Penta Career Center

2025-2026

INFORMATION HANDBOOK

This handbook highlights the College Credit Plus options offered through our partnering colleges, Bowling Green State University and Owens Community College, for the 2025-2026 school year.

Information stated in this handbook is pursuant to Ohio Revised Code 3365: College Credit Plus Program and is subject to change.

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College Credit Plus

What is College Credit Plus?

The goal of the College Credit Plus (CCP) is to prepare Ohio students for college and career readiness. Under the College Credit Plus program, qualified students in grades 7 through 12 have the opportunity to take non-sectarian college level-course work at an institution of higher education within the state. Students participating in CCP earn transcripted credit.

Eligibility

College Credit Plus eligibility criteria:

- To earn college credit through a Penta Career Center Career-Technical lab, a student must be enrolled in an eligible Penta program. Course offerings vary by which Career-Technical program a student is enrolled in.
- To earn academic college credit, requirements vary by the college or university that the student is seeking credit from. More specific information is provided below.
- If you are a male who is 18 years of age you must provide your Selective Service number to the college/university you are attending per the law. If you turn 18 during the semester in which you are enrolled, you must provide your Selective Service number to the college/university within 30 days of your 18th birthday. If you do not submit your Selective Service number, you will not be considered a CCP student for that current semester and will be responsible for any tuition, textbooks, or fees associated with the classes for which you are enrolled.

Enrollment Options:

A student can choose option A or option B under the CCP program.

Option A permits eligible students to enroll in college courses for college credit. Students electing this option will be required to pay all costs incurred, including tuition, books, and fees. The student can elect at the time of enrollment, whether to receive only college credit or high school and college credit for the course(s).

Option B permits eligible students to enroll in college courses for college and high school graduation credit. Under this option, state funds from the high school are used to pay the tuition and fees for the course. The high school is responsible for the cost of the textbooks under this option.

CCP at Penta Career Center:

Eligible students may take a variety of courses which are described in this booklet. Currently, there is no course fee. The student must meet the entrance requirements for the college that is issuing the credit. This includes having a qualifying ACCUPLACER, ACT or SAT test score. Refer to the Bowling Green State University section and the Owens Community College section for specific scores.

CCP students at the high school:

- Are taught by either Penta Career Center faculty that meet college faculty requirements or college faculty.
- Use the college textbook, syllabus, and course materials.
- Follow the college/university course objectives and learning outcomes.
- Earn the same credit they would have earned at college if they successfully complete the course.
- Earn high school credit.
- Will have the CCP course(s) appear on their high school transcript.
- Will be starting/continuing their college transcript.

General Information

College Textbooks:

All Penta Career Center CCP students must complete a *College Credit Plus Textbook Agreement Form*. Students are responsible for returning textbooks to the instructor at the end of the course. Students failing to return a textbook will be fined the cost of the book and a financial hold will be placed on the Career Passport until the fine is paid in full.

Transportation and Parking Expenses:

Students who participate in CCP are responsible for providing their own transportation to and from the college or university. Parking expenses are also the cost of the student.

Scheduling College Classes:

Participation in CCP on a part-time basis means that you must schedule classes at Penta Career Center and at a college or university. Yearly schedules and vacation times usually are different between the two institutions. Sometimes it may be difficult (or impossible) to take courses at both the high school and college or university because of scheduling conflicts. College courses need to be scheduled around the student's courses at Penta Career Center. Students may take online courses or courses at the college in the evenings or on the weekends.

Consequences of Non-Attendance or Failing a Course:

The consequences of not completing a course in which the student enrolls could result in the following:

1. All costs affiliated with any CCP course, which the student drops or does not attend, will be the responsibility of the student and/or his/her parents.
2. The final grade that a student receives in any CCP course will be included in the student's grade point average exactly as reported by the college.
3. Failure or non-attendance may result in a lack of award in financial aid from the government upon graduation.

Graduation Requirements:

Any student participating in CCP, must meet their member school graduation requirements in order to earn a high school diploma. Be certain that the number and types of courses taken in CCP will meet member school graduation requirements. In order for a college class to satisfy a graduation requirement in a specific subject area, the college program of study must be comparable to the Penta Career Center program of study. Keep in mind that the grades earned in college courses may impact a student's grade point average, eligibility to graduate, and scholarship opportunities. Each student should review the requirements and his or her academic standing with the school counselor.

The College Difference

Every student interested in participating in the CCP must meet certain academic criteria. There are other things for students to consider when determining whether or not they are ready for college coursework, however. The first step is to understand the difference between high school and college.

What is the difference between high school and college?

High School	College
Structured Environment • Daily schedule is routine • Day begins and ends as a school group • Attend five days a week • Few course choices • Mandatory attendance	**Manage Your Own Time** • Routine changes every day • Classes may be online, face-to-face, or a combination of both • Not all instructors take attendance • It may appear that you have "free time"
Parents and Teachers as Guides • Direct interventions from parents • Teachers hold students accountable • Expectations are repeated often and reminders are issued	**Student Balances Responsibilities** • Students are treated as adults • Students are expected to initiate contact if assistance is needed • Students are expected to follow the course syllabus on their own
Homework Counts • Grades are given for most assigned work • Consistent good homework may raise your grade • Testing is frequent over small sections	**Tests and Major Papers Count** • Tests are infrequent and often cover large amounts of material • Review sessions are rare • Students must organize their study topics and prepare to be tested • Make-up tests may not be available
Minimal Outside Classroom Work • Assigned readings are often done in class • Discussion is teacher led • Listening in class is enough • Lessons are read and reviewed	**Significant Outside Classroom Work** • For every hour you spend in class, you should plan on three hours of outside studying and assignments (For a 3 credit hour class, you are in class for about 2.5 hours which equals 7.5 hours of studying)
Effort Counts • You can improve your grades with perfect attendance and extra credit	**Results Count** • Your grade is the result of your performance on tests and papers

Other Things to Consider:

- Students are responsible for transportation costs to and from the college campus. Plan for reliable transportation and budget for gas money.
- College courses are more difficult, and the grades earned in those courses count toward graduation. Students must consider how this will impact grade point averages and class rank.
- Even if there are school delays or cancellations due to inclement weather, students are still expected to attend college classes.

Withdrawing from a Course:

If you decide you will no longer participate in CCP before the term has ended, you must file withdrawal forms with the college or university and meet with your high school counselor to develop a new course schedule. Withdrawal deadline dates are established by the college or university. Failure to file the necessary forms may result in a failing grade. Withdrawal from the college course may result in a financial obligation for your parents.

*This is the same when you add a new class at the college or university. You must have a current college schedule on file with your Penta counselor at all times.

**Important Notice: Seniors who plan to use federal dollars for financial aid may jeopardize their ability to borrow or receive grants (for up to one year) if a 'W' or withdrawal appears on their transcript. Withdrawals are treated as non-progress grades for federal aid purposes. This could impact eligibility based on Satisfactory Academic Progress (SAP). Any senior thinking of a withdrawal will need to check with the college they plan to attend in regards to their eligibility to receive Federal Pell Grants, Federal SEOG, Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans, Federal Perkins Loans, and Federal Parent Loans for Undergraduate Students (PLUS).

CCP Advantages:

CCP could benefit students in several ways.

Students:

1. Have the opportunity to take courses that may not be offered by the high school.
2. Have the opportunity to experience college-level work and college life prior to making a final decision about post-secondary education.
3. Can take classes that academically challenge them or are of interest to them.
4. Can take college courses and receive both high school and college credits.

CCP Potential Risks:

These are some possible disadvantages to participating in CCP.

Students:

1. Will have an increased responsibility for learning.
2. Could have increased financial obligations for education, if they choose Option A or if their college course requires special tools or equipment.
3. May have reduced opportunities or time for participating in high school activities (athletics, music, band, etc.) and part-time employment.
4. Grades in college course(s) could impact their high school grade point average and class standing, which also could impact scholarship opportunities.
5. Will need to plan for increased travel time to and from the college or university and increased study time.
6. Have no guarantee that they will get the courses they want.
7. Will be expected to participate in a collegiate interactive classroom environment with other students who could range in age from 18 to 25 or older.
8. Who fail or withdraw from a college course can be negatively impacted in relation to the credits they need to graduate from high school.
9. Who withdraw from a course or do not attend a course, can be held financially responsible for the cost of the course.

Participating in the College Credit Plus Program:

1. Talk with your Penta Career Center counselor. Discuss your interest in taking college courses and how it fits in with your overall academic plan and career goals.
2. Prior to March 1st, your member school district will provide information about the College Credit Plus program to all students in grades 7-12. An informational session will be held and all colleges and universities within a 30-mile radius will be invited to attend before March 30th. If you cannot attend, schedule an appointment with your Penta Career Center counselor.
3. *Even if you were enrolled in College Credit Plus courses at Penta Career Center during the prior school year, you still must complete the ***Letter of Intent to Participate in College Credit Plus***.

   Penta Career Center is requesting that all students complete the ***Letter of Intent to Participate in College Credit Plus*** and submit to Penta Career Center by **April 1st**. Signing the form does not require that you participate during next school year and you may decide not to participate without consequence. **After April 1st, you will need permission from the Penta Career Center Superintendent to participate**.
4. You and your family should refer to the **College Credit Plus Information Handbook** located on the Penta Career Center website at http://www.pentacareercenter.org/CollegeCreditPlusOtherOpportunities1.aspx.

5. The College Credit Plus Information Handbook provides detailed information regarding the College Credit Plus program, college enrollment procedures, college class types, 15 and 30 hour pathways, college courses, and more.
6. You and your family should contact colleges for information, application forms, and criteria for acceptance into College Credit Plus. Some materials are available in Penta Career Center's College Credit Plus Information Handbook, in addition to the college's website. You must go through the procedures established by the colleges/universities to apply to College Credit Plus and to enroll in the course(s). You may have to take a college placement test to make sure you are college-ready.
7. Prior to college class attendance, your Penta Career Center counselor will assist you in determining a course's equivalency to a high school course(s).

College Credit Plus: How to Get Started

Bowling Green State University Enrollment Procedures

High school students who qualify for College Credit Plus at Bowling Green State University (BGSU) have the opportunity to challenge themselves with college courses. Students may also take advantage of services at BGSU such as career counseling, college degree advising, and tutoring at no extra cost.

Eligibility Requirements:

A cumulative high school grade point average of 3.0 on a 4.0 scale on high school transcript and school counselor approval is necessary to apply for College Credit Plus at Bowling Green State University.

1. Apply for Admission:

a. Complete an online BGSU *College Credit Plus Application for Admission* by going to: https://admissions.bgsu.edu/apply/. Be sure to select Penta Career Center as the high school you are attending.

b. Ask your Penta counselor to send an official copy of your high school transcript from your member school counselor to Bowling Green State University.

c. Complete and sign the Intent to Participate form and return them to your Penta Career Center counselor.

d. Your school counselor will submit official credentials to BGSU at:

Office of Admissions
110 McFall Center
Bowling Green State University
Bowling Green, Ohio 43403-0085
419-372-2478
419-372-6955 (fax)
choosebgsu@bgsu.edu

e. All students will be required to take placement assessments in English and Math if they intend to take courses in these or related areas. Students are encouraged to take the ACT or SAT and submit scores to BGSU accordingly. Send ACT or SAT scores to BGSU (if not included on high school transcript). An ACT Reading score of 22 or an SAT Reading score of 480 is required for acceptance.

f. Accuplacer - BGSU Admissions will accept the Accuplacer Reading score of 80+ in place of the ACT/SAT. Consult with your school counselor to determine how and when to take the Accuplacer. The Accuplacer will also be given on-campus at BGSU throughout spring as well as at Penta Career Center. To be eligible to take the Accuplacer, you MUST apply to the BGSU CCP program prior to testing. To reserve a seat please call 419-372-1537 at least

48 hours in advance as spaces are limited. Visit https://www.bgsu.edu/college-credit-plus/accuplacer.html for more information.

Special Notes

- College Credit Plus students must pass all BGSU classes in order to continue in the program.
- Participation in BGSU's College Credit Plus On-Campus Program does not constitute undergraduate admission to BGSU. Students who plan to attend the University upon completion of high school must apply for formal admission during their senior year.

Options:

The CCP program at Bowling Green State University is available for students in grades 7-12; however, the program is recommended for high-achieving students in grades 9-12. There are currently three options in which students can enroll in college courses:

On Campus:

- Opportunity to enroll in college courses on BGSU's main campus or through online delivery.
- Option to receive both high school and college credit after successfully passing the college course.
- Students are strongly encouraged to consult with their high school counselor and college advisor when making college course selections.

Dual Enrollment:

- Receive college credit that also fulfills high school graduation requirements or elective choices.
- College classes will be offered on the high school campus if the high school has partnered with BGSU to offer courses under one of the course delivery modes of instruction:
    - Option 1: High school teacher meets BGSU adjunct qualifications and teaches the course on the high school campus with oversight and mentoring provided by a BGSU faculty member.
    - Option 2: High school teacher does not meet BGSU adjunct qualifications, but is enrolled in a graduate degree/certificate program. BGSU faculty co-teaches via BGSU faculty recommended method of course delivery.

Self-Pay:

- Opportunity for high school students to take college-level coursework, when College Credit Plus state funding is not available.
- High school students choose to pay the costs of college coursework. Students and parents are financially responsible for paying all tuition and textbook-related expenses of the course.
- Eligible students can take a maximum of 15 hours of coursework each semester during the academic year.
- Students have the opportunity to decide if they want the college class to also count for high school credit (with exception of remedial courses).
- Students can enroll in summer courses and decide at the conclusion of the summer semester once the grade is issued if they want to receive high school credit for the class.

Owens Community College Enrollment Procedures

Owens Community College (OCC) is excited to offer students the opportunity to take college-level coursework under the College Credit Plus program. Owens boasts two locations for classes as well as online courses to fit busy students' schedules. The college also provides a variety of services to students including tutoring, academic advising, student clubs, and career exploration. In addition, College Credit Plus students at Owens can take advantage of college facilities, such as the libraries, fitness centers, and computer labs.

1. Apply for Admission:
   Complete the Owens Community College online application by going to www.owens.edu/apply and clicking on "Apply Online". Be sure to select that you are submitting a College Credit Plus application or else you will be applying as a general self-paying student.

2. Ask your Penta counselor to send an official copy of your high school transcript from your member school counselor to Owens Community College.

3. Complete and sign the In*tent to Participate form*. After completing and signing the Intent to Participate form, return the forms to your counselor at Penta Career Center.

4. Meet with your Penta school counselor to complete the *Owens College Credit Plus Authorization Form* which includes sending your official high school transcript.
   Your Penta school counselor will submit all required documents to finalize the admission process to:

   Owens Community College
   Attn: Records Office
   P.O. Box 10,000
   Toledo, OH 43699-1947
   ccp@owens.edu

   Your school counselor will help you choose classes that will fulfill your high school graduation requirements.

5. Complete the Placement Testing or Submit ACT/SAT Scores:

   Starting with the 2018-2019 school year, students are required to show college readiness by earning an "Assessment Threshold Score" on a placement/eligibility test. Students must place into college-level classes on the Reading, Math and Writing assessment for most classes.

   For general acceptance, a 3.0 unweighted high school GPA or placement test scores are needed.

   Eligible scores:

   Reading 22, English 18 or Math 22 (Accepted); Reading 20-21, English 16-17, Math 20-21 (Conditional); or complete the Accuplacer Test with a Reading score of 250 (Accepted)/243 (Conditional), Writeplacer score of 5+ (Accepted)/4+ (Conditional), or QAS score of 263 (Accepted)/259 – 262 (Conditional).

   Students may also earn the following scores on the SAT to be considered eligible: Reading & Writing (480) or Math (530). Owens Admissions will accept the Accuplacer Reading score of 80+ in place of the ACT/SAT.

   These scores will allow students general acceptance to participate in CCP. Please note that many courses have additional subject-specific placement testing requirements to meet eligibility.

   Consult with your school counselor to determine how and when to take the Accuplacer. The Accuplacer will be given on-campus at Owens throughout spring, as well as at Penta Career Center. To be eligible to take the Accuplacer, you MUST apply to the Owens CCP program prior to testing. Call Owens Testing Services at 567-661-TEST (8378) or visit www.owens.edu/testing/placement.html if you have questions.

6. Meet with Your Owens CCP Academic Advisor:

   Upon acceptance, make an appointment for academic advising and registration. Contact the Advising Office on the OCC Campus you plan to attend.

   Toledo: (567) 661-7777
   Findlay: (567) 429-3509

   All College Credit Plus students are required to meet with an academic advisor. Your advisor will contact you prior to the withdraw deadline each semester to schedule an appointment.

Class Types:

Owens Community College offers four different course delivery options with the College Credit Plus program:

At the High School with a Penta Career Center Instructor:

Courses are taught at Penta Career Center by Penta Career Center faculty, who meet the OCC and Ohio Board of Regents requirements for teaching college level courses.

At the High School with an Owens Instructor:

Courses are taught at Penta Career Center by OCC faculty.

On Campus (Face-to-Face):

If you choose to take a class on OCC's main campus, you will find yourself in a traditional classroom similar to what you experience in your high school. Classes are offered at a set day and time, and an instructor will lead the class in lecture, group projects, and other activities. Classroom sizes at OCC average 15 students, which allow the instructor to really get to know the students and offer one-on-one assistance with coursework.

Online:

Online (web) classes have all content, assignments, projects, discussions, and tests online. There are no scheduled class times, so students can complete the coursework whenever their schedule permits. It is important to note that online classes still have due dates and deadlines students must meet in order to keep pace with the class.

Owens Community College Things to Note:

- CCP students are college students, and must complete all required coursework. The courses are rigorous, and students must adhere to all course requirements, such as attendance and deadlines.
- Students are expected to be in class based on the college academic calendar, regardless of the student's high school schedule. This includes holidays, service days, and Spring Breaks.

To View a Complete List of Course Descriptions and Course Numbers:

Please visit: http://catalog.owens.edu/

OCC Calendar and Schedules:

Visit https://www.owens.edu/schedules/index.html to access OCC Calendars and Schedules for up-to-date information on:

- Important Semester Dates (semester start and end, holiday breaks, etc.)
- Withdraw Calendar
- Exam Schedule
- Complete Course Schedule

Location:

Owens Community College, Toledo Campus
30335 Oregon Road
Perrysburg, OH 43551
(567) 661-7777 or 1-800-GO-OWENS, Ext. 7777

Statewide College Credit Transfer

The Ohio Board of Regents has implemented several initiatives to help ease the transition for students who are interested in transferring from one public college or university to another.

Transferology is a nationwide online resource designed to help students who are planning on transferring credits from one college or university to another public college or university. To access the site, please visit: https://www.transferology.com/. Registration is free.

Transferology was first released in the spring of 2014. The goal of Transferology is to save students time and money by providing a quick, intuitive way of getting their college transfer credit questions answered. Students can answer the question "Will my courses transfer?" by adding coursework, exams, and/or military learning experiences to see how many schools in the Transferology network have matching courses that may be awarded when they transfer. They can also find out what their options are for taking classes over the summer (or whenever) at another school to transfer back to their current school by using the "Find a Replacement Course" feature.

It is strongly recommended that students check with the colleges or universities they may be thinking of attending to guarantee the college course(s) will fulfill a degree course or elective requirement. All credits earned from courses marked Ohio Transfer Module Course or $(CT)^2$ will transfer to an Ohio Public College or University.

Remember, the college or university that a student attends after high school graduation has the last and final word of what college courses are accepted for degree course requirements. It is the student's responsibility to contact the college admissions and verify. It is strongly recommended that the student keep each course syllabus and obtain a college transcript at the end of each year to verify that all the college credits completed at Penta Career Center appear on the college transcript. Penta Career Center does not assume any liability or responsibility for what appears on the student's college transcript.

Terminology

ACT (American College Test) - A group of tests administered by ACT and required or recommended by most colleges as part of the admission process. ACT scores range from 1-36. Cost is $60 for the ACT (No Writing) test and $85 for the ACT plus Writing.

ACCUPLACER - An integrated system of computer-adaptive assessments designed to quickly, accurately, and efficiently evaluate students' skills in reading, writing, mathematics, and computer skills. Delivering results immediately and precisely, ACCUPLACER offers diagnostics and intervention support to help students prepare for academic course work.

ARTICULATED CREDIT - Credit earned in high school and awarded when the student is accepted at a college that has pre-approved the credit from the high school. To be eligible for credit, the high school would have a pre-approved agreement with the receiving college. This is directed at one specific college that has the agreement with the program and is not usually transferrable because no grade is attached. This allows a student to have advanced standing at the college. There is no cost to the student.

CAREER TECHNICAL CREDIT TRANSFER $(CT)^2$ - Articulated credit that may be accepted by many colleges on a larger scale. Credit is awarded if the sending high school and the receiving college have successfully demonstrated that their course content for a particular course meets the state established guidelines. The courses are technical courses. If $(CT)^2$ courses are available in a high school program at Penta, three asterisks (***) will be denoted beside the college courses listed on the pathways. There is no cost to the student. Presently five areas of transfer are being developed: nursing, engineering technology, medical assisting, information technology (networking), and automotive technology.

DUAL ENROLLMENT CREDIT - (Now called College Credit Plus) Students earn credit for high school and college at the same time. The high school and college have agreed that the course content meets the college expectations and the teacher is qualified to teach at the college level. The students will be awarded a transcript from the college and can access the transcript upon request. The student will need to contact the college he/she will be attending to determine if the transcript credit is accepted. There is no cost to the student.

LETTER OF INTENT - A form signed by the student and parent that serves as official notification of the student's intent to participate in the College Credit Plus program. The Letter of Intent must be provided to the school on or before April 1st. After April 1st, students will need permission from the school district superintendent to participate.

OHIO TRANSFER MODULE CREDIT - The Ohio Transfer Module (OTM), which is a subset or a complete set of a public college's or university's general education requirement that represents a common body of knowledge and academic skills, is comprised of 36-40 semester hours of courses in the following fields: English composition and oral communication; mathematics, statistics and formal/symbolic logic; arts and humanities; social and behavioral sciences; and natural sciences. Additional elective hours from among the five areas make up the total hours for a completed Transfer Module.

PATHWAY - A grouping of college courses and course sequences that total at least 15 and 30 college credit hours.

TEST SCORES - A copy of the student's ACT, SAT or ACCUPLACER score is required when the student is enrolling for the first time or taking a course with different test score requirements.

TRANSCRIPT - The official record of high school or college courses and grades, generally required as part of the college application. To obtain an official high school transcript, students must contact their member school counselor. Penta Career Center does not have access to students' official transcripts.

TRANSCRIPTED CREDIT - College credit that is granted by an institution of higher education and is reflected on a student's official record (transcript) at that institution upon completion of a course.

15 and 30 Hour Pathways
Aligned to Associate Degree Programs

Students should meet with their school counselor and CT Program teacher to create a 15 and 30 hour pathway based on their desired career path. Each career tech program has specific CCP pathways available through Owens Community College. Below is a sample pathway that aligns to one of our career tech programs.

A Sample 15-30 College Credit Hour Pathway
Related Penta Career Center Program: Advanced Manufacturing
Owens Community College Associate Degree Program: Applied Engineering Technology, AAS

15 HOUR PATHWAY		
CATALOG NUMBER	COURSE NAME	CREDIT HOURS
ENG 111	Composition I**	3
MTH 143	Applied Industrial Mathematics	3
IST 131	Computer Concepts and Apps	3
STM 105	Technology in Society	2
CAD 120	Manual Drafting	2
AIM 110	Principles of Mechanical Sys	3
		TOTAL HOURS: 16
30 HOUR PATHWAY		
CATALOG NUMBER	COURSE NAME	CREDIT HOURS
CAM 122	CNC Mill Applications*	2
CAM 160	Machining I*	2
CAM 161	Machining II*	2
ENV 110	OSHA General Safety	3

PSY 111	Indust/Organization Psych	3
PHY 143	Applied Industrial Physics	3
		TOTAL HOURS: 31

*Denotes Dual Enrollment Courses Offered in the High School Program
**Denotes Ohio Transfer Module Course
***Denotes Career Technical Credit Transfer: (CT)2

Additional college credits earned in the related high school program not aligned to this associate degree program:
AIM 130: Fundamentals of Fluid Power Systems 3 Credit Hours
CAD 125: Production Drawing 3 Credit Hours
***CTS001 OSHA 10-Hour Safety

The Curriculum and Instruction Office at Penta Career Center continues to seek opportunities for additional college credit with institutions of higher learning. We also partner with Bowling Green State University and The University of Toledo.