

STEP 1: GET THE WORD OUT

- Deadline:** Inform students and parents about CCP by **February 1, 2026**.
 - Provide **information and counseling sessions** (ensuring compliance with state requirements).
 - Review CCP information on relevant websites (e.g., Ohio Department of Higher Education, YSU CCP).
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STEP 2: PREP FOR APPLICATION SEASON

- Generate **transcripts** (include GPA, SSID/UIN, ACT/SAT scores) and email them **3-5 days before application day**.
 - Remind students to request **college transcripts** if they've completed coursework elsewhere.
 - Schedule YSU CCP staff visits for:
 - Eligibility testing.**
 - Applications.**
 - Placement testing** for identified students.
 - System requirements:
 - A computer lab with internet access (ensure YSU sites, ALEKS.com, and Accuplacer.org are unblocked).
 - **Windows:** OS 10+; Memory: 75 MB.
 - **Mac:** Monterey+; Memory: 120 MB.
 - **iPad App:** iOS 17+; Memory: 106 MB.
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STEP 3: COMPLETE APPLICATIONS AND PLACEMENT TESTING

- Ensure **continuing students** have their YSU credentials.
- Confirm **new students** bring:
 - Social Security Number (SSN).**
 - Previous address details.
- Collect **Financial Responsibility/Parental Consent forms** (signed by both student and parent).
- Submit** completed forms and documents (transcripts, test scores) to YSU CCP staff on application day.

STEP 4: PREPARE STUDENTS FOR REGISTRATION

- Schedule YSU staff for:
 - New student orientation.**
 - Placement testing for fall and spring students.**
 - Review and finalize:
 - Preliminary student rosters.
 - Required materials (e.g., February ACT scores, consent forms).
 - Ensure students activate their **YSU email accounts** upon receiving decision letters.
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STEP 5: FINALIZE REGISTRATION

- Verify course rosters for **high school-based courses**; report errors to CCP staff.
 - Notify CCP office of registration changes via the **Change of Registration Form**.
 - Advise students in **campus/online courses** to meet with their CCP advisor for registration changes.
 - Submit any **missing paperwork** promptly.
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IMPORTANT NOTES

- Students must meet all deadlines for **course placement testing** to ensure timely registration.
- Online classes allow students to log in at their convenience, but **all assignments must adhere to due dates**.

