**Current freshmen and sophomores must stop in the School Counseling Office AFTER they applied to the CCP program on the college’s website.**

**Current juniors can request their transcript through Naviance AFTER they applied to the CCP program on the college’s website ~ please follow the directions below.**

TO REQUEST TRANSCRIPTS FOR COLLEGE CREDIT PLUS (CCP)

Log into Naviance from Clever ~ just look for the Naviance icon

You will be taken to the Naviance Welcome Page

* At the home page, click Colleges then Colleges I’m Applying To
* Click the pink plus button to the right
* Under Which College are you applying to, type the **full name** of the college ~ no abbreviations. Examples: Cuyahoga Community College District, Cleveland State University, Lorain County Community College
* Under App type ~ check Regular Decision, for CSU check Rolling and the appropriate term
* Under I’ll Submit my Application ~ check Direct to the Institution
* Check I’ve submitted my application (because you should have applied to the college already)
* Click Add and Request Transcript
* Under What type of transcript are you requesting ~ Click Initial

Ignore the additional materials section

* Then scroll down and click ~ Request and Finish