

# College Credit Plus Checklist

Information and forms are available on the **FCA College Credit Plus Web Page**.

- Attend an information session** held at Fairfield Christian Academy. If you are unable to attend in person, you must watch the FCA Video Presentation/Power Point posted on the FCA College Credit Plus web page - <http://www.fcaknights.org/PostSecondary.aspx>. This session covers the counseling requirement noted in the other forms.
- Submit the “FCA Permission to Participate” form** – to the FCA Guidance Office. This will enable us to begin to track your progress and send out reminders. See the [FCA College Credit Plus](#) web page for the form.
- Apply to the college(s) that you plan to attend.** The [FCA College Credit Plus](#) web page has links to information and applications for Ohio Christian University and Ohio University – Lancaster. For any additional CCP college/university, please meet with the Guidance Office before applying. If you participated in OCU classes during the present school year, you can fill out the Return Student Short Form, but you must re-apply every year. **OCU Deadline is March 18th.**
- Request your transcript be sent to the college(s).** The **FCA Transcript Request** form can be downloaded from the [FCA College Credit Plus](#) web page. If you have taken the ACT/SAT, that score is on the transcript. If you have not, you must take the Accuplacer Entrance Test (please see the Guidance Office for more information). **Submit the request form to your FCA Guidance Office.**
- Bring or e-mail the college acceptance letter to the FCA Guidance Office when you receive it** to allow the counselor to help with the hours you can request. This requires using the FCA Course Formula Sheet and the Student Schedule Request Form to determine the number of hours to apply with ODE.
- Sign up for a OH ID Account to Complete 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. You will need to 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 [FCA College Credit Plus](#) web page for instructions. **The deadline to complete the mandatory Intent to Participate and Applying for Funding is April 1, 2020 at 5:00 PM.**
- Receive funding award notification within the College Credit Plus Funding Application located in your OH ID Account in May.**
- Give a copy of your funding award notification to the FCA Guidance Office as soon as you receive it** – you may e-mail it to [kstephens@fcaknights.us](mailto:kstephens@fcaknights.us) or [bknechtel@fcaknights.us](mailto:bknechtel@fcaknights.us). If you did not receive funding, or only received partial funding, you may still take Ohio Christian University courses offered at Fairfield Christian Academy or Ohio University-Lancaster classes by paying for them. You will need to let FCA know if you want to pay for that in one payment or have it added to your monthly tuition (for OCU classes ONLY).
- Finalize your schedule for the next school year and register for classes. You will receive additional instructions via email from the Guidance Office on how to finalize this step.**