

STARK STATE COLLEGE

College Credit Plus High School Adjunct Checklist

Application deadline for spring semester – **October 31**

DATE	INSTRUCTION OF PROCESS
By October 31	Call and/or email Jen Holland, JHolland@starkstate.edu 330-494-6170 ext. 4661 to apply for adjunct status (HS teacher approved to teach CCP courses inside the HS). Send the following documents to Jen after point of contact: • Resume • Copy of official transcripts (clear and legible) • Academic Plan (if needed) • Letter of Validation (if needed) Once the Dept. Chair approves adjunct status, they'll receive an email regarding the approval. If denied, the same process will occur where Jen can refer you to the Dept. Chair for clarification of denial.
November 30	After approval, the following will need sent: • CCP Data Sheet • BCI/Background check that your district has on file
December 1 – January 1	Once all documents have been sent, Human Resources will create your Stark State account. This is prompt your Stark State email and username to be created as well. You'll receive an email with instructions on CCP adjunct accounts – How to access your username/password, how to login to MySSC, email, and Brightspace. Your Dept. Chair/CCP Coordinator will send you information on accessing your Brightspace training. There is not a specific date for this, so you'll need to watch your email(s) for instruction.
November – January	As an approved CCP adjunct, there will be a required orientation session with your CCP Dept. Chair and/or Coordinator. The primary purpose of this will be to prepare you to teach college-level courses according to SSC expectations. Topics that should be discussed, but not limited to: • Ordering textbooks – Check with your Superintendent's Office to see who they named as their bookstore contact. This individual will be the one to order the books. • Course syllabi and requirements of the course(s) • Expectations of blended classrooms • Course guidelines • Mentoring of the course • Classroom observations • Professional development • Role as the student's academic advisor • Any other requirements related to the specific course(s) you'll be teaching
	At the orientation meeting, make sure the CCP Coordinator also reviews: • Understanding of MySSC and Brightspace • Verification of college rosters and high school rosters, early alerts, midterms and final grades • Student evaluations • HelpDesk • Forwarding your SSC email to your HS email