https://www.cscc.edu/academics/.
    d. **My Major (Required)**: Select your major.
        i. If you indicated a pathway in the previous question, you would only have one option to choose from that corresponds with the selected pathway.
        ii. If you did not select a pathway, you will have to select from a list of options.
    e. **My Starting Term (Required)**: Select the semester when you want to start taking classes.
        i. If you are applying for the Spring 2026 or Summer 2026 semesters, please complete a different application: https://web.cscc.edu/admissions/
    f. **Where I want to Take My Classes (Required)**: K-12 Embedded Locations.
12. Select **Ok**.

Application Section #2: Personal Information

13. Enter the following information:
    a. Legal Name (Required)
        i. Once the application is reviewed, a chosen name can be shared.
    b. Date of Birth (Required)

c. Sex Assigned at Birth (Required)

i. Almost all male U.S. citizens and male immigrants, who are 18 through 25, are required to register with Selective Service. If you are required to register and do not, you will be charged a Selective Service tuition surcharge. If you are within this age range and have not yet registered, visit www.sss.gov or call 847-688-6888 to register for your number. If you are not yet 18, you must register within 30 days of your 18th birthday.

d. Questions regarding gender identity, race, and whether you consider yourself Hispanic/Latino are optional.

e. **Country of Birth (Required)**: Select from the drop-down or begin typing in the field to narrow your search.

f. **Social Security Number (National ID) (Required)**

i. An Identification Number is required. If you do not have a Social Security Number (SSN) or U.S. Individual Taxpayer Identification Number (ITIN), please contact (614) 287-5353 or information@cscc.edu.

ii. When entering an ITIN, you can provide an issued and expiration date.

g. Citizenship Status (Required)

Application Section #3: My Contact Information

Please Note: Select the **Add** button to begin entering information for each question.

14. Enter the following information:

a. Where do you live right now? Please enter Home as your Address Type. (Required)

b. **What's your personal email? Please do not use your school email. (Required):** The email provided when you created the account will populate here.

c. What's your phone number? Please enter Home as your Phone Type. (Required)

Application Section #4: Education History

15. Enter the following information:
    a. **Tell us about your high school journey (Required)**: Select **Add** to add your high school.

    Add Your High School

    - Scroll down to **High School Name** and type the first word of your school's name and press Enter. Select your school from the drop down list that appears.
    - Enter the date that you expect to graduate from that high school in the **Graduation Date** field.
    - If this is the last high school you went to, check the box under **This is the most recent secondary institution I have attended.**

    Homeschooled Students

    - Enter **Home School** in the **My High School** field and select **Home School - Ohio** from the drop-down list.
    - Check the box under **I am homeschooled**.

    Cannot Find Your High School

    - Click the **Remove** button.
    - Check the box **My school does not show in the prompt above**.

    b. **Have you already taken college courses? (Required)**: If you indicated prior college or university attendance, select **Add** to enter the details.

    Add Your College/University

    - Click **Add**.
    - Select the **Country of Educational Institution** (the country where you went to college/university).
    - Select the **Region of Educational Institution** (for United States of America, the state where you went to college/university).
    - Enter the **City of Educational Institution** (the city where you went to college/university).
    - Select your school from the **Institution Name** drop down list (where you went to college/university).
    - Enter the start and end dates when you attended.

- Select any credentials (certificates, degrees, etc.) you earned.
- Click the **Add** button to list any other schools attended.

Cannot Find Your College/University

- Click the **Remove** button.
- Check the box under **My college/university does not show in the prompt above**.

c. **Additional Information**: If applicable, indicate if you have relatives who attended Columbus State Community College and/or if you were suspended or expelled from another college/university due to behavioral and/or academic misconduct (that does NOT include being dismissed for low GPA), or I currently have pending or unresolved misconduct charges at a college or university.

Application Section #5: Your Ohio County

16. Enter the following information:
    a. **Do you live in Ohio? (Required)**
        i. If you say "yes," you will be prompted to select the region and county you live in.

Application Section #6: Application for Ohio Residency Tuition Rates

Please Note: Students classified as Ohio residents receive a subsidy funded in part by Ohio taxpayers. Non-Ohio students receive a surcharge resulting in higher tuition rates**. Your responses to the following question(s) determine your residency status for tuition surcharge purposes.**

Once your residency status has been determined, if you would like to apply for a different residency status, you will be required to provide documentation showing you meet one of the guidelines set forth by the Ohio Department of Higher Education (Ohio Administrative Code 3333-1-10, Ohio Revised Code 3333.31) for the purposes of calculating students' tuition. Residency applications must be completed **no later than the first day of the semester** for which you desire the reclassification to be effective.

17. Enter the following information:

a. **When you start classes at Columbus State, will you or the person who provides more than 50% of your living expenses (spouse, parent, or legal guardian) have lived in Ohio for 12 or more consecutive months?** -Autumn (begins in late August) -Spring (begins in mid-January) -Summer (begins in late May) (Required)

Submitting the Application

18. Select **Review My Application** to ensure your information is correct before selecting **Submit Application**.
19. After submitting the application, you will receive a confirmation email with your next steps.

    If you have questions, please contact your Columbus State CCP Advisor. To find their contact information, click HERE