



**All forms referenced below can be found at:
granvilleca.org > parent resources > College Credit Plus**

- Attend** an information session held at Granville Christian Academy. If you are unable to attend in person, you MUST review the GCA Slide Presentation on the GCA College Credit Plus web page. This session covers the counseling requirement noted in the other forms.
- Submit** the GCA "Notification of Participation" form to the CCP coordinator in the Student Services Office. This form enables GCA to track your progress and send reminders. This form must be completed yearly even if previously a CCP student.
- Apply** to the college(s) that you would like to attend. Visit the GCA College Credit Plus web page to find links to MVNU, Ohio Christian University, OSU-N, and COTC. Every college has their own set of acceptance requirements and deadlines. Please plan accordingly.
- Request** your transcript be sent to the college(s) to which you have applied. The GCA Transcript Request Form can be found in the GCA MS/HS Office. A verbal request will not be sent; the form is required. If you have not taken the ACT/SAT, an Accuplacer Test may be required by the college.
- Submit** a copy of your college acceptance letter to the CCP coordinator as soon as you receive it. Paper copies or an electronic copy is acceptable. This will aid in calculation of the number of credit hours you may request.
- Sign up** for an OH ID Account to complete the digital Intent to Participate Form **and** apply for state funding. The OH ID Account (<https://ohid.ohio.gov>) MUST be completed in the parent's name and NOT the student's name. The deadline to apply for funding & declare intent is **April 1**.
- Upload** a copy of the College Admission Letter(s) to the OH ID Account and be specific when applying for credit hours. See the College Credit Plus Funding Application Manual located on the GCA CCP web page for additional instructions. Also submit a copy to the CCP coordinator.
- Receive** a College Credit Plus Funding Notification Letter via the OH ID account in May.
- Submit** a copy of your Funding Award Notification letter to the CCP coordinator as soon as you receive it. You may also email the funding award notification to the CCP coordinator. If you do not receive funding, you may take Dual Credit Courses through a self-funding option. You will need to let GCA know that you are enrolling in a Dual Credit Course and complete the Credit Flex Education Options Application. Contact Pat Johnson to discuss available scheduling options at GCA.
- Register** for classes at the college to which you have been accepted. To avoid conflicts, make every effort to have a firm GCA schedule prior to registering for CCP courses.
- Submit** the CCP Textbook Request Form to the CCP coordinator as soon as your schedule is finalized and confirmed. This form is required & can be found on GCA's CCP web page.