





## OFFICE OF THE PRESIDENT

Dr. Katherine Fell

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Dear College Credit Plus Students,

Welcome to our university community. On behalf of our faculty, staff, and students, I am pleased to welcome you as participants in the College Credit Plus program.

By choosing to enroll in college courses while still in high school, you have taken an important step in your educational journey. College-level coursework requires curiosity, dedication, and perseverance, and we commend you for challenging yourself in this way. Through this program, you are not only earning college credit: you are gaining valuable experience in the expectations and opportunities of higher education.

While you may be completing your coursework at your high school or online, you are an important part of our university community. Our faculty and staff are committed to supporting your success and helping you make the most of this opportunity.

I encourage you to stay engaged, ask questions, and take full advantage of the learning experiences ahead of you. The skills and knowledge you develop through your courses will serve as a strong foundation for whatever path you choose after high school.

We are proud to partner with your schools and families to support your academic goals. Thank you for allowing us to be part of your educational journey.

Best wishes for a successful and rewarding experience.

Sincerely,

Katherine Fell, Ph.D.  
President

## Table of Contents

OVERVIEW/INTRODUCTION	
About University of Findlay	1
About UF's College Credit Plus Program	1
UF CCP Options	1
GENERAL INFORMATION ABOUT CCP PARTNERSHIP	
Mature Content	2
Future Financial Aid	2
Attendance	2
Family Educational Rights Act of 1974 (FERPA)	2
The Americans with Disabilities Act of 1990 (ADA)	3
Academic Integrity	3
AI Usage	3
Differences between High School and College	4
ADMISSIONS REQUIREMENTS	
Application Deadlines	5
Registration and Advising	5
Prerequisites	5
Placement Tests	6
GENERAL COURSE INFORMATION	
Course Load	6
Level I Courses	6
Courses Available at Participating High Schools	7
Books	7
Pathways	7
Grades	8
Official Transcript Request	8
Academic Standing	8
University Required Training	9
SUPPORT RESOURCES FOR CCP STUDENTS	
Support from Instructors	9
Academic Support	9
Individualized Education Program (IEP)/Accommodations	9
AI Guidelines	9
LEARNING RESOURCES FOR CCP STUDENTS	
Library	10
Writing Center	10
Instructional Technology Services (ITS)	10
Campus Safety	10
Parking	10
ATTENDING UNIVERSITY OF FINDLAY AFTER HIGH SCHOOL	10
STUDENT RESOURCES	11
APPENDIX A: CCP COURSES AT PARTNER SCHOOLS	12

## Overview/Introduction

### About University of Findlay

Founded jointly by the City of Findlay and the Churches of God, General Conference in 1882, the University of Findlay's mission is to equip our students for meaningful lives and productive careers. UF offers over [eighty-five bachelor's degrees](#) and blends an education in the liberal arts with professional programs.

Through its [mission](#), University is dedicated to offering experiential learning in all of its programs as it "cultivates the potential within each student through academic excellence, transformative experiences, and a supportive community grounded in faith."

### About UF's College Credit Plus Program

As described on the Ohio Department of Higher Education (ODHE) website, "[College Credit Plus](#) is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities. The purpose of this program is to enhance students' career readiness and postsecondary success, while providing a wide variety of options to college-ready students, at no or limited costs to students and families" (par. 1).

The University of [Findlay's College Credit Plus Program](#) (CCP) provides high school students with the opportunity to get a "jump start" on their college careers. Students can complete a maximum of 120 hours in the program and obtain college credit while they are attending classes in their own high schools with their classmates. Upon successful completion of each course, students are awarded college credit through The University of Findlay and will receive a UF transcript.

### UF CCP Options

The University of Findlay provides three different options for participating in College Credit Plus coursework. Students can

- take college courses on Findlay's campus and experience the academics and atmosphere of college. High school students who choose this option will attend college courses at the University of Findlay in our classrooms alongside traditional students.
- take college courses taught online courses by a UF professor. By taking online courses, students are able to utilize scheduling flexibility.
- take college courses at their high school (if the high school is a UF-CCP partner). This option gives students the opportunity to get a jump-start on their college careers without leaving high school.

Upon successful completion of the course, students are awarded college credit through the university and receive a Findlay transcript.

## **General Information about CCP Participation**

### *Mature Content*

Please be aware that college courses are designed for college students and are more demanding than high school classes in terms of pace and content. It is also important to know that the courses are geared towards traditional college students and some content may not be appropriate for younger students. It is best for you and your family to determine if you are at the right maturity level to participate in the program.

### *Future Financial Aid*

Please be aware that the grades earned in College Credit Plus classes, whether on UF's campus or the high school, are recorded on each student's permanent college transcripts. Poor performance in College Credit Plus courses may result in a negative impact on future college admissions and financial aid.

Satisfactory Academic Progress (SAP) is a federal regulation requiring institutions of higher education to monitor a student's progress towards completing a degree. In order to receive financial aid, students must meet SAP requirements. Students taking CCP classes are beginning their college coursework and therefore, are considered starting their progress towards completion. Students should be aware that if they fail courses and thus do not fulfill the SAP standards, the results could negatively impact their prospects for future financial aid.

### *Attendance*

Attendance is required for all courses. If you take classes on the UF campus, if the University of Findlay is in session, you are expected to report to class. This includes when your high school has a snow day or holiday break. It is important to note that typically, the University's spring break does not correlate with the high school's spring break. It is your responsibility to notify the professor of planned absences. A grade deduction may occur as a result of missed class sessions.

The table below outlines the differences to expect between the high school educational experience and the experience of taking college courses.

### *Family Educational Rights and Privacy Act of 1974 (FERPA)*

College Credit Plus students are college students. They have ownership and control of their educational records. These records are now only accessible by the student. According to FERPA, college students, regardless of their age, are considered responsible adults who are allowed to determine who will receive personal information about them. While parents understandably have an interest in a student's academic progress, they are not automatically granted access to a student's records without written consent of that student. Parents are encouraged to consult with their student, if academic information is needed.

### *The Americans with Disabilities Act of 1990 (ADA)*

The Americans with Disabilities Act of 1990 protects qualified students from discrimination in postsecondary education. Reasonable accommodations must be made to allow students the equal opportunity to engage in courses and activities. Determination of proper accommodations is regulated by the University of Findlay's [Office of Accommodation and Inclusion](#).

### *Academic Integrity*

University of Findlay CCP students follow the same [Academic Integrity](#) guidance regardless of whether they take courses on campus or in their high school. Below is the University of Findlay Honor Code:

"I will not knowingly engage in any dishonorable behavior, cheat, steal, lie, or commit any act of plagiarism during any academic work, course, or endeavor. If I observe an act which I believe violates the University's Honor Code, I may, at my discretion, report it to the appropriate personnel."

Violations of an academic nature may include, but are not limited to, cheating, fabrication, facilitating academic dishonesty, plagiarism, and/or sabotage.

For more information regarding Academic Integrity and the process that is followed in the instance of an academic integrity violation, please see the [Student Rights and Responsibilities Statement, Article VIII-Academic Integrity](#). Additional consequences in keeping with the policy noted above and the level of the violation may be given to the student, such as a zero on the assignment. For violations at Level 2-4, the teacher will consult with the faculty liaison assigned to course. That faculty liaison may consult with the Director of College of Credit Plus and the Vice President of Academic Affairs as to whether or not to involve the UF Student Academic Standards Committee. For second offenses, the violation will be adjudicated by the UF Student Academic Standards Committee, which may impose more severe consequences such as expulsion from the CCP program. Regardless of violation level, the faculty liaison keeps a record of the students incurring an academic integrity violation. If a student with a CCP academic integrity violation matriculates to the University of Findlay, the CCP violation will be considered the first offense.

### **AI Usage**

CCP courses adhere to the guidelines for AI usage as provided in the UF AI guidance document: <https://docs.google.com/document/d/1CFZQFvZcDcOwmzRWaeOWWEoKwVSi1oLU/edit?usp=sharing&oid=116768663320844397788&rtpof=true&sd=true> . Departments may supplement this guidance with their own AI statement and guidelines, ones that follow the University guidelines but provide more context specific to department courses. CCP teachers are expected to follow University guidelines as well as any additional guidelines provided by their faculty liaison or the UF department in the delivery of their classes and in their reporting of academic integrity violations.

*Differences between High School and College*

	High School	College
Class Time	Typically, classes tend to meet for the full year.	Most courses are taught for 16 weeks.
Knowledge Acquisition	Information is provided mostly in-class through classroom discussion and activities. Out-of-class research is minimal.	Coursework will generally require more independent thinking, longer writing assignments, and out-of-class research.
Study Time	Required time for homework ranges between 1 to 3 hours per day.	A suggested rule of study is to expect 2-3 hours of homework for every hour spent in class. This often means 3-5 hours of homework per day.
Tests	Tests are sometimes given weekly or at the end of the chapter.	Tests are generally fewer in number and cover more material.
Grades	Numerous quizzes, tests, and homework assignments contribute to a student's final grade.	Fewer tests and fewer, if any, homework assignments will be used to determine final grades. Extra credit is often not offered.
Teachers/Professors	Teachers may check on student work regularly and provide frequent feedback. They will often monitor student progress and offer re-direction or assistance when needed.	Courses may be lecture-based and not follow the textbook in lock-step. Students are expected to complete course readings and research outside of class time and to monitor their own progress. Students are also expected to ask for assistance when needed.
Parent Role	Parents are strong advocates working closely with teachers and counselors.	The college views the student as the independent decision-maker. Under the Family Education Rights and Privacy Act (FERPA), parents do not have access to student records unless granted by the student. Parents serve as mentors and support the student.

## Admissions Requirements

Students wishing to gain admission into the College Credit Program must demonstrate college readiness by meeting the University of Findlay's admission standards. Students will be admitted to the university with a 3.0 GPA. Students who have below a 3.0 GPA, or who have not completed a full year of high school coursework, will be required to submit either a Next-Generation Reading Comprehension Accuplacer score of 250 or higher or an ACT composite score of 20 or higher.

Students interested in taking CCP courses need to complete the [online application](#) annually. High school transcripts must be sent each year as part of the application process.

### *Application Deadlines*

Application deadlines for each semester are as follows:

Summer-April 1<sup>st</sup>

Fall-June 1<sup>st</sup>

Spring-December 1<sup>st</sup>

### *Registration and Advising*

On Campus/Online-Students are notified of appropriate orientation dates (via email or text) for enrolling in coursework. During this orientation, students meet one on one with an advisor to schedule coursework. Students who have already completed a semester of on-campus or online courses will only need to schedule an appointment with their advisor to enroll in courses and do not need to attend an orientation each semester.

High School-Students work with their high school counselor to ensure that they are registered for CCP courses at the high school. The high school counselor serves as the main academic advisor for students in collaboration with the Director of CCP. The high school counselor provides class roster information to UF in order to register students for courses in August (fall and yearlong courses) or January (spring courses). For fall or year-long courses, students must be enrolled by September 15<sup>th</sup>. For spring courses, students must be enrolled by January 31<sup>st</sup>. No CCP enrollment is permitted after these dates. The Director of Admissions for CCP visits each partner school at the beginning of each semester to provide informational materials and answer student advising questions.

See the [university's academic calendar](#), including add, drop, and final withdrawal dates, for more details.

### *Prerequisites*

Some courses may require a prerequisite or a placement test for registration. Information about [prerequisites](#) is included in course descriptions. Most CCP courses do not require prerequisites; however, please note that the following courses have prerequisites that must be fulfilled before the course can be taken: *Spanish III*, *General Chemistry II*.

### *Placement Tests*

Some courses (CHEM130, PHYS250, and most Math courses) may require a placement test. These include the following:

#### CHEM130-General Chemistry I

- Successful completion of CHEM111
- A combined score of 52 or higher on the ACT Math and ACT Science subsections
- 13 or higher on the Chemistry placement test (Mobius)

#### PHYS250-General Physics I

- 23 or higher on the ACT Math subsection
- 18 or higher on the Math placement test, Test A (Mobius)

#### MATH123-Elementary Statistics

- 23 or higher on the ACT Math subsection
- 18 or higher on the Math placement test, Test A (Mobius)

#### MATH138-College Algebra

- 23 or higher on the ACT Math subsection
- 18 or higher on the Math placement test

### **General Course Information**

#### *Course Load*

CCP students may take as many classes through UF as they would like, as long as they do not exceed 30 college credits in one academic year. Courses taken during the summer will be subtracted from the 30-credit hour total for the academic year immediately following the summer term. Students should work with their high school counselor to determine an appropriate course load.

High school courses being taken will need to be considered when determining the total number of credits the student can take. A high school course that is one high school credit is counted as three college credit hours.

Additional information can be found in UF's course catalog.

<http://catalog.findlay.edu/en/current/Undergraduate-Catalog>

#### *Level 1 Courses*

According to Ohio law, CCP students must complete 15 credit hours of Level I courses before moving onto additional coursework. Level 1 courses include the following:

- Transferable courses (Approved CTAG, OTM, TAG, or equivalent at private college or university)
- Courses in computer science, information technology, anatomy, physiology, or foreign language, including Sign Language
- Courses in a designated technical certificate program
- Courses in 15-credit hour or 30-credit hour model pathways
- Courses in study skills, academic or career success skills
- Internship courses

To view a list of Level I courses available at UF, click [here](#).

#### *Courses Available at Participating High Schools*

To view a list of current course offerings at participating high schools, see Appendix A at the end of this handbook or click [here](#).

For course descriptions, click [here](#).

#### *Books*

On campus/online-Students will receive an email to their university email address from the bookstore to order textbooks 30 days before the start of the term. Students will select their textbooks from the list provided and will request to pick up their books at the bookstore. The bookstore is located in the [College of Business/Center for Student Life](#). Students may write in lab manuals and tear out pages of workbooks needed for class. Textbooks are to be returned by the Friday of finals week to the Director of CCP, whose office is located in the Shafer Library. Students who fail to return textbooks will be billed for the cost of the book.

High School-Textbooks are provided by the high school. You should contact their instructor about textbooks.

#### *Pathways*

Pathways groupings of courses that lead to a particular degree. UF's CCP program has 15 and 30 credit hour pathways. The General Education pathway provides students with a means for completing coursework required of most majors. Specialized pathways (such as business and education) help students get a jump-start on courses in their major. Students are not required to choose a pathway; however, pathways provide an intentional means for completing coursework and can lessen time to degree completion.

#### **Sample 15 Credit Hour General Education Pathway (\*Math courses may require placement test)**

Course Number	Course Name	Credits
ENGL104	College Writing I	3
COMM110	Principles of Public Speaking	3
PSYC100	General Psychology	3
CSCI150	Digital Literacy for the Liberal Arts	3
MATH123*	Elementary Statistics	3

**Sample 30 Credit Hour General Education Pathway (\*Math courses may require placement test)**

Course Number	Course Name	Credits
ENGL104	College Writing I	3
COMM110	Principles of Public Speaking	3
PSYC100	General Psychology	3
CSCI150	Digital Literacy for the Liberal Arts	3
MATH123*	Elementary Statistics	3
ENGL106	College Writing II	3
BIOL102	Intro to the Biological Sciences	3
MUSC234	Music Appreciation	3
ANHS 100	Wellness: Strategies for Life	2
MATH138*	College Algebra	4

Specialized pathways in business and education can be accessed at the [UF CCP](#) website.

*Grades*

Grading scales are determined by the discipline area. On campus/online students can track their grades for each assignment by viewing their course in Canvas. Students in high school CCP courses can monitor their grades through their high school's Learning Management System. Final grades for all CCP students are posted to the Workday web portal after the course is completed. Once final grades are posted, a final grade report is sent to the high school.

*Official Transcript Request*

Students can request a copy of their official University of Findlay transcript by completing the online [transcript request form](#). There is a fee for ordering transcripts.

*Academic Standing*

Once final grades are received and GPAs are calculated, a student's academic standing is determined. Students fall into the following standings:

Good Standing-GPA=2.21-4.00

Academic Warning-GPA=2.20-2.01

Academic Probation-GPA=2.00-1.61

Academic Suspension-GPA=1.60-0.00

Students placed on Academic Suspension are required to sit out of UF classes for two semesters before reapplying for admission.

### *University Required Training*

CCP students may be asked to complete trainings as deemed necessary by the university to enhance their participation and understanding of enrolling in college courses. One such training is Academic Integrity training. Upon admission, students will be asked to enroll in a self-paced Academic Integrity Training course via an email sent to the student's UF email address. This email includes instructions for accepting the course invitation.

Students are also required to complete Title IX training through a self-paced SafeColleges Training course. The university coordinator for Title IX training reaches out to new students to assist them in completing this training.

### **Support Resources for CCP Students**

The resources listed below are available to support all CCP students, regardless of place of instruction, in their coursework and college experience.

#### *Support from Instructors*

As a first step in academic support, students should speak with their professor/instructor as soon as possible when they are having difficulty in class. Students should also attend the instructor's office hours for assistance in their learning. Office hours are listed on the syllabus for each course, and most instructors offer virtual office hours along with face-to-face options.

#### *Academic Support*

The Academic Support Center provides free tutoring services to all students. Tutoring sessions can either be scheduled face-to-face or online. Tutors through the Academic Support Center are student tutors who have received an "A" or "B" in that course and have been recommended by their professors. Tutoring is available in all coursework. To schedule an appointment, please call 419-434-4697 or complete the [request form](#).

#### *Individualized Education Program (IEP)/Accommodations*

The University of Findlay is dedicated to providing students equal access to learning opportunities. Students taking UF CCP courses and have a documented disability may reach out to the Office of Accommodation and Inclusion to arrange appropriate accommodations. To schedule an appointment, contact the Office of Accommodation and Inclusion at [oai@findlay.edu](mailto:oai@findlay.edu) or 419-434-5532.

#### *AI Guidelines*

The University of Findlay has guidelines for AI use in the classroom. Please consult this link and your instructor for more information.

<https://docs.google.com/document/d/1RBTlxF6ZQ3Mqv6GmQEg0pIGGxPEBGYy55keCx62pOfA/edit?usp=sharing>

## **Learning Resources for CCP Students**

### *Library*

College Credit Plus students have the same access to the library as traditional undergraduates. Students are able to check-out books and use the online journal database. Shafer Library is located next to Old Main at 114 Frazer Street. To access library resources, will need their UF net account. For assistance retrieving this information, please reach out to the office of [Instructional Technology Services](#) (ITS).

### *Writing Center*

The Writing Center has on-campus and online tutors and resources available to provide support to students during any stage in the writing process. Walk-in appointments are available, or students can schedule an appointment. Visit the [Writing Center website](#) for additional information.

### *Instructional Technology Services (ITS)*

ITS plays a key role in supporting The University of Findlay's effort to establish an environment where the application of technology enhances and improves teaching, learning, research and university operations. Students in need of assistance with accessing their UF net account or in need of general technological support can contact ITS at 419-434-4357. Students will need to have their student ID number available. Students will need to make this call as ITS will not give information to a parent.

### *Campus Safety*

Campus security personnel are available 24 hours per day, seven days a week. Their phone number for non-emergencies is 419-434-4601 or for emergencies, 419-434-4799. Campus police can escort students to various campus locations if needed.

### *Parking*

[Parking](#) is free at the University of Findlay; however, you are required to register their vehicle online. Once registered, parking permits can be picked up during the first week of classes. Students are to park in the appropriate spaces. Spaces with blue lines have been designated as commuter parking.

## **Attending the University of Findlay after High School**

Students interested in pursuing a degree from the University of Findlay must complete a [first-time freshman application](#) and submit an updated high school transcript, showing completion of junior year of high school. CCP students' UF college transcripts are automatically added to their application file. Students who have taken CCP courses through other partner institutions will need to provide those transcripts upon completion.

For more information about majors available at UF click [here](#).

Students interested in enrolling at UF can also contact Admissions for more information ([admissions@findlay.edu](mailto:admissions@findlay.edu)).

## CCP Contact Information

Rebecca Hillman, Director of College Credit Plus  
419-434-4738 [hillman@findlay.edu](mailto:hillman@findlay.edu)

## Student Resources

- [Academic Calendar](#)
- [Academic Programs](#)
- [Academic Support](#)
- [Campus Security](#)  
419-434-460 (non-emergency) or 419-434-4799 (emergency)
- [Canvas](#)
- [CORE+ Requirements](#) (general education)
- [Course Schedule](#)
- [Email](#)
- [Library](#)
- [Student Rights and Responsibilities](#)
- [Technology Services](#) 419-434-4357
- [Title IX](#)
- [Transcript Request](#)
- [Undergraduate Catalog](#) (list of all courses)
- [University Policies](#)
- [Writing Center](#)

**Appendix A: CCP Courses at Partner Schools**

<b>CCP Partner School</b>	<b>Courses Available</b>
Ada H.S.	Spanish III
Allen East H.S.	Elementary Statistics
	College Algebra
	Trigonometry
	Calculus I
	Elementary French I
	Elementary French II
	Intermediate French
	US History to 1865
	US History since 1865
Antwerp H.S.	College Writing I
	College Writing II
	General Psychology
Arlington H.S.	College Writing I
	College Writing II
Bath H.S.	Environment and Society
Benjamin Logan H.S.	Intro to the Biological Sciences
	Intro to Anatomy and Physiology
	Calculus I
	Spanish I, II, III, IV
	History of the US since 1865
	College Writing I
	Introduction to Literature

	Elementary Statistics
	College Algebra
	Intro to Sociology
	General Psychology
	General Chemistry I
	Principles of Public Speaking
Bishop Ready H.S.	Intro to the Biological Sciences
	Spanish I, II, III, IV
	Principles of Financial Accounting
	Personal Finance
	Intro to Anatomy and Physiology
	Principles of Management
	History of the U.S.
	Global History
	Elementary Statistics
	College Algebra
	Trigonometry
	Calculus
	Introduction to Literature
	College Writing I
	Principles of Marketing
	Intro to Economic Thinking
Bluffton H.S.	College Writing I
	College Writing II
	Introduction to Literature
	Principles of Public Speaking

	Teaching as a Profession
	US History to 1865
	US History since 1865
Carey H.S.	College Algebra
	Elementary Statistics
	Calculus I
	College Writing I
	College Writing II
Clear Fork H.S.	Intro to Animal Science
Columbia H.S.	Personal Finance
	Elementary French I, II
Columbus Grove H.S.	Spanish III
Crestview H.S.	College Writing I
	College Writing II
Dalton H.S.	Elementary Statistics
	College Algebra
	Trigonometry
	Calculus I
Danbury H.S.	Accounting
	Basic Chemistry
	General Chemistry
	Intro to the Biological Sciences
	Environment and Society
	Elementary Statistics
	Calculus I
Delaware Area Career Center	History of the U.S.

	Elementary Statistics
	Calculus I
	College Algebra
	Trigonometry
Eastwood H.S.	Spanish III, IV
	Basic Chemistry
	General Chemistry I
	General Physics I
	Calculus I
	Environment and Society
	Intro to Anatomy and Physiology
Edison H.S.	Spanish III
Elgin H.S.	Intro to the Biological Sciences
	Environment and Society
	History of the U.S.
Elida H.S.	Intro to the Biological Sciences
Findlay H.S.	Oceanus
	History of the U.S.
	American Politics
Hardin Northern H.S.	Introduction to Literature
	Spanish I, III
	College Algebra
	Trigonometry
	Calculus I
	College Writing I
	College Writing II

Huron H.S.	Intro to Anatomy and Physiology
Kenton H.S.	College Writing I
	Introduction to Literature
	Principles of Public Speaking
	Elementary Statistics
	College Algebra
	Trigonometry
	Calculus I
	Intro to Anatomy and Physiology
Leipsic H.S.	History of the U.S.
	Elementary Statistics
	General Physics I
	Intro to Anatomy and Physiology
Lima Senior H.S.	College Writing I
	Introduction to Literature
	Basic Chemistry
	History of the U.S.
	American Politics
Midview H.S.	Calculus I
Millstream Career Center	Intro to Healthcare Systems
Minford H.S.	Principles of Public Speaking
New Riegel H.S.	Intro to the Biological Sciences
	Intro to Anatomy and Physiology
	Accounting
	Personal Finance
	Principles of Management

	Principles of Marketing
	Approaches to Career Development
Northwestern H.S.	Principles of Public Speaking
	College Writing I
	College Writing II
	Introduction to Literature
	History of the U.S.
	American Politics
	Teaching as a Profession
	Spanish III, IV
	General Chemistry I, II
	Elementary Statistics
	College Algebra
	Trigonometry
	Calculus I
Old Fort H.S.	Intro to Anatomy and Physiology
	Oceanus
	Intro to the Biological Sciences
Ontario H.S.	Intro to Anatomy and Physiology
	Basic Chemistry
	College Writing I
	College Writing II
	Principles of Public Speaking
	Intro to Sociology
	American Politics
	Environment and Society

	Oceanus
Perkins H.S.	Intro to the Biological Sciences
	Intro to Anatomy and Physiology
	Oceanus
	Elementary Statistics
	Intro to Political Science
	International Relations
	History of the U.S.
	Intro to Sociology
	Introduction to Entrepreneurship
	Principles of Marketing
	Principles of Management
	Principles of Financial Accounting
	Personal Finance
	Principles of Macroeconomics
	Principles of Microeconomics
	Human Diversity in America
	Medical Terminology
Pike-Delta-York H.S.	Intro to Sociology
	College Writing I
Put-in-Bay H.S.	History of the U.S.
	American Politics
Rittman H.S.	Basic Chemistry
	General Chemistry I
	General Chemistry II
	Intro to Anatomy and Physiology

Smithville H.S.	General Chemistry
	Spanish III, IV
	College Writing I
	College Writing II
	Introduction to Literature
St. Francis De Sales H.S.	College Writing I
	Calculus I
	Introduction to Literature
Tiffin Columbian H.S.	Oceanus
	Environment and Society
	Introduction to Anatomy and Physiology
Upper Sandusky H.S.	History of the U.S.
	Environment and Society
	College Writing I
	College Writing II
	Principles of Public Speaking
	Elementary Statistics
	College Algebra
	Principles of Management
Wayne Trace H.S.	College Algebra
	Calculus I
	Elementary Statistics