SCHOOL PARTNERSHIPS
COLLEGE CREDIT PLUS • TECH PREP

CCP How Do I ....

Apply for CCP?	APPLY.SINCLAIR.EDU Steps to Apply for CCP @ Sinclair
Am I eligible for CCP? Do I need to take a placement test?	Students with an unweighted high school **GPA of 2.75** or higher are eligible for the CCP Program. Course eligibility is determined by the number of high school level Carnegie Units completed: See **CCP Course Eligibility** for more specific information. If it has been determined you do need placement testing, see the link below for more information. **Placement Test Information**
State Required Mature Content Questionnaire & CCP Orientation	Students qualifying for CCP must complete the State Required **CCP Mature Content Questionnaire** and the Sinclair **CCP New Student Orientation**. Students must log into the my.sinclair portal complete both of these requirements. The Mature Content Questions **MUST** answered **BEFORE** students may register for courses. The orientation will give you all the information you need to know about CCP at Sinclair, how to register for courses, how to see an Academic Advisor at Sinclair and so much more. Links to both are below: CCP MATURE CONTENT QUESTIONNAIRE CCP NEW STUDENT ORIENTATION
Log into the my.sinclair online portal?	You will receive your username and initial password in your application processed email and your mailed acceptance letter. For assistance logging in please contact the Technical Help Desk @ **937-512-HELP (4357)** Browse Frequently Asked Questions for more technical help.

Updated 08/15/2022

School Partnerships Division| CCP | 444 W. Third St. | Room 6-120 | Dayton, OH 45402
937.512.5188 | Fax: 937.512.3310 | ccplus@sinclair.edu | www.sinclair.edu/ccp

Log into my Sinclair email?	Your login for Office 365 is your Sinclair username followed by @sinclair.edu - example: john.doe@sinclair.edu. Your password is the same as your my.sinclair password. You can access your email from the email tile on the Home tab of my.sinclair. For technical help contact the helpdesk at **937-512-HELP (4357)**
Take an Online Course	You must complete this BEFORE you can register for any online course How to Take an Online Course
See an Academic Advisor?	Academic Advisors help you define educational goals and provide information, encouragement and advice for making good decisions. They can assist you with course selection. You can set an appointment via your my. Sinclair portal. You can find more information at the link below. Sinclair Academic Advising
Register for a Course?	Registering for a Course
Take a FlexPace Course?	Please see the FlexPace website for information on how to register for these courses.
Check My Registrations	• Check your registered courses by logging into my.sinclair.edu and going to **REGISTRATION tile**. To see your schedule, select *View Schedule* – Remember you may need to change the term if you are not looking for the term in the default view. • Check your eLearn course shell(s) at **my.sinclair.edu** for information. • Check your *Sinclair e-mail address** for your course registration email and for emails from your faculty member(s) during the first couple of days of the semester on how to get started in each class.
Why Does it Show I Owe Tuition?	**CCP Students do not need to worry about any tuition or fee information that appears on the my.sinclair billing statement or schedule.** These fees will be paid by the school district if you attend a public school. If you attend a non- public school or are homeschooled, you will receive an invoice for payment midway through the semester **OR** we will bill the state for your awarded credit hours – **Providing you have sent us a copy of your state Award Letter.** **CCP students will not be dropped for non-payment and do not need to worry about any amount due when viewing this area in my.sinclair.**

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Drop a Course?	Remember, CCP Students have **14 days starting with the first day of class** to drop without any record. After that you will have a W and may have to reimburse your school for the cost of the tuition. Dropping a Course
Get Books?	**Public/Non-Public-school students can order books beginning <mark>10 days before the start of the term</mark>. You cannot order books before that date.** 1. **Go to the online bookstore –** sinclair.ecampus.com 2. **Click on the College Credit Plus tile. *This will prompt you to log into the student portal (my.sinclair)if not already logged in. Students cannot use CCP funding if not logged into my.sinclair. If you use any other method you will not have access to your CCP Funding!*** 3. **Choose the Financial Aid Tender at Checkout.** 4. **Remember Public School Students <mark>NEVER</mark> pay for books!** 5. **Public school students cannot rent books or purchase from the eCampus Market Place.** **Homeschool students are responsible for their own books and can order any time, use the Rental Book function and buy from the student marketplace.**
Get Required Supplies for a course?	**Email Campus.webstore@sinclair.edu for instructions on purchasing required supplies.**
Get a Tartan ID?	**You can get your own Tartan Card by bringing a copy of your Sinclair Schedule to the office of Registration and Student Records at any campus. See here for more information.** Tartan Card
Check My Grades	Grade Information
Send a Transcript to Another College	Send a Transcript

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