



2012-2013  
Post-Secondary  
Enrollment Options  
Program (PSEOP)



Clermont College

*The power of UC  
close to home*

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**This PSEOP Handbook is also available online:**

- 1.) Go to [www.ucclermont.edu](http://www.ucclermont.edu)
- 2.) Click on *Academics* (left-hand sidebar)
- 3.) On the *Academics* page, click on the first option under the header *Special Opportunities*. This option is titled:  
High School Students- Post Secondary Enrollment Options (highlighted in red)

**For additional information, please contact:**

**Dr. Debra Clark  
PSEOP Director  
UC Clermont College  
513.732.5321  
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## INTRODUCTION

Established by Ohio lawmakers in 1989, the Post-Secondary Enrollment Options Program (PSEOP) enables qualified high school students in grades 9-12 to take college courses for which they can earn both high school and college credit.

**PSEOP Handbook:** This handbook identifies the benefits and risks often associated with PSEOP. It also highlights key policy and procedural guidelines established by both the Ohio Department of Education and the University of Cincinnati's Clermont College.

## PSEOP GUIDELINES: OHIO DEPARTMENT OF EDUCATION

All participants in PSEOP – students, parents, high schools, and colleges – must comply with specific guidelines established by the Ohio Board of Education (ODE).

### Guideline 1: Information and Counseling

- By **March 1**, high schools must provide information about PSEOP to students in grades eight, nine, ten, and eleven.
- By **March 30**, students who want to participate in PSEOP must notify their respective high schools of their intention to do so.
- Between **March 1** and **March 30** (or earlier), high schools must 'counsel' students and their parents/guardians about the benefits and risks associated with PSEOP.

### Guideline 2: Enrollment Options

Students participating in PSEOP may pursue one of two enrollment options: PSEOP Option A or PSEOP Option B.

PSEOP Option A	PSEOP Option B
Eligible students may enroll in college courses for <u>either</u> college credit <u>only</u> <u>or</u> high school and college credit.	Eligible students must enroll in college courses for <u>both</u> college <u>and</u> high school credit.
Students pay for all of the costs associated with their college enrollment, including the cost of tuition/fees, books, and materials.	The school district pays for the cost of tuition and fees. The college pays for the cost of books and approved materials.

**Guideline 3: College and High School Graduation Credit**

*PSEOP Option A:* Students determine whether or not they will receive high school credit for their college courses. This determination must be made BEFORE enrollment not after.

*PSEOP Option B:* Students *must* receive high school credit for their college courses.

**Guideline 4: Calculating Full-Time Enrollment**

The total number of semester hours that a PSEOP student may earn at UC Clermont must NOT exceed the equivalent number of Carnegie Units that the student may earn during the same academic year at his/her high school.

**1 Carnegie Unit = 5 Semester Hours**

The following table correlates the number of Carnegie units that a student plans to take at his/her high school with the corresponding number of semester hours the student may take at UC Clermont.

<b>SEVEN Carnegie Unit High School</b>		<b>EIGHT Carnegie Unit High School</b>	
<b>Number of Carnegie Units* a student plans to take at his/her high school (per year)</b>	<b>Number of semester hours the student may take at UC Clermont (per year)</b>	<b>Number of Carnegie Units* a student plans to take at his/her high school (per year)</b>	<b>Number of semester hours the student may take at UC Clermont (per year)</b>
0	35*	0	40*
1	30	1	35*
2	25	2	30
3	20	3	25
4	15	4	20
5	10	5	15
6	5	6	10
7	0	7	5
		8	0

\*Students who want to enroll for more than 30 semester hours per year MUST receive permission to do so from UC Clermont’s PSEOP Director.

The maximum amount of credit that students may earn for both their high school and college coursework is as follows:

Grade in High School	Combined high school and college coursework
Grade Nine	maximum: Four academic years
Grade Ten	maximum: Three academic years
Grade Eleven	maximum: Two academic years
Grade Twelve	maximum: One academic year

Credit Hour Conversion:

High Schools may convert the college credit hours earned by PSEOP students as follows:

- a. High schools can award one Carnegie unit for every 7.5 quarter hours or 5.0 semester hours earned. High schools can also award fractional Carnegie units proportionately.
- b. High schools can substitute college courses for high school courses based on the comparability of course content and without regard to instruction time.
- c. High schools can develop alternative conversion methods. These methods must be approved by the state superintendent of public instruction.

**Guideline 5: Non-Public School Participation**

Students from nonpublic high schools may participate in the Post-Secondary Enrollment Options Program (PSEOP).

To apply for PSEOP, nonpublic high school students must do the following:

1. By **April 1**, submit to the Ohio Department of Education (ODE) an *intent to participate* letter. ODE will mail this letter to all nonpublic schools by March 1.
2. By **no earlier than May 15 and no later than June 15**, mail to ODE an application for *Nonpublic Student Participation in Post-Secondary Enrollment Option Program (PSEOP) Option 'B'*.

By mid-April, ODE will both post the application on its website and mail multiple applications to the chief administrator at each nonpublic high school.

By **early July**, ODE will mail an award offer to all eligible nonpublic school applicants.

**For additional information about nonpublic school participation, please contact Wendy Cantrell directly at [wendy.cantrell@ode.state.oh.us](mailto:wendy.cantrell@ode.state.oh.us).**

**PSEOP GUIDELINES: UC CLERMONT COLLEGE**

In addition to satisfying the PSEOP guidelines established by the Ohio Department of Education, high school students must also satisfy the PSEOP eligibility and academic requirements established by UC Clermont.

**Eligibility Requirements**

To participate in PSEOP at UC Clermont, students must meet the following eligibility requirements:

High School Students In Grades 9 and 10	High School Students In Grades 11 and 12
<ol style="list-style-type: none"> <li>1. Students must verify that they are enrolled in Grade 9 or 10 at an Ohio high school (as of Autumn Semester 2012).</li> <li>2. Students must verify that they are in good 'academic and disciplinary' standing at their high school.</li> <li>3. Students must reside with a parent or legal guardian within commuting distance of UC Clermont.</li> <li>4. Students must possess a minimum GPA of 3.00 on a 4.00 scale as verified by both a high school transcript* and a guidance counselor's signature.</li> <li>5. Students must take UC Clermont placement tests and place into <b>BOTH</b> college-level English <b>AND</b> college-level Math.</li> </ol>	<ol style="list-style-type: none"> <li>1. Students must verify that they are enrolled in Grades 11 or 12 at an Ohio high school (as of Autumn Semester 2012).</li> <li>2. Students must verify that they are in good 'academic and disciplinary' standing at their high school.</li> <li>3. Students must reside with a parent or legal guardian within commuting distance of UC Clermont.</li> <li>4. Students must possess a minimum GPA of 3.00 on a 4.00 scale as verified by both a high school transcript and a guidance counselor's signature.</li> <li>5. Students must take UC Clermont placement tests and place into <b>EITHER</b> college-level English <b>OR</b> college-level Math.</li> </ol>

\*Rising 9<sup>th</sup> graders must submit an official copy of their 8<sup>th</sup> grade transcript/report card.

## Academic Requirements

UC Clermont expects PSEOP students to meet the following academic requirements:

<b>Matriculation Requirements</b>	<b>PSEOP students must enroll at UC Clermont as non-matriculated HIGH SCHOOL students.</b> If students want to attend UC Clermont after they graduate from high school, they must complete UC Clermont's 'regular college' admission and matriculation process.
<b>Learning Requirements</b>	<b>PSEOP students must assume responsibility for their own learning.</b> If students experience academic difficulty, they must proactively seek assistance from both their instructors and the UCC Learning Center. They should also meet with their high school guidance counselors.
<b>Attendance Requirements</b>	<b>PSEOP students must follow the attendance policies established by the instructors for the courses in which they enroll.</b>  Students must also attend their UC Clermont classes even when these classes conflict with high school breaks, holidays, and extracurricular activities.
<b>Course Requirements</b>	PSEOP students may typically register for 1000 and 2000 level courses for which they have met all pre-requisites. However, UC Clermont reserves the right to limit the number and type of courses available to PSEOP students.
<b>GPA Requirements</b>	<b>PSEOP students must maintain BOTH a semester and cumulative GPA of at least 2.00 (on a 4.00 scale) for EACH semester they are enrolled at UC Clermont.</b> Failure to do so may result in their dismissal from PSEOP.
<b>'Student Conduct' Requirements</b>	<b>PSEOP students must function as 'regular college' students</b> -- they, not their parents or guidance counselors, must manage their college responsibilities both in and out of the classroom. Toward this end, PSEOP students must comport themselves according to the guidelines established by UC Clermont's <i>Student Code of Conduct</i> . PSEOP students who violate these guidelines are subject to the same disciplinary 'actions' as regular college students.  Note: PSEOP students must also maintain good "academic and disciplinary" standing at their high school. Failure to do so may result in their dismissal from PSEOP.
<b>High School Graduation Requirements</b>	<b>PSEOP students are responsible for both knowing and meeting the graduation requirements at their respective high schools.</b> Toward this end, students must meet regularly with their high school guidance counselors.

## THE BENEFITS OF PSEOP

Students who participate in the Post-Secondary Enrollment Options Program (PSEOP) can experience many academic and financial benefits\*. A few of these benefits are listed below:

1. Students can take courses at the college that may not be offered at their high school.
2. Students can experience college life and course work *before* they must make a final decision about pursuing a college education.
3. Students can enroll in courses that both challenge and interest them.
4. Students can use this opportunity to involve their high school counselor or principal in their academic and career planning.
5. **Students can take college courses and receive both high school and college credit for these courses.** This may enable students to reduce their 'time to degree'\*\* when they enroll as 'regular' college students after high school graduation.
6. **Students can take college courses without paying for any of the costs associated with these courses.** The school district pays for the cost of tuition/fees and the college pays for the cost of books.
7. Students can explore a variety of college disciplines without concern for the cost or time involved with this exploration.

\*These benefits are listed in the Ohio Department of Education's *Guidance Resource Booklet for the Post Secondary Enrollment Option Program (PSEOP)*.

\*\*Taking randomly selected college courses will NOT reduce a student's 'time to degree'; taking college courses specifically required for a particular major will. FYI: There is only ONE common requirement for all majors at UC – English Composition – all other requirements are a function of the particular major.

## THE RISKS OF PSEOP

Students who participate in the Post-Secondary Enrollment Options Program (PSEOP) may experience several academic and financial risks\*. A few of these risks are listed below:

1. Students may experience a degree of academic difficulty that exceeds that to which they are accustomed at their high schools.
2. Students may earn grades at the college that *negatively* impact their high school 'class standing' and/or 'grade point average'.
3. **Students who attend a college and high school with different academic schedules may find themselves unable to participate in the graduation ceremonies at their high school.**
4. Students who take college courses that differ in scope and content from their high school courses may find it difficult to pass their high school proficiency and/or graduation tests.
5. Students may find it uncomfortable to take classes with college students who are often much older than they are.
6. Students who withdraw from or fail college courses may harm their ability to graduate from high school 'on time'.
7. **Students who withdraw from or fail college courses must reimburse their high school for the cost of these courses.**

\*These risks are listed in the ODE's *Guidance Resource Booklet for the Post-Secondary Enrollment Options Program (PSEOP)*.

## FREQUENTLY ASKED QUESTIONS ABOUT PSEOP UC CLERMONT

**Question: Will I be considered a University of Cincinnati (UC) student?**

**Answer: No.** As a PSEOP participant, you will enroll at UC Clermont as a non-matriculated HIGH SCHOOL student. If you wish to attend UC/UC Clermont after high school graduation, you must complete the UC/UC Clermont college admission process.

**Question: What classes should I take?**

**Answer:** You should take classes that either serve as general electives toward or subject area requirements for your high school graduation. These classes may also count toward an eventual college major.

Reminder: You and your high school guidance counselor are responsible for scheduling the high school and college courses necessary for you to graduate from high school.

**Question: What classes should I avoid?**

**Answer:** You must avoid taking classes in a subject area for which you have earned a cumulative GPA below 3.00 (on a 4.00 scale) in high school.

Typically, PSEOP students may enroll in most 1000 and 2000 level courses for which they have satisfied all pre-requisites. However, UC Clermont reserves the right to limit the number and type of courses available to PSEOP students.

**Question: Can my high school or local board of education prevent me from taking a particular course at UC Clermont.**

**Answer: No.** If you are eligible to participate in PSEOP at UC Clermont, your high school may not prevent you from either enrolling in or earning high school credit for a particular college course.

**Question: May I take evening classes? weekend classes? on-line classes? off-site classes?**

**Answer: Yes, yes, yes and yes.** As a PSEOP student, you may take a UC Clermont class in whatever format and at whatever location it is offered.

**Question: If I plan to transfer to another college, what classes should I take?**

**Answer:** If you plan to transfer to another college, you must contact that college (the college to which you plan to transfer) and ask an admission counselor or academic advisor for advice about what you should take at UC Clermont.

**Question: Can I graduate from high school and earn an associate's degree simultaneously?**

**Answer: No.** You must graduate from high school first and then apply for admission to and/or graduation from the University of Cincinnati.

**NOTE:** If you are qualified, you can graduate from high school in May and immediately apply to UC Clermont for both admission and graduation. If accepted, you must take at least one course during the summer and then, assuming you have already finished all other degree requirements, you can earn your associate's degree at the end of Summer semester.

**Question: Does PSEOP pay for summer classes?**

**Answer: No.** PSEOP funding is limited to the regular academic year (August through May). Funding is NOT available during the summer.

**Question: May I use my high school IEP at UC Clermont?**

**Answer: No.** However, UC Clermont does provide disability services for PSEOP students who meet specific eligibility requirements. For more information, please contact the PSEOP Director.

**Question: Can I still participate in high school activities such as band, drama, or athletics?**

**Answer: Yes.** According to the Ohio Department of Education, *students who are earning all of their graduation credits through enrollment in college courses have no legal requirement to be in attendance at the high school, but certainly continue to be entitled to the resources available to all students.*  
Ohio's Post-Secondary Enrollment Options Program bulletin  
Ohio Department of Education

**Question: Can I participate in extracurricular activities at UC Clermont?**

**Answer: Yes and No.** You may participate in most student organizations at UC Clermont; however, you may neither join a university-sponsored athletic team nor hold an office in a university-affiliated organization.

**Question: If I receive a grade of 'W' (official withdrawal) or 'UW' (unofficial withdrawal), what happens?**

**Answer:** According to the Ohio Department of Education, *"...public school districts must. . .recover from the student or parent all costs incurred by the district when and if a student fails to complete a college course, whether through a formal 'class drop' process or by nonattendance other than for reasons generally accepted by the school district."*  
Ohio's Post Secondary Enrollment Options Program bulletin  
Ohio Department of Education

Important:

While an official withdrawal ('W') will NOT impact your college GPA, an unofficial withdrawal ('UW') will be calculated as an 'F' in your GPA at the University of Cincinnati.

**Question: If I earn a grade of 'F' or 'NP', what happens?**

Answer: According to the Ohio Department of Education, “...*If the student does not earn a passing final grade in all courses in which the student is enrolled, the student or student’s parents will be required to reimburse the state for the amount of state funds paid to a college for any uncompleted course or failed courses.*”  
Ohio’s Post Secondary Enrollment Options Program bulletin  
Ohio Department of Education

Important:

- Earning an ‘F’ for a course can significantly lower both your college and high school GPA. To remain in PSEOP, you must maintain both a semester and a cumulative GPA of at least 2.00 (on a 4.00 scale) for EACH semester during which you are enrolled at the University of Cincinnati.
- A grade of ‘NP’ (Not Proficient) will NOT affect your GPA at the University of Cincinnati.

**Question: Do I get to keep my college books?**

Answer: **No.** As a PSEOP student, you will charge the cost of your books to a special UC Clermont Bookstore account\*. At the end of the semester (or multi-course sequence), you must return the books to the Bookstore. If you fail to do so, UC Clermont will bill you for the cost of these books and all related materials.

\*If you purchase your books through another bookstore or vendor, UC Clermont will not reimburse you for the cost of these books.

**Question: If I am “Home Schooled” can I participate in PSEOP?**

Answer: According to the Ohio Department of Education, you can not participate in PSEOP unless you pursue one of the following options:

- 1.) enroll in a traditional public school and then apply for participation in the program.
- 2.) enroll in a community school and then apply for participation in the program.
- 3.) enroll in a non-public school and then apply for participation in the program.
- 4.) enroll in a non-chartered, non-public school (i.e., an ‘08’ school) or create such a school and then apply for participation in the program.

**Question: May I defer my admission to PSEOP?**

Answer: **Yes.** You may defer your admission for one semester. To initiate a deferral, you must contact the PSEOP Director by the end of the first week of classes during the semester for which you were admitted. [The Director may require additional documents as part of the deferral approval process.]

**Question: Can my public high school require me to take a minimum number of classes at the high school before it approves my participation in PSEOP?**

Answer: **Maybe.** You can only be required to do this if every other student at your high school is subject to the same policy.

*If the school has students who are only taking one class or less than a full load of classes as defined by the school, the school cannot selectively enforce requiring a minimum number of classes be taken even if a policy specifying this requirement is in place. The example that was raised has to do with students enrolled on a part-time basis in a school for a particular class such as Driver's Education.*

*If a school has a policy in place that requires full-time enrollment or defines some minimum number of classes must be taken, and every student in the school is enrolled according to the policy, then it would be possible for the school to require that some classes be taken at the school if an equivalent full-time load is not being taken at the college through PSEOP.*

*Ohio's Post Secondary Enrollment Options Program bulletin*  
Ohio Department of Education

**PSEOP ADMISSION PROCESS  
AUTUMN SEMESTER 2012**

Deadline	Step-by-Step Process
February and March	<b>Step 1:</b> Collect and review information about PSEOP.
By <b>March 30</b>	<b>Step 2:</b> Notify your high school that you plan to participate in PSEOP sometime during the next academic year.
By <b>April 2</b>	<p><b>Step 3:</b> Work with your high school guidance counselor to complete and submit your PSEOP application materials.</p> <p><u>Remember to include the following:</u></p> <ul style="list-style-type: none"> <li>a. a properly signed application;</li> <li>b. a \$50 application fee (make check payable to the University of Cincinnati);</li> <li>c. an official transcript from every high school/college that you have attended;</li> <li>d. a course advising form (optional).</li> </ul> <p><u>Mail all materials to the following address:</u>            Dr. Debra Clark            Enrollment &amp; Student Services            UC Clermont College            4200 Clermont College Drive            Batavia, Ohio 45103</p>
April - July	<b>Step 4:</b> Take the required UC Clermont Placement Tests. [NOTE: Dr. Clark will send you a letter that identifies the testing dates available for prospective PSEOP students.]
By August	You should receive a PSEOP acceptance or denial letter.
June – August	<p><b>Step 5:</b> Attend a mandatory PSEOP Orientation.</p> <p><u>Prior to the orientation:</u> Select your 12FS course(s).</p> <p><u>At the orientation:</u> Get your confirmed 12FS schedule and learn more about PSEOP at UC Clermont.</p>
<b>August 27</b>	<b>Step 6:</b> Begin your Autumn Semester classes at UC Clermont.

**PSEOP ADMISSION PROCESS  
SPRING SEMESTER 2013**

Deadline	Step-by-Step Process
February and March	<b>Step 1:</b> Collect and review information about PSEOP.
By <b>March 30</b>	<b>Step 2:</b> Notify your high school that you plan to participate in PSEOP sometime during the next academic year.
By <b>October 2</b>	<p><b>Step 3:</b> Work with your high school guidance counselor to complete and submit your PSEOP application materials.</p> <p><u>Remember to include the following:</u></p> <ol style="list-style-type: none"> <li>a. a properly signed application;</li> <li>b. a \$50 application fee (make check payable to the University of Cincinnati);</li> <li>c. an official transcript from every high school/college that you have attended;</li> <li>d. a course advising form (optional).</li> </ol> <p><u>Mail all materials to the following address:</u>            Dr. Debra Clark            Enrollment &amp; Student Services            UC Clermont College            4200 Clermont College Drive            Batavia, Ohio 45103</p>
October – November	<b>Step 4:</b> Take the required UC Clermont Placement Tests. [NOTE: Dr. Clark will send you a letter that identifies the testing dates available for prospective PSEOP students.]
By December	You should receive a PSEOP acceptance or denial letter.
November – December	<p><b>Step 5:</b> Attend a mandatory PSEOP Orientation.</p> <p><u>Prior to the orientation:</u> Select your 13SS course(s).</p> <p><u>At the orientation:</u> Get your confirmed 13SS schedule and learn more about PSEOP at UC Clermont.</p>
<b>January 7</b>	<b>Step 6:</b> Begin your Spring Semester classes at UC Clermont.



**UC CLERMONT COLLEGE  
2012 - 2013 PSEOP APPLICATION**

ENROLLMENT OPTIONS	APPLICATION DEADLINES
<p>Check <u>one</u> option only:</p> <p>_____ <b>PSEOP Option A</b> (college credit only; student pays)</p> <p>_____ <b>PSEOP Option B</b> (high school and college credit; school district pays)</p>	<p>Circle the semester for which you are applying:</p> <p>Autumn Semester 2012: <b>April 2</b></p> <p>Spring Semester 2013: <b>October 2</b></p>

**STUDENT INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

E-Mail \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Male or Female? \_\_\_\_\_ Exchange Student? \_\_\_yes \_\_\_ no US Citizen? \_\_\_yes \_\_\_ no

**PARENT INFORMATION // PERMANENT ADDRESS (FOR STUDENT)**

First and Last Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**HIGH SCHOOL INFORMATION**

High School \_\_\_\_\_ High School District \_\_\_\_\_

Guidance Counselor \_\_\_\_\_ Phone Number \_\_\_\_\_

Grade Level as of August 2012 (circle one): 9<sup>th</sup> grade 10<sup>th</sup> grade 11<sup>th</sup> grade 12<sup>th</sup> grade

Expected High School Graduation Date: month \_\_\_\_\_ year \_\_\_\_\_

I plan to participate in PSEOP as follows (check one): part-time \_\_\_\_\_ full-time \_\_\_\_\_

Anticipated college major: \_\_\_\_\_

**Optional:** Do you have a disability that may need accommodation? \_\_\_\_\_yes \_\_\_\_\_no

**TO BE SIGNED BY STUDENT:**

I have read UC Clermont's 2012-2013 PSEOP Handbook and agree to abide by ALL of the requirements detailed in the handbook, including the requirements detailed in the Q & A section.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE SIGNED BY STUDENT:**

I understand and accept the following: 1) as a PSEOP participant, I will enroll at UC Clermont as a non-matriculated high school student, and 2) as a PSEOP participant, I will earn grades that will become part of a permanent academic record at both my high school and the University of Cincinnati.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE SIGNED BY STUDENT:**

As a condition for participating in PSEOP, I both waive my FERPA rights and authorize UC Clermont faculty and staff to provide information as they deem appropriate to my parents, my high school, the Ohio Department of Education, and other relevant agencies/organizations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name here: \_\_\_\_\_

**TO BE SIGNED BY PARENT OR GUARDIAN:**

I understand the risks associated with permitting my son or daughter to participate in the Post-Secondary Enrollment Options Program (PSEOP) at UC Clermont. In particular, I understand that should my son or daughter enroll in PSEOP Option A, I must pay for all of the costs associated with taking a course(s) at UC Clermont. I also understand that should my son or daughter enroll in PSEOP Option B and subsequently withdraw from or fail a course(s), I must reimburse my son or daughter's school district for all the costs associated with this course(s).

By signing this document, I stipulate that my son or daughter has both the academic and emotional maturity necessary to do the following: 1.) complete college course work with a grade of 'C' or better, and 2.) assume personal responsibility for managing his/her college-related activities both in and out of the classroom. [Note: PSEOP students, not their parents, are expected to interact directly with their UC Clermont instructors and PSEOP advisors.]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE SIGNED BY HIGH SCHOOL COUNSELOR OR PRINCIPAL:**

I have advised this student and his/her parents about the possible benefits and risks associated with participation in the Post-Secondary Enrollment Options Program (PSEOP).

Cumulative High School GPA (based on a 4.00 scale): \_\_\_\_\_ Class Rank: \_\_\_\_\_ Class Size: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

[Please attach a copy of the student's high school transcript. You may also include a *Course Advising* form.]

Mail this application to the following address. Please include a \$50.00 non-refundable check or money order made payable to the University of Cincinnati.

Dr. Debra Clark  
Enrollment & Student Services  
UC Clermont College  
4200 Clermont College Drive  
Batavia, OH 45103

**POST-SECONDARY ENROLLMENT OPTIONS PROGRAM  
COURSE ADVISING FORM (optional)**

If you deem it appropriate, please complete this form and submit it along with the student's application and official high school transcript.

**Student's Name:** \_\_\_\_\_

\_\_\_\_\_ The maximum number of Carnegie Units this student can earn during an academic year at your high school.

\_\_\_\_\_ The number of Carnegie Units this student plans to take at your high school during the 2012-2013 academic school year.

The following table correlates the number of Carnegie units\* that a student plans to take at his/her high school with the corresponding number of semester hours the student may take at UC Clermont.

<b>SEVEN Carnegie Unit High School</b>		<b>EIGHT Carnegie Unit High School</b>	
<b>Number of Carnegie Units* a student plans to take at his/her high school (per year)</b>	<b>Number of semester hours the student may take at UC Clermont (per year)</b>	<b>Number of Carnegie Units* a student plans to take at his/her high school (per year)</b>	<b>Number of semester hours the student may take at UC Clermont (per year)</b>
0	35**	0	40**
1	30	1	35**
2	25	2	30
3	20	3	25
4	15	4	20
5	10	5	15
6	5	6	10
7	0	7	5
		8	0

\*1Carnegie unit at the high school = 5 semester hours at UC Clermont.

\*\*Students who want to enroll for more than 30 semester hours per year MUST receive permission to do so from UC Clermont's PSEOP Director.

Please recommend several courses the student can take at UC Clermont that will either satisfy or complement the student's high school graduation requirements.

Please provide additional information that may help me better advise this student.

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Guidance Counselor's Signature

Telephone Number

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High School Name

Date

Check us out on the web at [www.ucclermont.edu](http://www.ucclermont.edu)  
or call 513.732.5200/toll-free: 1.866.446.2822.

