

College Credit Plus STUDENT INFORMATIONAL GUIDE

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Your Important SSU Information

This information was provided to you in your CCP acceptance letter. Feel free to include your information below so that you can quickly reference it when using this guide.

- Student Name:
- SSU Student ID Number:
- MyMail, MySSU, & Blackboard Account: @mymail.shawnee.edu
- Network Account (Campus Computers & Wifi): @shawnee.edu
- Default Password:

Important Contacts

Jasmine Currie: Assistant Director (740) 351-3844 jcurrie@shawnee.edu	Lexi Smith: Advisor & Placement Testing Coordinator (740) 351-3167 lsmith2@shawnee.edu
SSU Bookstore: (740)-315-3155	IT Services: (740)-351-3538

Your SSU Accounts

If you have not yet set-up your SSU accounts, please visit: <https://www.shawnee.edu/get-connected>

- **You will use your SSU @MyMail account to access your SSU email account, MySSU, Blackboard, and electronic library resources.**
 - These accounts will be accessed using your @mymail.shawnee.edu email address.
 - Your @MyMail email account is accessible via www.office.com
 - Your MySSU account is accessible via www.myssu.shawnee.edu
- **All students also have a second account known as your Shawnee Network Account. You will use this account to log in to computers and campus Wi-Fi while you are physically on campus.**
 - Your Network account is accessed using your @shawnee.edu email address.
- **Multi-Factor Authentication**
 - Once your accounts have been set up, you will be required to set up multi-factor authentication (MFA) to access your account; the Microsoft Authenticator app is the preferred MFA method.

IT Services

If you need assistance with setting up your accounts, need to reset your account password, or are experiencing IT issues while on campus, please contact SSU IT Services:

- Phone: (740)-351-3538
- Submit a HelpDesk Ticket: <https://www.shawnee.edu/areas-study/clark-memorial-library/information-technology-services/forms/it-service-desk-get-help>
- In person: Monday—Thursday 8 am-5 pm & Friday 9 am—4 pm. The IT Help Desk is located on the lower level of the Clark Memorial Library.

Accessing Blackboard

SSU online classes are accessible on Blackboard, our user site for online classes. SSU in-person classes will often use Blackboard for posting grades so be sure to check it often! To access Blackboard:

- Log in to your **MySSU** account
- Click the **Home** tab at the top of the page.
- Under **Important Links** on the right, click the Blackboard link.
- You will be routed to the Blackboard log-in page.
- **Do not type in a Username or Password.** Find the drop-down box that says Sign in with third-party account.
- Then select the link to **Blackboard.shawnee.edu**.
- If your MySSU or SSU email is running in another tab, you'll automatically be logged in to Blackboard. If not, a Microsoft login page will pop up and you will log in using the same information you use to access your SSU email.

Some helpful tutorials on how to use Blackboard can be found here:

<https://www.youtube.com/playlist?list=PLontYaReEU1uTF4X7b3X2TSc4FYdWXZPi>

Your SSU Bear Card

Your Bear card is your official SSU student ID card.

- You will need it to purchase your books in the bookstore, use some of our library services, gain access to the Athletic Center and Bear Cave, and attend any SSU student events! [You can also present it at many of our local restaurants to receive a special discount!](#)
- If you did not receive your Bear Card at orientation, visit the Student Business Center and bring a photo ID. There, you'll have your photo taken and will receive your official Bear Card. The Student Business Center is on the second floor of the Morris University Center. Operating hours for the Student Business Center are Monday—Friday 8 am to 4:30 pm.

SSU Parking Permit

Parking Permits are issued at no charge for CCP students and are required for all students parking a vehicle on University property.

- Permits can be ordered online by visiting:
<https://portal.permitsales.net/driverportal/shawnee>.
 - You will need to create an account to order your permit. If you have questions about creating an account, there is a video tutorial available on the SSU Parking Portal.
 - Once your parking permit is ready for pick-up, you will pick up your permit in the Department of Public Safety – Administration Building 023, Monday—Friday 8 am – 3 pm.

Ordering Textbooks

You can either order your textbooks in person at the SSU bookstore or you may purchase your books online by following the steps below (you will need to have an SSU student ID card before you can order your books, either in store or online:

- Visit: <https://shawnee.bncollege.com/course-material/course-finder> and go to **Course Materials Concierge**. Enter the **Term**, **Department**, **Course #**, and **Section** for your classes (Example: ENGL 1101 02 - The department is ENGL, the course # is 1101, and the section is 02).
- Add all your courses for the Term and then select **Retrieve Materials**.
- All the books you need for your classes will then be listed. Select the book format (new, used, rental, or digital) and add them to your cart.
- At checkout, choose **Financial Aid**. Check the box that says **"Internal Provider"** and then hit **"Apply SFA funds."**

- **Type in your name, student ID number plus CCP, and the school district paying for your textbooks with no commas, only spaces.** EX: John Smith 211531 CCP Portsmouth West High School.
- Then hit **"Apply SFA funds."**
- Choose **shipping** or **in-store pickup**. You'll be notified when your order is ready for pickup if you select in-store.

Useful Features in MySSU

There are several helpful features under the Student tab in MySSU, many of which you will use often as a CCP Student.

- **Viewing your Semester Class Schedule:** The online schedule will always be current, and will include room changes, instructor updates, etc.
 1. Login to your MySSU account.
 2. Click the tab at the top that says **Student**.
 3. Look for the section that says **Student Schedule**.
 4. Click **View Details**.
 5. Select the term in which you want to view your schedule.
 6. To print, select the **"Printer Friendly Student Schedule."**
- **Viewing your Midterm and Final Grades:**
 1. Login to your MySSU account.
 2. Click the tab at the top that says **Student**.
 3. Look for the section that says **Grade Report**.
 4. Select the term in which you want to view your grades.
 5. Select View **Midterm Grade Report** to view your reported midterm marks.
 6. Select View **Final Grade Report** to view your reported final grades.
- **Accessing your Unofficial Transcript:** This is for you to be able to see your grades and progress from your time at Shawnee. *If you need an official copy of your transcript to send them to another university, you will need to order one here (<https://www.shawnee.edu/registrar/grades-transcripts>).*
 1. Login to your MySSU account.
 2. Go to the **Student** tab near the top of your screen.
 3. Select **View Unofficial Transcript** on this page.
- **Course Search in MySSU:**
 1. Login to your MySSU account.
 2. Select the **Student** Tab near the top of the screen.
 3. Scroll down until you see **Student Registration**
 4. Select **Course Search** (Make sure you have the correct semester selected: example 2026-2027 Acad Year- Fall)
 5. Select the box to the right under **Course Code** and type in your Course code you wish to look up. (PSYC1101 for example.)
- **Registering for Classes:**

After your initial orientation, CCP students will be able to register themselves for classes during priority registration each semester. *Prior to registering for classes, students must*

attend a mandatory advising appointment each semester with a CCP Advisor before they will be cleared to register for classes.

1. Log in to your MySSU account.
2. Select the tab at the top of the page that says **Student** and then click **Student Registration**.
3. Using the drop-down menu select the correct term (2026-2027 Academic Year - Fall)
4. Then select **Register**.
5. Then select **Course Search**.
6. Use the boxes under Course Search to type in the course code or name of the course you are hoping to add to your schedule and then select Search Courses. The search results will then appear with the different section options available for the searched course.
7. To add a section to your schedule, click the blue plus sign next to the section you would like to add. Note: Pay attention to any messages that appear after you select Add to my Schedule. This will explain why you cannot add a class, i.e., there are no open seats, you do not meet the pre-requisites, etc.).
8. To add more than one course to your schedule, click **Back to search** and repeat steps 6 and 7.
9. Once you have added all your desired classes to your schedule, click the green button on the top-right hand side of the screen that says **Registration Check-Out**.
10. Then select all the courses you want to register for and select the green **Register** button.

Dropping a Class

If you are hoping to drop a course, please email a CCP advisor.

Courses that are dropped before the “no-penalty” drop deadline, will be removed from your schedule and no charges will be made towards your school district.

Dropping a course after the “no-penalty” drop deadline is possible but may result in charges and a WD on your grade report. The CCP Administrator will be able to tell you more about your unique situation.

Here is what to consider before dropping a course after the deadline:

- As a CCP student, you should know that you can be charged for a class that you withdraw from after the 100% refund deadline. For SSU on-campus courses, this rate is \$166.55 per credit hour or around \$500 for a three-credit course.
- You will be assigned a WD on your transcript in place of a letter grade for the course. It costs the same amount of money to withdraw with a WD that it costs to fail a CCP course. The difference is that a "WD" will not hurt your GPA, but an "F" will.
- Your athletic eligibility or status as a full-time student could change if you drop a course. Please contact your guidance counselor to see how dropping a course would impact you, specifically.

- If you withdraw from two courses in the same semester, you will be placed on Academic probation for the following semester. Being on CCP probation will reduce the number of courses you are allowed to take through CCP.

Important Dates

Summer 2026

- **1st Half Session**
 - First Day of Class: Monday, May 11, 2026
 - Last Day to Add a Class: Wednesday, May 13, 2026
 - Last Day to Drop a Class without Penalty: Friday, May 15, 2026
- **Full Session**
 - First Day of Class: Tuesday, May 26, 2026
 - Last Day to Add a Class: Friday, May 29, 2026
 - Last Day to Drop a Class without Penalty: Friday, June 5, 2026
- **2nd Half Session**
 - First Day of Class: Monday, June 29, 2026
 - Last Day to Add a Class: Wednesday, July 1, 2026
 - Last Day to Drop a Class without Penalty: Friday, July 3, 2026

Fall 2026

- **1st Half Session**
 - First Day of Class: Monday, August 24, 2026
 - Last Day to Add a Class: Wednesday, August 26, 2026
 - Last Day to Drop a Class without Penalty: Friday, August 28, 2026
- **Full Session**
 - First Day of Class: Monday, August 24, 2026
 - Last Day to Add a Class: Friday, August 28, 2026
 - Last Day to Drop a Class without Penalty: Friday, September 4, 2026
- **2nd Half Session**
 - First Day of Class: Monday, October 19, 2026
 - Last Day to Add a Class: Wednesday, October 21, 2026
 - Last Day to Drop a Class without Penalty: Friday, October 23, 2026

Spring 2027

- **1st Half Session**
 - First Day of Class: Monday, January 11, 2027
 - Last Day to Add a Class: Wednesday, January 13, 2027
 - Last Day to Drop a Class without Penalty: Friday, January 15, 2027
- **Full Session**
 - First Day of Class: Monday, January 11, 2027
 - Last Day to Add a Class: Friday, January 15, 2027
 - Last Day to Drop a Class without Penalty: Friday, January 22, 2027
- **2nd Half Session**
 - First Day of Class: Monday, March 8, 2027
 - Last Day to Add a Class: Wednesday, March 10, 2027
 - Last Day to Drop a Class without Penalty: Friday, March 12, 2027

Requesting Academic Accommodations

Students who have a documented disability or currently receive academic accommodations through their high school via an IEP or 504 plan, may seek university academic accommodations through the Office of Accessibility Services. Accommodations include but are not limited to testing accommodation, alternative media, ASL interpreting, and note-taking services.

To request accommodations, please contact the Coordinator of Accessibility Services, Michelle Boldman, by emailing mboldman@shawnee.edu.

Academic Support Resources

Academic Support Services and Resources are available for FREE to all currently registered SSU students, including CCP students.

- **Tutoring Services:** Struggling with a particular subject or need a little extra help in one of your courses? Tutoring services are available for all currently registered students, including CCP students. *To request a tutor, visit <https://www.shawnee.edu/areas-study/student-success-center/tutoring-information/request-tutor#no-back>*
- **Supplemental Instruction:** Whereas tutoring typically occurs one-on-one, supplemental instruction is a peer-led, often group-style study session available for certain SSU courses. A supplemental instructor works closely with the course instructor to facilitate study sessions and additional support. *If supplemental instruction is available for your course, it will be designated in the course syllabus.*
- **Writing Center:** Whether you're working on a research paper or polishing an essay, our Writing Center is an excellent resource for refining your writing skills. Our Writing Center tutors will provide feedback on any kind of writing assignment at any phase of the writing process! *Students can drop into the Writing Center (located on the bottom floor of the Clark Memorial Library) or email ShawneeWC@gmail.com to schedule an appointment.*
- **Dayton duMeleau Math Center:** Need support in your SSU Math class? Our Math Center has tutors for all Math subjects! *Students can drop into the Math Center during in-person tutoring hours (located in Administration 150) or attend virtual drop-in tutoring by visiting: <https://www.shawnee.edu/areas-study/college-arts-sciences/math-sciences/virtual-math-center>*
- **Library Resources:** In addition to checking out books and resources, our Clark Memorial Library offers study spaces, access to digital library resources and databases, and research consultations by appointment (<https://www.shawnee.edu/areas-study/clark-memorial-library>).

[Rule 3333-1-65.13](#) went into effect starting the summer term of the 2018-19 academic year, defining underperforming students and providing regulations for College Credit Plus probation and dismissal from the program.

PLEASE NOTE: This rule does not alter, supersede, or affect any college or university policies or procedures on satisfactory academic progress.

CCP PROBATION

A student is placed on CCP Probation when he or she either:

- Has earned lower than a cumulative 2.0 GPA in College Credit Plus courses.
- or
- Withdraws from, or receives no credit* for, two or more courses in same term.

While on CCP Probation, the student:

- May only enroll in one College Credit Plus course for one college term (semester/quarter).
- May not enroll in a college course in the same subject in which the student previously earned a D, F, or received no credit.*

CCP DISMISSAL

A student is placed on CCP Dismissal when the student has failed to increase his or her GPA to 2.0 or above in College Credit Plus courses during the CCP Probation term.

- When placed on CCP Dismissal, the student may not enroll in any College Credit Plus courses for the following college term.
- At the end of the dismissal term, the student can request to be reinstated in the program.
- The student may appeal CCP Dismissal within 5 days of being notified of dismissal status.

APPEALS

Probation Appeals:

- A student on CCP Probation may appeal the ability to take a course in the same subject in which he or she previously earned a D, F, or received no credit.*

Dismissal Appeals:

- Within 5 days of being dismissed, the student may submit an appeal to the secondary school to appeal CCP Dismissal.
- The secondary school shall determine whether the student may continue on CCP Dismissal, move to CCP Probation, or participate without restrictions per the school's adopted policy.

For both types of appeals:

- Each secondary school is required create a policy to direct the school's appeal process, as described in [Ohio Administrative Code section 3333-1-65.13](#).
- Extenuating circumstances must be considered, separate from academic performance.

* "No credit" under this rule has been interpreted to mean a transcript entry of W, NC, or equivalent.