

## Process to become a CCP student @ Fort Frye High School

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### WSCC

1. Attend the annual CCP meeting. If meeting missed, review the meeting notes posted on the Fort Frye Guidance website and contact the guidance office with any clarifying questions.
2. Turn in the Letter of Intent to the guidance office by April 1.
3. Complete and return the WSCC application to the guidance office ASAP. The guidance office will complete the counselor recommendation form, add a transcript, and send the application to WSCC. Please state clearly if the student turned in the application directly to the CCP office at WSCC.
4. As needed, schedule an Accuplacer test with Mrs. Shultz or the CCP office @ WSCC.
5. If CCP @ FFHS only, then schedule all classes with Mrs. Shultz. See the Course Registration Booklet for face-to-face on-campus and distance sharing CCP course offerings.
6. If CCP @ WSCC then make an appointment with the WSCC CCP office. Before the college appointment, discuss with Mrs. Shultz what is required for graduation compared to what courses may be appropriate for future learning/career goals.

### Other colleges/universities

- Coordinate directly with the CCP admissions professional at the college/university and provide a schedule to the guidance office. As much as possible, follow the instructions similar to those listed above for WSCC.

## Fort Frye Local Schools CCP Textbook Info/Instructions

Published by Karen Kubota, Curriculum Dir/Special Ed. Director and Chasity Hayes Admin. Asst.

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### Washington State Community College

- DO NOT GO TO THE BARNES AND NOBLE BOOKSTORE TO PICK UP BOOKS!
- FFLS pays only for required texts, not recommended texts.
- Print the student's WSCC schedule and a booklist **required** for courses using the WSCC website <http://wastatecc.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=87941&catalogId=10001&langId=-1>. Take the schedule and list of books to Mrs. Hayes in the main office. If the district has the needed books in stock the student will receive the book that day. If not, Mrs. Hayes will order the book and notify the student to come pick it up when it arrives. **Most books will need to be ordered so do not wait!** Students need to see Mrs. Hayes as soon as the student get his/her schedule because the order process may take longer if the book is not in stock with the book ordering company.
- The day the student picks up the books, he/she will sign a receipt with a list of books that have been 1) borrowed from Fort Frye and/or 2) rented/bought from the book ordering company. Look the list over; call Mrs. Hayes ASAP regarding any discrepancies (too many or too few books).
- Upon course conclusion, return all books to Mrs. Hayes in the main office by the deadline listed on the signed receipt. A late/missing textbook fee may be assessed for tardy/damaged/lost books. Students are responsible for any costs associated with the book(s) not returned to Mrs. Hayes by the due date.

### Other colleges/universities

- Books need coordinated directly with Mrs. Hayes and have instructions similar to those listed for WSCC above.