



**Nardonia Hills City School District**  
 9370 Olde Eight Road · Northfield, OH 44067  
 Phone: 330.467.0580 · Fax: 330.468.0152  
 Mr. Casey Wright, Superintendent · [www.nordoniaschools.org](http://www.nordoniaschools.org)

# College Credit Plus Program

## College Credit Steps to Take

This information is for those students interested in pursuing participation in the College Credit Plus program for the **2024-2025** school year. Below is a list of the next steps you should take in the application process for the program. **Students/parents are responsible for the entire application process; the school does not initiate this process for you.**

- 1) Begin to identify institutions you are interested in applying to (previous students have attended Cleveland State University, Cuyahoga Community College, Kent State University, or the Kent State University Twinsburg campus and the University of Akron--these are just examples for you).
- 2) Locate the college's College Credit Plus application (some are the same as the undergraduate application and typically online at the college's website under Admissions) and selection criteria.
- 3) Know the college deadline and submit your application to the college **before the application deadline** (this will differ by the college).
- 4) Submit the Letter of Intent, Student/Parent Acknowledgement, and Transcript Request forms to NHS through the online google form via the following link:  
[CCP Letter of Intent/Parent Acknowledgement/Transcript Request](#)
- 5) Register for the ACT or SAT exam. The earlier you complete this exam the better. You can register at [www.actstudent.org/register/](http://www.actstudent.org/register/) or [www.sat.collegeboard.org/register](http://www.sat.collegeboard.org/register). Registration deadlines and test dates can be found on each website. *Please note that not all schools require the ACT or SAT for admission; however you may be asked to take a placement test for admission.*
- 6) Meet with your child's school counselor if you have any questions or reservations about participating in the program to gain additional insight.

Name	Grade	Telephone	Email
Tonya Huml	6	330.908.6452	<a href="mailto:tonya.huml@nordoniaschools.org">tonya.huml@nordoniaschools.org</a>
Martina Weems	7	330.908.6608	<a href="mailto:martina.weems@nordoniaschools.org">martina.weems@nordoniaschools.org</a>
Theresa Kaleal	8	330.908.6609	<a href="mailto:theresa.kaleal@nordoniaschools.org">theresa.kaleal@nordoniaschools.org</a>
Kathy Sandberg	9	330.908.6023	<a href="mailto:kathy.sandberg@nordoniaschools.org">kathy.sandberg@nordoniaschools.org</a>
Sarah Demeter	10	330.908.6024	<a href="mailto:sarah.demeter@nordoniaschools.org">sarah.demeter@nordoniaschools.org</a>
Nicole Seward	11	330.908.6022	<a href="mailto:nicole.seward@nordoniaschools.org">nicole.seward@nordoniaschools.org</a>

- 7) Be sure you **schedule as though you will be attending school (Nardonia) full-time next year during the high school scheduling process.** Your schedule will be changed after we receive confirmation of your acceptance and the college courses selected.



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## College Credit Plus Program Timeline

Notice of Meeting to Parents	In 1st Quarter Report Cards, email, all-call, and on building websites
Attend District Meeting	<b>January 17, 2024</b>
Register to take the ACT/SAT	Check ACT ( <a href="http://www.actstudent.org">www.actstudent.org</a> ) or SAT ( <a href="http://www.collegeboard.org">www.collegeboard.org</a> ) website for deadlines
Student Parent Acknowledgement	Fill out Google Document *See link below Return form by <b>March 28, 2024</b>
Intent to Participate	Fill out Google Document *See link below Return form by <b>March 28, 2024</b>
Transcript Request	Fill out Google Document *See link below Return form by <b>March 28, 2024</b>
Student and School Counselor Guide	Work through with the school counselor
Check Requirements and Apply to College college	Begin after the January 17, 2024 meeting. Meet deadlines.

### [CCP Letter of Intent/Parent Acknowledgement/Transcript Request](#)

Coordinate Building and College Schedules **Before school starts**

You must **always** keep your school counselor informed of any changes to your College Credit Plus plan and details. It is your responsibility to make sure the school counselor has details of these changes, the college will not communicate these to the high school:

- courses added to your schedule
- courses dropped
- grades (students should print copies and bring them to a counselor as soon as they are reported even though the college will send an official transcript after the semester ends)

**Remember: Additions, withdrawals, or failures in CCP classes may have academic and financial implications and may also impact high school graduation.**



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Dear College Credit Plus Students,

As we reach the end of the semester, it is important to understand the procedure for returning your textbooks. Your textbooks are the property of Nordonia Hills City School District and therefore must be returned to the district promptly after you complete your College Credit Plus courses. All students will be required to return these **by the last day of class**. **If you fail to return your borrowed textbook(s), the cost of the book(s) will be added to your fees for the year.** Below is the procedure for returning your textbook.

1. Check to make sure the book(s) is clear of any paper or notes.
2. Remove any covers you have placed on the book(s) for protective purposes.
3. If there were multimedia that came with the textbook(s), it must be returned as well.
4. Return the textbook(s) to the High School Counseling Office **by the last day of class**.
5. Receive a return receipt showing the date you returned your book(s) for your own records.

It is important that you follow these procedures to ensure that your textbook(s) are properly returned and to **avoid fees** for missing textbook(s).

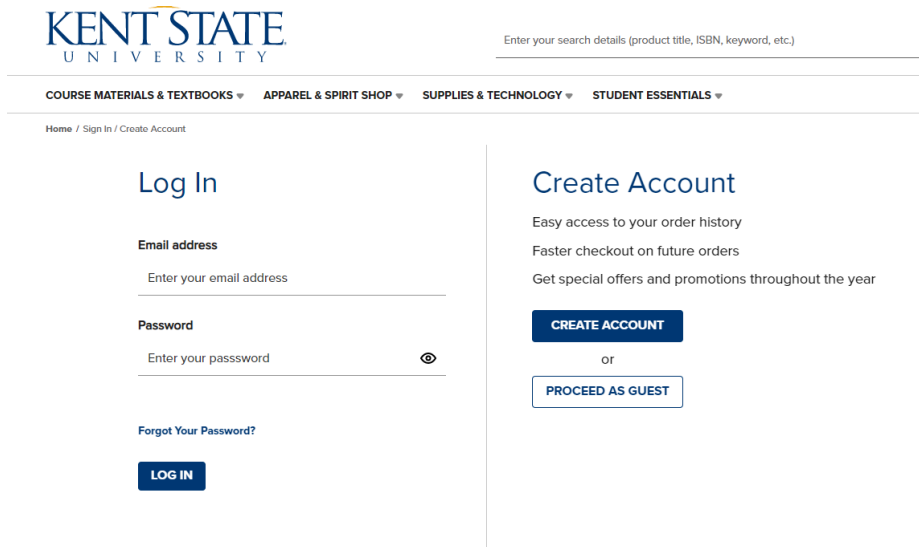
\*If there is a circumstance that prevents you from being able to turn your book(s) in by the deadline, you must contact **Karen Ebert** in the High School Counseling Office or at 330.468.4603 **BY THE LAST DAY OF CLASS**.

If you have questions regarding these procedures, please contact your school counselor promptly. The deadline for returning books is important to meet due to deadlines our district must follow for assessing fees. **No books will be accepted at the high school after the last day of class.**

Thank you for your cooperation with this process, and we wish you the best next year!

## CCP KSU Bookstore Ordering Cheat Sheet

1. Schedule a time via email with Ms. Wojtecki for her to sign the Textbook Purchasing Form in the IMC. *Do not email the form or textbooks you need.* The form must be filled out by the CCP student, and signed by Ms. Wojtecki before any textbooks can be ordered.
2. Add the books you need to purchase by clicking on the “purchase books from the bookstore” option within your schedule. Make sure you create an account for the Bookstore if you have not already, and sign in when prompted with that account (see screenshot below).



KENT STATE UNIVERSITY

Enter your search details (product title, ISBN, keyword, etc.)

COURSE MATERIALS & TEXTBOOKS ▾ APPAREL & SPIRIT SHOP ▾ SUPPLIES & TECHNOLOGY ▾ STUDENT ESSENTIALS ▾

Home / Sign In / Create Account

### Log In

**Email address**

Enter your email address

---

**Password**

Enter your password 👁

---

[Forgot Your Password?](#)

**LOG IN**

### Create Account

Easy access to your order history

Faster checkout on future orders

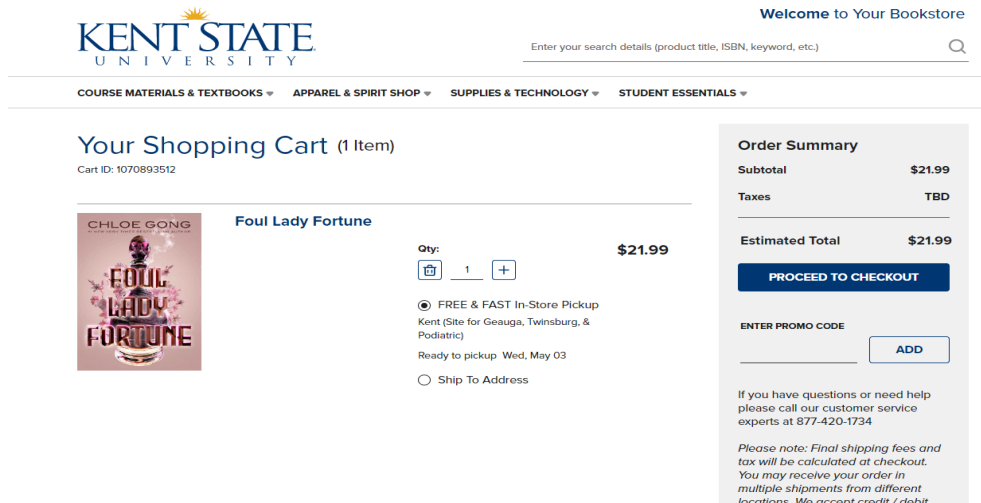
Get special offers and promotions throughout the year

**CREATE ACCOUNT**

OR

**PROCEED AS GUEST**

3. Click “Proceed to checkout” once you have all your books in your cart. *Used is preferred, and only required are permitted to be ordered.*



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Welcome to Your Bookstore

Enter your search details (product title, ISBN, keyword, etc.)

COURSE MATERIALS & TEXTBOOKS ▾ APPAREL & SPIRIT SHOP ▾ SUPPLIES & TECHNOLOGY ▾ STUDENT ESSENTIALS ▾

### Your Shopping Cart (1 Item)

Cart ID: 1070893512



**Foul Lady Fortune**

Qty:

**\$21.99**

FREE & FAST In-Store Pickup  
Kent (Site for Geauga, Twinsburg, & Podiatric)  
Ready to pickup Wed, May 03

Ship To Address

#### Order Summary

Subtotal	<b>\$21.99</b>
Taxes	TBD
Estimated Total	<b>\$21.99</b>

**PROCEED TO CHECKOUT**

ENTER PROMO CODE

**ADD**

If you have questions or need help please call our customer service experts at 877-420-1734

Please note: Final shipping fees and tax will be calculated at checkout. You may receive your order in multiple shipments from different locations. We accept credit/debit!



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4. Click on the **CCP and Book Scholarships** heading on the left hand side of the payment information (see arrow below). Then, you will be asked to enter your KSU Student ID number. Click “apply scholarship funds.” **Never use a personal debit/credit card or PAYPAL account to pay for Nordonia CCP books.**

**KENT STATE UNIVERSITY** Secure checkout  
< BACK TO CART

1. Shipping & Pick Up      2. **Payment**      3. Order Review

**Payment Information**  
Select a payment method

- CREDIT / DEBIT CARD      You have chosen to apply a Credit Card to this order.
- CCP AND BOOK SCHOLARSHIPS**      (indicated by a pink arrow)
- PayPal
- GIFT CARD

Name on Card (Required) \_\_\_\_\_

Card Number \_\_\_\_\_

Card Expiration Date      01 / 2023

Security Code \_\_\_\_\_

**Order Summary**

Order Subtotal	\$21.99
Tax	\$1.54
<b>TOTAL</b>	<b>\$23.53</b>

**PICKUP**  
Kent (Site for Geauga, Twinsburg, & Podiatric)

	<b>Foul Lady Fortune</b>	<b>\$21.99</b>
	Qty: 1	

5. Complete your transaction and once you receive an emailed receipt confirmation in your Kent email account, forward that email to [Tina.Murton@nordoniaschools.org](mailto:Tina.Murton@nordoniaschools.org) so she can pay for the books.

\*If you encounter any issues shipping to your address or other CCP payment issues, please contact the bookstore directly during normal business hours.

*KSU Campus Bookstore: Phone (330) 672-2762*



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Dear College Credit Plus Families/Students,

The following procedures should be followed for obtaining and returning textbooks for CCP courses taken at the post-secondary institution.

1. Students who register for a CCP course must print out their required textbook list and complete the Textbook Purchasing form. Students will then email Ms. Wojtecki at [angela.wojtecki@nordoniaschools.org](mailto:angela.wojtecki@nordoniaschools.org) to schedule an appointment to come into the HS IMC. Ms. Wojtecki will provide the students with the required textbooks from our NHS inventory. If the course-required textbook is not available from the district's inventory, students may obtain the textbooks at the campus bookstore. *If students do not first check with Ms. Wojtecki for availability, they will be billed for the cost of the textbooks obtained and not listed on the Purchasing Form.*
2. For books not available through the district's inventory, students may obtain the textbooks at the campus bookstore - NO RENTALS. You will need to indicate that you are a College Credit Plus student from the Nardonia Hills City School District and bring your student identification card. This will help to ensure they bill our district for the cost of the textbook(s).
3. If the campus bookstore cannot obtain the book(s) you need for your course, **DO NOT PURCHASE THE BOOK(S)** on your own. Please contact **Tina Murton (Curriculum Office (330) 467-0585)** with the book(s) that need to be purchased for your courses. The more promptly you communicate this to the district, the quicker they can order needed materials.
4. If the campus bookstore orders a book for you, make sure you pick up that book when it is ready. If you do not want the book for whatever reason (see #5), you must still **PICK UP and RETURN** the book to the Nardonia High School Counseling Office, otherwise, you will be billed.
5. Students that drop/withdraw from a class during the 100% add/drop period must also return their textbook before the add/drop deadline to the location they received the textbook(s) for the course (i.e. campus bookstore or NHS IMC). Students who do NOT return the textbooks/materials will be billed if returned after the add/drop deadline.
6. All textbooks will be on loan to you for the semester, whether you obtained them from the campus bookstore or NHS IMC, and you must return them on the last day of classes to the Nardonia High School Counseling Office. Students who do not return the textbooks/materials on time will be billed for all semester materials.

We appreciate your cooperation with these procedures. We will continue to make adjustments to this process as needed. Please contact your school counselor with any questions or concerns.

(SEE NEXT PAGE)



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# College Credit Plus Program

## Textbook Purchasing Form

Term: \_\_\_\_\_ College Attending: \_\_\_\_\_  
Fall/Spring/Summer Year

Student Name: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

The student listed above requested the following textbooks(s) from Nordonia High School's CCP Inventory in the IMC; if it is currently unavailable it may be purchased at the campus bookstore as indicated.\*

<u>Title and ISBN</u> (to be completed by student)	<u>IMC-Circle if applies</u>
_____	Unavailable
_____	Unavailable
_____	Unavailable
_____	Unavailable
_____	Unavailable

Student's Initials \_\_\_\_\_ **NO RENTALS & DO NOT SELF-PAY FOR ANY TEXTBOOK - BILL TO CCP NORDONIA. EMAIL RECEIPT TO TINA.MURTON@NORDONIASCHOOLS.ORG**

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_  
NHS IMC Signature: \_\_\_\_\_

cc: Curriculum Dept.  
Student