

## Steps for students taking CCP classes on a local campus

1. Make sure the Student Services Office has your final intentions in writing before the last day of school if your plans change at any point in the summer, email Mr. Hafner to let him know (i.e. you now plan to take full-time CCP classes on the college campus or you are no longer taking any CCP classes and instead need a full-day schedule at the high school).
2. Before school is over for summer, check with the Student Services Office on what classes you need to take for graduation. Those classes are your top priority when you are scheduling your CCP classes.
3. You are responsible for making your appointment to schedule classes on campus. In your CCP acceptance letter or email, you would have been provided information from your specific college on how to make this appointment.
4. Once you have your final CCP schedule, you need to email it to Mr. Hafner at [nrws\\_hafner@tccsa.net](mailto:nrws_hafner@tccsa.net). Please have this submitted to him no later than Monday, August 1\* (if you aren't scheduling on campus until after that, send him an email to let him know when your scheduling appointment is).

\*Mr. Hafner will need your CCP schedule ASAP for several reasons:

1. Ensure you are taking appropriate classes and working toward fulfilling all graduation requirements.
2. Make sure you are staying within your 30-credit-hour limit. The 30 hours include all college courses in addition to any high school classes you are taking (Each 1 credit class at the high school is equivalent to 3 college credit hours when you are adding up your 30. For example, if you are only taking Band at the high school, the 1 credit hour HS class is equal to 3 college credit hours. After you subtract that from your original 30, you are left with 27 credit hours that you could potentially schedule at the college between both fall and spring semesters).
3. In early August, Mr. Hafner will use the CCP schedules you have provided to order all textbooks. DO NOT PURCHASE OR PICK-UP TEXTBOOKS FROM THE COLLEGE BOOKSTORE unless you are specifically told to do so by Mr. Hafner and/or Mr. Hughes. We make every attempt to purchase the books online ourselves. In some instances, the books are not available online and then only in those cases will we tell you to go to the college bookstore and charge the textbook to the Northwestern account. All CCP textbooks are the property of Northwestern and must be picked up by you at the beginning of the semester from the high school front office and then promptly returned at the end of each semester to the front office.
4. If you are hoping to take some classes at Northwestern, your schedule will be built around your CCP classes. Remember, the high school schedule and the college schedule might not always match up and there are no guarantees that the classes you are hoping to take at the high school will be available during the times you can be here based on your college schedule.

Scheduling CCP classes takes patience (especially if you're trying to juggle both classes at a local campus with high school classes here at Northwestern)! Communication is key - - - please make sure you are getting your CCP schedule to Mr. Hafner by early August so we can go from there.