

How does my student enroll in CCP away from HHS?

1. Attend informational meeting.
2. Speak with your student's school counselor to discuss any questions you have or what program(s) might be the best fit for your student.
3. By April 1 the school year before your student plans to participate in CCP, complete and submit the "College Credit Plus Intent to Participate Form" to the HHS counseling office. Failure to turn in the form before April 1 may result in the student not being able to participate in the program. Turning in the form does not force the student to participate, so if a student is still considering options, he or she should turn in the form by April 1 and then let his or her counselor know of their final decision prior to the end of the school year.
4. Apply to all college(s) where you wish to take classes. Be sure to meet each individual college's deadline. The student and his or her family should contact the colleges for information, application forms, and criteria for acceptance in CCP. Some materials are available on the college websites. The student may need to take a college placement test to determine if they are college-ready.
5. Notify your student's school counselor of where your student applied in time to have transcripts and other required school paperwork submitted. Please allow at least one week's time for the counselor section to be completed prior to the college due date.
6. Turn in a copy of the student's acceptance letter or email notification of acceptance from the college to the HHS counseling office.
7. After being accepted to the college, work with your student's college and high school counselors to determine the student's course schedule for next year. When scheduling courses, it is important to make sure courses begin taken to fulfill graduation requirements are accepted by HHS, that the student's high school and college schedules don't conflict and that the student does not go over allowable credit hours per year. Calculate full-time status as follows:
 - a. Determine the student's number of high school ONLY units.
 - b. Multiply that number by 3.
 - c. Subtract the result from the number 30
 - d. That number is the total number of college credits your student may earn that academic year as a CCP student.

Example: A student is taking six (6) credits of high school courses at HHS.

$$6 \times 3 = 18$$

$$30 - 18 = 12$$

This student is eligible to take 12 semester hours of college courses during this school year.

8. After classes are scheduled, turn in an official copy of the student's CCP schedule to the HHS counseling office. The schedule must include the student name, college name, course number, full name of the course and the amount of credit hours each course is worth. The CCP class schedule must be submitted to the HHS counseling office at the beginning of each semester.
9. At the end of each semester, the colleges will send a copy of the student's grades to the high school and the student's transcript will be updated.