

Identifying Allowable Courses and Course Sections

Level One vs. Level Two Courses: The State of Ohio defines which courses you are allowed to take during your first 15 credit hours of participation (approximately your first five courses).

- **During this time, you are limited to taking "Level One" courses.**
- The course number doesn't have anything to do whether the course is Level One or Level Two. (The state didn't choose a good term for this when they wrote the law.)
- You can view a list of AU's Level One courses here, ashland.edu/ccp-level-one.
- After you complete 15 credit hours, you may take "Level Two" courses. There isn't a Level Two list of courses. Essentially, Level Two is anything that is not classified as Level One; however, there are few courses that are prohibited. (Keep scrolling to see prohibited courses.)

Prohibited Courses:

- Remedial Courses - You must take these courses at your high school. (Examples include MATH 100, ENG 100, and ENG 110.)
- One-on-One Private Instruction - These include private music lessons or courses referred to as "independent study" or "by conference".
- Courses with Pass/Fail Grading - unless the course is in an internship or is a transferable course for all students enrolled. These might also be called "S/U" or satisfactory/unsatisfactory courses. (An example is MATH 107. MATH 107 is prohibited.)
- Physical Education Courses
- Sectarian Religion Courses - The only exception is REL 107, which is allowed. All other religion courses are prohibited.
- Courses with fees that exceed the amount set by the Chancellor.

"What is a section?" - A section is like a "class period," and colleges often offer multiple sections of the same course each semester, just like high schools do. Some sections are reserved for specific student groups to help them stay on track for graduation.

When searching for classes, you must check for BOTH of the following:

1. **Ensure the course is permitted under Ohio law** (confirm it is not prohibited and, if applicable, that it is classified as Level One if you need Level One courses).
2. **Verify the section is available to CCP students** (confirm that the section has not been reserved for another student group).

Identifying Allowable Sections



The section letters of a course will help you identify whether it is approved for CCP students.

General Population	Reserved for CCP	Specific Student Populations	Course Length
Approved for CCP Students	Approved for CCP Students	NOT Approved for CCP Students	Not Recommended
<p>Look for single letter section names: A,B,C, etc.</p> <p>English sections with a single letter, plus a "W" are allowed: AW, BW, CW, etc.</p> <p>16-week online sections with the letters "OL" are allowed. Double check the course dates to confirm!</p>	<p>Section names that contain "CCP" are allowed:</p> <p>RCCPA RCCPB OLCCP O2CCP O3CCP Etc.</p>	<p>OASA / OASB sections are prohibited.</p> <p>"R" (meaning reserved) + any letters that are not "CCP" are prohibited.*</p> <p>Sections for incarcerated students are prohibited.**</p>	<p>8-Week online courses are not recommended for CCP students.***</p> <p>Due to their accelerated pace, they are not recommended for CCP students.</p> <p>Avoid "OLA" and "OLB" sections.</p>



***The following sections are reserved for other student populations and are PROHIBITED to CCP students:**

- Typically, they begin with "R" (meaning reserved), but not always.
- Examples of **PROHIBITED** sections: **OASA, OASB**, RASHA, RASHB, RACFI, REHON, RBIOA, RBIOD, REXSA, RESXB, RNURA, RNURB, RHONB, RESIS, REFRA, REFRB, etc.

****Correctional Education (CE) Courses (for incarcerated students) are PROHIBITED:**

- Identify them by watching for "CE" or "Correctional Educourse" or "Lantern" in the catalog.
- CE section names typically have two-letters that begin with Z or L: ZA, ZB, ZC, LA, LB, LC, etc.



A Note About 8-Week Online Courses:

AU offers 16-week, 12-week, and 8-week course options. However, **CCP advisors strongly discourage enrollment in 8-week online courses**, especially for new or young students with limited high school or college experience.

- **These courses compress 16 weeks of content into 8 weeks, making them highly intensive.** Originally designed for adult learners taking one course at a time, they may not be suitable for CCP students managing a full load of high school and college courses, along with potential extracurricular commitments.
- While we won't prohibit registration for 8-week classes, we strongly recommend against it. This format is typically better suited for traditional college students with extensive college coursework experience who understand the rigor and time demands involved.
- **Excelling in online courses requires exceptional time management skills and a dedicated commitment to independent learning.** Our priority is your success, and thus, we advise avoiding 8-week courses for your initial college experience.



"Am I allowed to take summer classes?"

Technically, yes, however summer courses are almost always 8-week online courses. (See our note above about 8-week courses.) For this reason, it is often wise for new CCP students to wait until fall semester to register for classes.