CollegeCredit PLUS

Cuyahoga Community College

www.tri-c.edu/college-credit-plus

Cuyahoga Community College (Tri-C®) has a new **online** Authorization to Attend form. Available on the Tri-C College Credit Plus website, this form minimizes the number of trips a student must make to campus. After the form is submitted, the student will be notified (via email) within five business days that the form has been processed and to schedule an appointment with a Tri-C counselor. After the counseling appointment, the student will receive another email directing them to online registration. *Please note: This does not affect the CCP application process.*

THE NEW EASY PATH TO CCP REGISTRATION

STEP	WHO	HOW
1. Submit Authorization to Attend form.	School guidance counselor with CCP student	Online
2. Receive email to confirm form has been processed.	CCP student	Student's email
3. Call Counseling to set up appointment.	CCP student	Call: 216-987-6000 (Option 4)
4. Meet with a Tri-C counselor to select courses.	CCP student with Tri-C counselor	At a Tri-C Campus
5. Receive email with registration instructions.	CCP student	Student's email
6. Register for classes.	CCP student	Online

Information required for Authorization to Attend form:

- Student information (name, email, birthdate, S-number)
- School information (school name, district, private or public confirmation)
- Term of attendance
- High school requirement subject area
- *Optional* – Tri-C course (department/ course number – e.g., ENG-1010)
- Total eligible credits allowed at Tri-C
- Student's SSID
- *Optional* – Parent email address for confirmation of form submission