

2024  
2025



YOUNGSTOWN STATE UNIVERSITY

College  
CREDIT PLUS

## YSU CCP 2024-2025 CONTINUING STUDENT FORM GUIDE

\* Images are used for example *only*, dates will appear differently \*

**Before you sit down to fill out the application, please make sure you have the following:**

1. Your Penguin Portal username (it's the first half of your YSU email and is on your YSU ID).
2. Your Penguin Portal password - can't remember your password?  
Reset at [mypassword.ysu.edu](https://mypassword.ysu.edu). If that does not work you will have to contact the IT Service Desk: 330.941.1595.
3. Your high school CCP course schedule if you plan to take college classes in the high school.

**If you have any questions, please email [ccp@ysu.edu](mailto:ccp@ysu.edu) for assistance.**

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### STEP ONE: Log In

- You can access the form online at [ccp-app.ysu.edu](https://ccp-app.ysu.edu).
- Log in with your Penguin Portal username and password.

The screenshot shows the Penguin Portal login interface. At the top left is the YSU logo. Below it is the heading "Please Log In". There are two input fields: "Username:" and "Password:". A red callout box with a white border points to the Username field, containing the text "Do not include the @student.ysu.edu". Below the Password field is a "Login" button. A second red callout box with a white border points to the Password field, containing the text "Can't remember your password? See above for info on how to reset."

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## STEP TWO: Verify Account

Review the screen. Is your name in the top right corner?

- If yes, click on **Select Interested Courses**.
- If no, please contact the YSU CCP office ([ccp@ysu.edu](mailto:ccp@ysu.edu)) before continuing.

The screenshot shows the YSU logo in the top left corner. In the top right corner, it says "Welcome Ashley Smith!" next to a "Log Out" button. Below this is a section titled "What would you like to do?" with two blue buttons: "Continuing Student Form" and "Set Payment Options", separated by the word "OR". A red callout box on the left points to the "Continuing Student Form" button with the text "Click on Continuing Student Form." A red callout box on the right points to the "Welcome Ashley Smith!" text with the text "Make sure your name appears in the top right corner."

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## STEP THREE: Verify County and High School

Is your county and high school correct?

- If yes, move on to Step Four.
- If no, please use the drop downs to select the correct county and/or school.

The screenshot shows the "Continuing Student Form" page. At the top left is the YSU logo. Below it is the title "Continuing Student Form". Underneath the title is the instruction "Please update your high school if it has changed". At the bottom, there are two dropdown menus: "County: OH-Trumbull" and "High School: Girard". Red arrows point to the dropdown arrows on both menus.

## 4 STEP FOUR: Review Courses and Interested Major

Are you interested in enrolling for campus courses?

- If yes, check the first box if you are interested in summer courses.
  - Check the second box if you are interested in fall and/or spring.
  - Check both boxes if you want to do both.
- If no, leave both blank.
- Check the third box if you are taking the ACT in April or if you are taking/took the ACT administered by your high school.

**Interested Major:** Do you know what you want to study once you graduate HS?

- If yes, select the major from the drop-down box.
- If no, select Undecided from the drop-down box.

Interested in summer courses? Check box if yes.

Interested in taking classes on campus or online? Check box if yes.

Are taking/took the ACT in April or took the one administered by your high school? Check box if yes.

Do you know what you want to study once you graduate HS?

- If yes, select the major (they are listed alphabetically) or
- If no, select Undecided (it will be at the top of the list).

**Continuing Student Form**

Please update your high school if it has changed

County: OH-Trumbull High School: Brookfield

Check all that apply for the 2122 school year.

- I am interested in enrolling for summer term
- I am interested in taking classes on the YSU campus and/or online
- I am taking the ACT in April and/or I took the ACT administered by my high school

Intended Major: Undecided

Intended Major: Undecided

Courses of Interest

Select the Payment Method

Course	Term
Accounting (BS in BA)	
Advertising and Public Relations (BS in BA)	
Allied Health (BSAS)	
Allied Health Online (BSAS)	
Anatomy and Physiology (Certificate)	
Anthropology (BA)	
Applied Gerontology (Certificate)	
Art Education (BS in Ed)	
Art Studio-Digital Media Track (BFA)	
Art Studio-Graphic + Interactive Design Track (BFA)	
Art Studio-Interdisciplinary Studio Art Track (BFA)	
Art Studio-Painting/Printmaking Track (BFA)	
Art Studio-Photography Track (BFA)	
Art Studio-Three Dimensional Studies Track (BFA)	
Associate of Arts CLASS (AA)	
Basic Police Training (Certificate)	
Biochemistry (BS)	

Save

to enroll in.

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## STEP FIVE: Review Courses and Payment Options

- Review the courses offered at your high school. Skip this step if none are listed.
- Select the Payment Option and then click the box for each course you wish to enroll in.

### Option A:

- You pay for tuition, books, and materials.
- Can choose to receive only college credit (grade is not factored into the high school GPA) or both high school and college credit.
- If you want high school credit, you will need to ask to have the course added to your transcript before the 14th day of the college term enrolled.

### Option B:

- No cost to you.
- This option is available only to Ohio residents.
- Your high school pays tuition and also textbooks.
- YSU waives course fees.
- You earn both high school and college credit (grade is factored into the high school GPA).
- **If you are non-public or home schooled student who did not receive enough state funding for Option B, you can self-pay under Option A.**
- **Out-of-state students are always Option A rates.**

### Courses offered at your high school

Select the Payment Option and check the box next to the courses that you want to enroll in.

Course	Payment Option	
English 1550, 3 s.h., CRN 43368	B: STATE-PAY: My college classes	<input checked="" type="checkbox"/>
Mathematics 1510, 4 s.h., CRN 4000		<input type="checkbox"/>
Statistics 2601, 3 s.h., CRN 4000		<input type="checkbox"/>
English 2618, 3 s.h., CRN 23283	<input checked="" type="checkbox"/> A: SELF-PAY: My college classes are added to my high school transcript at r <input type="checkbox"/> B: STATE-PAY: My college classes are listed on my high school transcript au	
Mathematics 1510, 4 s.h., CRN 2000		<input type="checkbox"/>
Mathematics 1571, 4 s.h., CRN 2000		<input type="checkbox"/>

Save

**Make sure you refer to your high school CCP course schedule if you plan to take college classes in the high school.**

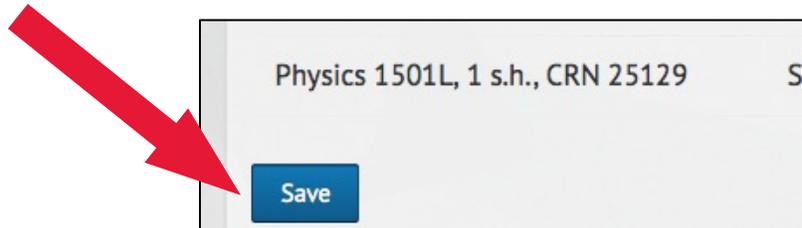
## 6

**STEP SIX: Review Form and Submit**

Review your selections:

- Is your name, county and high school correct?
- If you are interested in taking campus courses did you check the box(es)?
- Did you select a payment option and check the box for each course you are interested in?

If everything is correct, click Save.



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**STEP SEVEN: Placement Testing and Academic Advisement**

We will email ONLY your YSU email account with information on how to complete course placement testing and register for advisement.

- Please check your YSU email account regularly for program updates, course placement testing requirements, requests for updated ACT/SAT scores, and appointments with your academic advisor.
- Course Placement Testing
  - o As a reminder, **admission to the program is not the same as course placement.**
  - o YSU uses a combination of ACT/SAT scores and course placement tests.
  - o You may have to do course placement testing to qualify for a course, even if you did not complete any testing last year.
- Advisement:
  - o Students completing the Continuing Student Form as part of their scheduled YSU application day with their school will complete a pre-advisement session with YSU staff who will review next steps, including how to meet with an advisor.
  - o If you are applying on your own, please monitor your YSU email account for an email on how to register for your pre-advisement session. You must attend this session first before you meet with your YSU advisor. DO NOT schedule an appointment on your own before you meet with our staff. Advising staff have changed and you may not see the same advisor you did last year.