

College Credit Plus Checklist

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

- Attend an information session.** To complete this requirement, you must attend the FCA Informational Meeting. If you were not able to attend, you must watch the recorded video of the meeting. It can be found 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. This meeting/video is mandatory to watch for both new and returning students.
- Review the syllabus for the classes** the student is interested in taking. These syllabi are listed on the [FCA College Credit Plus](#) web page. It is required to review these because it allows the parent and student to understand the demand of the courses.
- Submit the Counseling Session Form** – to the FCA Guidance Office. This form provides confirmation of the counseling requirement for the College Credit Plus Program. This requirement is fulfilled through attending the information session, or watching the recorded video of the meeting in its entirety.
- 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 multiple colleges. 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 17th.**
- 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. **Submit the request form to your FCA Guidance Office.**
- 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, 2023.**
- Receive funding award notification within the College Credit Plus Funding Application located in your OH ID Account by mid-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. 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.**