

Mandatory CCP Procedures

STEP 1: Attend a CCP Information Night and turn in the Intent to Participate Form to Student Services by April 1st (for students new to CCP only; continuing CCP students do not need to turn this form in again).

Students may use the Counseling Verification Form obtained at a CCP information session as their Intent to Participate Form, as this form is required of all CCP students (only filed one time, by students new to CCP).

STEP 2: Complete and turn in the CCP Application to AHS Student Services (make sure both sides are complete and student signed and included social security number in Section 1 and that parent/guardian has signed Section 3). Student Services will attach transcripts and mail everything to LCCC. If you want us to send in your qualifying ACT scores with the application, you must write "ACT" on the top of the application.

STEP 3: You will receive an acceptance letter in the US Mail from LCCC with information on next steps. You will be required to take the Accuplacer test on the LCCC campus if you did not have a qualifying ACT Score of English 18, Reading 22 & Math 22.

ACCUPLACER TESTING HOURS AT LCCC

College Center Room CC233

440-366-7773

testingcenter@lorainccc.edu

Monday - Thursday: 8:30 am - 7:30 pm

Friday: 8:30 am - 5 pm

Saturday: 10 am - 2 pm

Sunday: Closed

STEP 4: Once you are approved for CCP, you must give your AHS Counselor a Course Authorization Form (available in the AHS Student Services office or on LCCC's website) listing the LCCC courses you plan to take at LCCC. Please allow AHS Counselors 24 hours to sign off on this form. You will pick completed form up from the Student Services office.* Students who have not completed the Course Authorization form before the end of the school year in June will not be able to schedule LCCC courses until AHS Counselors return in August.

STEP 5: Take completed Course Authorization Form to LCCC to schedule courses and meet with an LCCC academic advisor. Appointments can be scheduled online at www.lorainccc.edu/advising or "walk-ins" are welcome in Enrollment Services.

STEP 6: Deliver a copy of LCCC schedule to AHS Counselor ASAP! It is required that the LCCC schedule is on file with your AHS Counselor. Any time a change is made to the LCCC schedule, an updated copy must be given to the AHS Counselor.

*Students taking CCP courses at Avon High School only need to complete steps 1 through 3.

CCP students/families are not responsible for college tuition provided students successfully complete courses. Students who fail courses or withdraw after the college refund deadline will be billed for the cost of those courses.

LORAIN COUNTY COMMUNITY COLLEGE TESTING & ASSESSMENT CENTER STUDENT GUIDELINES

- Students **MUST** present a photo picture I.D., such as an LCCC Student I.D. or Driver's License. To protect your privacy, an LCCC Student I.D. is suggested. This form of I.D. can be obtained at the LCCC Library.
- Students who are registered with Disability Services will need to make arrangements through the Office for Disability Services at (440) 366-4124. Accommodations will be provided on as needed basis. Here is the link <http://www.lorainccc.edu/disabilityservices>
- No children are permitted in the Testing & Assessment Center.
- No food and/or drinks are permitted in the Testing & Assessment Center.
- Students will not be permitted to converse in the Testing & Assessment Center.
- Cell phones & pagers must be turned off or placed in the 'Ringer Off' mode and kept in your backpack or purse while taking tests.
- Lockers are available for storage of items.
- Students should come prepared with #2 pencils, pens, erasers, or calculators.
- All other belongings, (Coats, Hats, Books, Backpacks & Purses) will be kept in designated areas during the entire time tests are being taken.