Postsecondary Enrollment Options Program Guidelines

http://www.uakron.edu/pseop/

IMPORTANT INFORMATION
PLEASE KEEP FOR FUTURE REFERENCE
Advantages for College-level Learning During High School:

1. Strengthening the high school curriculum and raising expectations for high school students.
2. Reducing the total number of credits needed to be earned in college.
3. Potentially reducing the time required for the baccalaureate and costs to parents, students, and taxpayers.
4. Enriching the undergraduate college curriculum by lessening the need to retake some introductory courses, consequently allowing earlier entry into more advanced courses, facilitating double majors, or permitting additional electives.

Students Receiving Dual High School/College Credit (PSEOP)

PSEOP pays for the following:

1. All tuition and instructional course fees applied to bill at time of registration.*
2. Registration fees including changes to UA course schedule if changes are due to high school schedule conflicts or initiated by a UA administrator.
3. All required textbooks and non-consumable items. Please note: All non-consumable items must be returned at the end of the term during final exam week, i.e., calculators, clickers, etc.

Students enrolled in Dual Enrollment courses instructed at the high school may be responsible for additional course or book fees which are assessed by the high school district. Please confirm fees with your district.

4. If you wish to purchase textbooks at the semester’s conclusion, you may do so.

* You are responsible for paying the $170/semester Transportation Fee if you are enrolled in 5 or less on-campus credits and wish to request a parking pass. If you are enrolled in more than 5 on-campus credits, the transportation fee will automatically assessed to your account, and it will be covered in your PSEOP expenses. All credits must be taken on the Akron campus for the transportation fee to be covered. Classes taken at Wayne College, the Medina County University Center, via Distance Learning at the high school, or Online do not count as on-campus.
Important Postsecondary Guidelines and Information:

1. PSEOP students follow The University of Akron calendar/schedule.

2. As a high school student, your attendance in all classes is mandatory the same as it is in high school, even if the instructor does not have a specific attendance policy. **Notify your instructors in ADVANCE if you must miss class.** Refer to your course syllabi for specific policies.

3. UA transcripts will be issued to the students’ respective high schools once all textbooks and non-consumable items have been returned at the semester’s end.

4. Students are welcome to avail themselves of the many speakers, concerts, and events offered at The University of Akron. However, students are NOT eligible to participate in extra/co-curricular activities such as clubs, organizations, UA varsity athletics, club sport teams, or fraternity/sorority life.

5. Students **must be at least 17 years old and be enrolled in classes on the Akron campus** to utilize the Student Recreation and Wellness Center. Students under 18 must have a parental waiver signed to utilize the facilities.

6. PSEOP students are **not** permitted to live on campus at any time.

7. Students must achieve a minimum 2.0 GPA to avoid the dismissal process.

8. If a student fails (a letter grade of “F”) or withdraws from any course(s), it is the student’s financial obligation to reimburse their school district the amount of state funds paid to the University to contribute to their tuition and fees for that course(s).

9. Drop/Withdrawal Policy: Drop = Through the end of the second week (will not show on a student’s record.) Withdrawal = Weeks three through seven (will appear on a student’s record as a “WD”.) **The deadline to withdraw from classes each semester is the end of week 7.** As a Postsecondary student, you may only drop classes through the first week without financial penalty. As noted in item #8, you may be required to reimburse your school district for any drops or withdrawals after the second week.

10. The University reserves the right to restrict enrollment in courses based on appropriate placement, advisement, and departmental consent.

11. Students are responsible for adhering to all rules and regulations of The University of Akron as published in the Undergraduate Bulletin and the Code of Student Conduct. (Distance Learning students must follow the code of conduct for both the University and the home high school.)

12. Students are encouraged to use UA academic resources, e.g., Office of Student Academic Success – Tutoring (330) 972-6552; Writing Lab, (330) 972-6548; Math Lab, (330) 972-5214; Office of Accessibility, (330) 972-7928 (www.uakron.edu/access); and University Libraries (www.uakron.edu/libraries). **The Office of Student Academic Success is located in Bierce Library, rooms 68 & 69.** E-tutoring is available for students not enrolled in classes on the Akron campus (www.uakron.edu/tutoring).

13. All questions regarding PSEOP should be addressed to Greg Dieringer, Executive Director of Student Initiatives, telephone (330) 972-7572; admissions questions should be addressed to Greg Landis, Associate Director of Admissions, telephone (330) 972-5827.
14. High School Juniors and Seniors may take a maximum of 14 UA credits per semester; high school Freshmen and Sophomores may take one course per academic semester. Seniors to Sophomores students from APS must be enrolled in at least 12 credits per semester. Students cannot exceed the total number of allowable credits between the high school and the University.

15. Seniors enrolling in classes full-time on the Akron campus can be considered for the Honors Scholars Connections Program. This unique program provides early exposure to the Honors College through enrollment in Honors sections of course and use of the Honors Complex facilities. To learn more, call 330-972-8430 or online at: http://www.uakron.edu/honors/admission/special-honors-college-programs/admission-postsecondary.dot

16. An adviser in the Center for Academic Advising and Student Success [Simmons Hall Room 205 (330) 972-7430] and your high school guidance counselor MUST approve all schedule changes and future schedules. UA registration must be done in-person, semester by semester.

17. Get a business card from your adviser and/or write down their name, number, and email address.
   My adviser is:____________________ Phone: 330-972-_________ Email: __________@uakron.edu

18. Know the names of your instructors and how to contact them (You will have a course syllabus for all of your courses which will include phone numbers, email addresses, and office hours for instructors.)

19. Your instructor has total authority for the management of the course. Any issues related to grades, attendance, etc. MUST be addressed with the instructor. Mr. Dieringer cannot override decisions made by your instructors.

20. Memorize your student ID number and UANet ID, and always remember to state that you are PSEOP student when you speak with any UA department.

21. Required textbooks are provided by the program on a loan basis, thus they MUST be returned at the end of the term by the end of exam week. Consumable items (pens, paper, diskettes, paint, film, etc.,) are your financial responsibility. (*Your district determines if there are book charges for Dual Enrollment courses.)

22. Parking: The PSEOP student is responsible for paying the $170/semester Transportation Fee if they are enrolled in 5 or less on-campus credits and wish to request a parking pass. Students must request a parking pass each semester through their online My Akron account. For the most up-to-date information on Parking and the Roo Express visit: www.uakron.edu/parking

23. Additional fees – bypass credit, repeated and/or failed courses, and withdrawals after the first week of classes are the responsibility of the PSEOP student/parents.

24. My Akron (https://my.uakron.edu/) is the online information and registration center where students can view schedules and official final grades, access UA email, and request transcripts. E-mail is the primary method of communication between the University and students, so you MUST check your UA email account frequently.

25. Springboard (https://springboard.uakron.edu/) is the web-based course management tool used by instructors to allow students to submit assignments, view and download course content, and participate in online discussions. Please note: Instructors may record grades in Springboard, but your final grades are posted in My Akron. Springboard is also not used by all instructors.

26. Semester schedules and grades will be sent to your high school and become part of your high school permanent record as well as begin your higher education permanent record. All subsequent colleges/universities will require an official copy of your UA transcript when you apply (A written request for transcripts must be submitted to the Office of the Registrar in Simmons Hall.)

27. You must reapply in your senior year to continue your enrollment and be considered for admission as a new freshman at The University of Akron.
As a PSEOP student, you are encouraged to use the services available to you in *My Akron* such as viewing grades and viewing your schedule. You will not be able to use the WEB enrollment feature of *My Akron*. You will see a hold on your record like the one below. This hold only prevents you from WEB registration (adding/dropping courses). It does not affect any other services.
Book Information for Postsecondary Students

• Postsecondary Students receive all REQUIRED textbooks and non-consumables for free. (*Your district manages book distribution for Dual Enrollment courses at the school.)

• The Barnes and Noble bookstores located in the Student Union on the Akron campus and at Wayne College are the ONLY bookstores affiliated with the PSEO program.

• All PSEOP students (including distance learning students) are responsible for getting their own books at the University bookstores.

• Required materials such as course packets from the DocuZIP center in the Student Union must be purchased out-of-pocket, but receipts can be submitted for reimbursement.

• Students may highlight and write in books, but markings should not excessive. Books must be returned in re-sellable condition.

• You must have your Zipcard with you to pick-up and return books. (If your parents are returning your books for you, they must also have your Zipcard.)

• STUDENTS ARE REQUIRED TO RETURN ALL TEXTBOOKS AND NON-CONSUMABLES TO THE BOOKSTORE BY THE END OF FINALS WEEK!!

• Books being kept for a subsequent semester must be noted on the Book Return Form.

• If you do not return your books on time, your transcripts will be held and you will be charged.

• You may purchase your books at the end of the term if you desire.

• The common reading book, Orange is the New Black, can be included with your books if it is required for your classes.

• Please contact the bookstore prior to any visit to confirm their hours of operation. (The bookstore has limited hours on Fridays and weekends.)

Barnes and Noble Bookstore
First Floor, Student Union
303 E Carroll Street
Akron, OH 44325-4605
Phone: (330)972-7624

Wayne College Bookstore
Student Life Building
1901 Smucker Road
Orrville, OH 44667-4605
Phone: (330)684-8920

The University of Akron is an Equal Education and Employment Institution
**IMPORTANT NEW FRESHMAN RE-APPLICATION INFORMATION**

Students enrolled in the Postsecondary Enrollment Options Program must reapply during their senior year of high school to be considered for admission as a new freshman. You are not required repay the $45 application fee or the $125 confirmation fee. However, once you have been admitted as a new freshman, you must confirm your “Intent to Enroll” at UA, and you will be required to attend a freshmen orientation program.

You will receive new freshman application information in October of your senior year. Please reapply by November 1 or February 1 in order to be considered for the Honors College and scholarship opportunities. Many previous PSEOP students have received top scholarship awards.

To reapply as a new freshman please submit the following credentials:

1. Undergraduate Application for Admission
2. Official High School Transcripts
3. ACT or SAT scores (if retaken since applying for PSEOP)

If you plan to re-take the ACT or SAT in the future, please have those updated scores sent directly to UA. The University of Akron’s ACT code is 3338, and the SAT code is 1829.

**DEADLINES**

- **November 1 – Early Application Deadline**
  - Early consideration for the Honors College and academic scholarships.
  - Notification regarding admission into the Honors College and scholarship awards is sent in January.

- **February 1 – Regular Application Deadline**
  - Consideration for the Honors College and academic scholarships.
  - Notification regarding admission into the Honors College and scholarship awards begins the end of February.

- **March 1 – University-Wide Scholarship Deadline**
  - Students must submit all credentials and be admitted by the deadline.

- **March 1 – Priority FAFSA Deadline**
  - Submit the Free Application for Federal Student Aid (UA’s FAFSA code is 003123)

- **May 15 – Housing Contract Deadline**
  - Submit Housing Contract for priority consideration for residence hall and roommate selections.
  - $150 down payment must accompany the housing contract (refundable until May 15th)

**IMPORTANT PHONE NUMBERS**

- PSEOP Coordinator: Greg Dieringer: 330-972-7572
- PSEOP Admissions: Greg Landis: 330-972-5827
- Office of Admissions main number: 330-972-7100
- Student Success Center Office: 330-972-7066
- Academic Advisement Center: 330-972-7430
- Office of Student Financial Aid: 330-972-7032
- Honors College: 330-972-7966

**PSEOP Website**

[http://www.uakron.edu/pseop/](http://www.uakron.edu/pseop/)
Transfer of Credits to Another Institution

All subsequent colleges/universities will require an official copy of your UA transcript when you apply. *(You may request a transcript through My Akron)*

Failure to disclose that you have attended The University of Akron could be considered as falsification of your record, and a college/university could deny you admission.

Each college/university establishes their own policy for the transfer of credits. However, all state universities and community colleges in Ohio have established articulation agreements which facilitate the transfer of credits.

You can visit the Transferology website at [www.transferology.com](http://www.transferology.com) to investigate how your credits may transfer to other institutions. This website is a self-advising tool which provides course equivalencies from one institution to another. In addition to using this resource, you should call any institutions you are considering for clarification on their transfer policies.

Transferology – [www.transferology.com](http://www.transferology.com)