

## CCP Students Taking On Campus Classes:

1. Fill out your CCP application at <https://www.ashland.edu/college-credit-plus>
2. Request your transcript and mature content form be sent to Ashland.
3. Activate your AU email. About a week after receiving your acceptance email, you will receive your AU username and ID number to the email address you provided in your application. Wait 7 business days before reaching out if you don't receive your email. Activate your account promptly and check your inbox regularly. If you have any technical issues please contact IT at 419-289-5405 or [au-tsc@ashland.edu](mailto:au-tsc@ashland.edu).
4. If you are comfortable searching for AU courses on your own based on the information you learned in the Orientation Module, you can go ahead and submit your registration request via the registration form at [ashland.edu/ccp-registration](https://ashland.edu/ccp-registration). You are NOT able to register yourself at Self-Service. That is not for CCP students.
5. If you need assistance in searching and selecting courses you must reach out and make an appointment at Ashland via [ashland.edu/ccp-advising](https://ashland.edu/ccp-advising). Course selection

and registration CANNOT be done through Northwestern.

6. Immediately after being registered, you should verify the accuracy of your schedule, by viewing it in self-service in the student planning section. Contact the CCP office right away if you need to make a schedule change at [collegecreditplus@ashland.edu](mailto:collegecreditplus@ashland.edu).
7. Once your registration is finalized, you must send a copy of your schedule to the guidance office at Northwestern. You will remain scheduled into classes here at the high school until we receive an AU schedule.
8. Attend Campus Que, Complete your Blackboard Tutorial, Obtain your Eagle Card, Parking Pass and Textbooks.

You are always welcome to set up a credit check appointment with the guidance office, to find out what core courses you need to complete for graduation. Student athletes must follow OHSAA eligibility requirements.

## Contact Information for Ashland-

Email our team at [collegecreditplus@ashland.edu](mailto:collegecreditplus@ashland.edu).

Schedule a meeting: <https://ccoon.youcanbook.me>

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