

Cuyahoga Community College (Tri-C®) College Credit Plus Registration Checklist



Next Steps for College Credit Plus (CCP) Applicants

I WILL TAKE CLASSES AT A TRI-C CAMPUS OR LOCATION

1. Meet with your school guidance counselor to discuss the courses you will take at Tri-C to fulfill high school graduation requirements.
2. Submit the online Authorization to Attend form with help from your school guidance counselor.
3. Within five business days, you will receive an email to your Tri-C email confirming your form is processed and instructing you to make an appointment with a Tri-C counselor.
4. Meet with a Tri-C counselor to pick courses that will fulfill your degree or certificate requirements.
5. After your counseling appointment, you will receive an email to your Tri-C email with registration directions.
6. Register using the online link provided in the email.
7. Watch your Tri-C email for instructions on how to register for College Credit Plus New Student Orientation.
8. Follow the [CCP book order process](#) to order textbooks online.

I WILL TAKE CLASSES AT MY HIGH SCHOOL*

1. Meet with your school guidance counselor to plan your schedule, including Tri-C courses you will take at your high school.
2. Your school will notify Tri-C of the courses you will take as part of the CCP program.
3. A CCP coordinator will register for you.
4. Textbooks will be provided by your high school.

**If offered through a partnership with your school*

Plan to register at least one month before the semester begins to allow for the best selection of courses.

Contact a CCP coordinator with any questions about your next steps for registration.

Campus	Address	Email
Eastern Campus	4250 Richmond Road Highland Hills, OH 44122	ccpeast@tri-c.edu
Metropolitan Campus	2900 Community College Ave. Cleveland, OH 44115	ccpmetro@tri-c.edu
Western Campus and Brunswick University Center	11000 Pleasant Valley Road Parma, OH 44130	ccpwest-brunswick@tri-c.edu
Westshore Campus	31001 Clemens Road Westlake, OH 44145	ccpwestshore@tri-c.edu

For more information on Tri-C's College Credit Plus program, courses, academic pathways, funding, Transfer Assurance Guides and other frequently requested CCP info, visit www.tri-c.edu/college-credit-plus.