

UNOH UNIVERSITY OF
NORTHWESTERN OHIO



Post-Secondary Education Option

Ohio Residents Only

2014-2015

University of Northwestern Ohio's Post-Secondary Options Program

The Post-Secondary Option Program allows appropriately qualified high school students the opportunity to participate in college-level courses while still attending high school. Students enrolled in this program receive credit for college-level courses that may also be applied to fulfilling high school graduation requirements. Students may participate in the program fall, winter, and spring quarters.

SAVE \$ ON YOUR COLLEGE EDUCATION

A student who participates in the University of Northwestern Ohio's Post-Secondary Options Program can save up to \$250 per credit hour taken and there is no cost to the students who participate in this program. If the student decides to drop a class after the first week of the quarter he/she will be responsible for paying any bills for that class.

ELIGIBILITY CRITERIA

- High school juniors and seniors should have a 3.00 g.p.a. to participate.
- High school freshmen and sophomores should have a 3.5 g.p.a. to participate
- The above g.p.a. may be waived with recommendation from the student's guidance counselor.
- The minimum g.p.a. that The University of Northwestern Ohio will accept for any student is 2.5.
- Ohio resident, eligible to participate in the Ohio Post-Secondary Options Program

TRANSFER CREDITS

Students who wish to transfer these credits to another college or university must contact that institution directly. The University of Northwestern Ohio will assist if necessary. The University of Northwestern Ohio is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and authorized by the Ohio Board of Regents, thus allowing many of your credits to transfer to other institutions.

PROGRAM SERVICES

- English, math and keyboarding placement tests are available at no charge and need to be taken prior to enrolling in an English, math or keyboarding course. If ACT test scores for Math and English are above 18 the placement tests are not required.
- Proficiency tests for other business and general education courses are available at a cost of \$50.00 each.
- Students may take up to two courses per quarter.
- Additional credit may be earned through an articulation agreement.
- Grades are available online each quarter for both Virtual College and Traditional students.
- Grades are sent to the high school counselor each quarter.

COLLEGE OF APPLIED TECHNOLOGIES

There are a number of business-related classes available that may be taken as a Post-Secondary Option student and transferred to the College of Applied Technologies. These classes may be taken by either the Virtual College or Traditional method.

PSEOP students wanting to enroll in a Tech Lab class are required to complete and pass all available business courses associated with their program prior to enrolling in a Tech lab class.

Students are permitted to take only one Tech Lab session per year, taking AU123 Electrical & Electronics I as their first course. This course may be taken during the March or May afternoon session (1:00 p.m.-6:00 p.m.), and it is on a space available basis.

In addition to the above requirements the student must also receive approval from the Dean of the College of Applied Technologies to be accepted as a PSEO student in a Tech Lab class.

DELIVERY METHODS

Virtual College

- Students are required to successfully complete UN100 First Year Experience the first quarter. In addition to this course they may elect only one other course the first quarter. Upon successful completion of the course(s) (the student must earn a C or better), the student may then elect to take up to two courses in the following quarters.
- Students engage in coursework via the internet.
- Students must have access to the internet and the recommended software.
- Students are required to maintain weekly contact with their instructor(s).
- Tests are normally taken with the guidance counselor or librarian at the student's high school.

Traditional

- Students will attend regularly scheduled classes.
- Students may take up to two classes each quarter.

BOOKS

Virtual College

Books will be mailed to the student. If the student does not continue the course, the book must be returned to the University of Northwestern Ohio.

Traditional

Books will be available about one week before classes begin at the Bookstore. If the student does not continue the course, the book must be returned to the University of Northwestern Ohio

UNIVERSITY OF NORTHWESTERN OHIO CALENDAR

Fall 2014

September 15 – November 26, 2014

Winter 2015

January 5 - March 18, 2015

Spring 2015

April 7 – June 17, 2015

Fall 2015

September 14 – November 25, 2015

CHECKLIST FOR POST-SECONDARY ENROLLMENT OPTION PROGRAM

- University of Northwestern Ohio Application for Enrollment form
- Post-Secondary Registration Form
- Student needs to notify his/her school to send us an official copy of the high school transcript.
- Letter of recommendation from the high school counselor if high school g.p.a. is below g.p.a. required by the University of Northwestern Ohio

The student will need to complete the forms and mail them to:

**Catie Adams, Administrative Assistant
Post-Secondary Option Program
University of Northwestern Ohio
1441 North Cable Road
Lima, OH 45805**

Additional information including course descriptions, college and university requirements, degree details and much more is available at our website www.unoh.edu.

Questions, comments, or assistance is available by contacting:

Catie Adams, Administrative Assistant at (419) 998-8440 or e-mail at cadams1@unoh.edu

or

David Henkle, Educational Relations at (419) 998-8889 or e-mail at dhenkle@unoh.edu

POST SECONDARY EDUCATION OPTION COURSE OFFERINGS

March 26, 2014

Course No. Previous course number is in ()	Course Name	Credit Hours	Fall	Win	Spr	Prerequisites
BU109	Customer Service	3		•		
BU115	Contract Law	5	•	•	•	
BU120	Introduction to Business	3	•	•		
CO179	Introduction to Human Communication	3	•	•	•	
DP150*	Spreadsheet Applications	3	•	•	•	MH169 OR MH190
EN070	Basic English	3	•	•	•	GRADED S OR U PLACEMENT TEST MUST BE TAKEN UNLESS PROFICIENCY OR TRANSFER CREDIT IS RECEIVED.
EN180	Composition I	5	•	•	•	ENO70 OR PR
KY080	Keyboarding for Beginners	2	•	•	•	GRADED S OR U PLACEMENT TEST MUST BE TAKEN UNLESS PROFICIENCY OR TRANSFER CREDIT IS RECEIVED.
KY146	Keyboarding I	5	•	•	•	KY080
MA121	Principles of Management	5	•	•	•	
MH065	Review Math	3	•	•	•	GRADED S OR U PLACEMENT TEST MUST BE TAKEN UNLESS PROFICIENCY OR TRANSFER CREDIT IS RECEIVED.
MH169	Business Math	5	•	•	•	MH065
MH190	Algebra	5	•	•	•	MH065
MT150	Principles of Marketing	5	•	•	•	
MT160	Professional Selling	3	•	•	•	
MT245	Integrated Marketing Communications	5	•	•	•	MT150
PY177	Introduction to Psychology	3	•	•	•	
UN110	First Year Experience	2	•	•	•	
UN220	Introduction to Diversity Issues	3	•	•	•	
WP138*	Introduction to Word Processing Applications	3	•	•		KY080

COLLEGE OF BUSINESS CLASSES THAT TRANSFER TO THE COLLEGE OF APPLIED TECHNOLOGIES

Diploma

CO179 Introduction to Human Communication
 EN070 Basic English
 MH065 Review Math
 MH169 Business Math
 UN110 First Year Experience
 WP138 Introduction to Word Processing Applications

*If you take DP150 and WP138 you will receive credit for DP153 in the College of Applied Technologies.

Associate Degree

CO179 Introduction to Human Communication
 EN070 Basic English
 EN180 Composition I
 MH065 Review Math
 MH169 Business Math
 PY177 Psychology
 UN110 First Year Experience
 WP138 Introduction to Word Processing Applications

*If you take DP150 and WP138 you will receive credit for DP153 in the College of Applied Technologies.

If the student does not know what his/her degree will be, we suggest taking the following courses as they are required for most degrees.

CO179 Introduction to Human Communication
 EN070 Basic English
 EN180 Composition I
 KY080 Keyboarding for Beginners
 MH065 Review Math
 MH169 Business Math
 PY177 Psychology
 UN110 First Year Experience
 UN220 Introduction to Diversity Issues
 WP138 Introduction to Word Processing Applications

(Courses offered each quarter and prerequisites are subject to change.)

Application for Enrollment Post-Secondary Option

Please Print

Section I—to be completed by student

<u>Name: First, Middle, Last</u>		<u>Sex</u> M or F	<u>Social Security Number</u>							
<u>Address</u>		<u>City</u>		<u>State</u>						
<u>Zip</u>		<u>Phone Number</u> ()								
<u>Birthdate</u>		<u>E-Mail Address</u>								
<u>High School Attending</u>		<u>Career Center, if applicable</u>		<u>Graduating Year</u>						
I intend to pursue a degree at: • UNOH (circle your choices) <table style="margin-left: 100px; width: 80%; border: none;"> <tr> <td style="text-align: center; width: 50%;"><u>College of Business</u></td> <td style="text-align: center; width: 50%;"><u>College of Applied Technologies</u></td> </tr> <tr> <td style="text-align: center;">Associate</td> <td style="text-align: center;">Associate</td> </tr> <tr> <td style="text-align: center;">Bachelor</td> <td style="text-align: center;">Bachelor</td> </tr> </table> <ul style="list-style-type: none"> • Another college • I am undecided. 					<u>College of Business</u>	<u>College of Applied Technologies</u>	Associate	Associate	Bachelor	Bachelor
<u>College of Business</u>	<u>College of Applied Technologies</u>									
Associate	Associate									
Bachelor	Bachelor									
<u>Counselor:</u>			<u>School Phone:</u>							
Planned Quarter of Enrollment: Year _____ ___ Fall ___ Winter ___ Spring										
<u>Student Status:</u>		<u>Delivery Method:</u>		<u>Option:</u>						
<input type="checkbox"/> New <input type="checkbox"/> Returning		<input type="checkbox"/> Traditional <input type="checkbox"/> Virtual		<input type="checkbox"/> A—College credit only <input type="checkbox"/> B—High school and college credit						

Date _____ Applicant Signature _____

Date _____ Parent/Guardian Signature _____

The University of Northwestern Ohio admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs. The current college catalog serves as the official document for all university policies.

Post-Secondary Registration Form

To be completed by student

Student:		Home Phone:		
Home Address:		City:		State:
E-Mail:		High School:		
Counselor:		School Phone:		
<input type="checkbox"/> Traditional		<input type="checkbox"/> Virtual College		

Please look over the schedule of courses offered and consult the catalog for your particular course requirements. Check to see if you have completed all prerequisite courses. If you have any questions, contact Catie Adams, Administrative Assistant, Post-Secondary Education Option Program, at (419) 998-8440.

List the course(s) you wish to take and if you are a traditional student be sure to include the section number as well as the course number. Keep one copy for the counselor, give one copy to the student, and return the original to Catie Adams, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805.

Course #	Credits	Section #	Course Description	Fall	Wtr.	Spr.
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To be completed by the counselor:

Carnegie Units Available at the High School _____

Carnegie Units student has scheduled at the High School _____

H. B. 282 Students must have a 3.0 grade point average in high school in the subject they wish to take at the Post-Secondary Institution.

Student's GPA in the subject he/she wishes to take at the University _____

The student and the counselor are responsible for the scheduling of courses to meet high school graduation requirements.

By signing this form I recommend the above student be allowed to take Post-Secondary Education Option classes with the University of Northwestern Ohio.

Counselor's signature

Date

To be completed by student:

The information on this application is complete and accurate to the best of my knowledge. I understand that I am responsible for keeping my application updated. I understand that falsification on the application is grounds for admission refusal or dismissal from the university. With the signing of this contract, I agree to abide by all of the university's rules and regulations, including allowing UNOH to send my grades each term to my high school.

Student's Signature (circle grade) 9th 10th 11th 12th

Date

Traditional students may take up to two courses each quarter.
Virtual College students are required to complete successfully "First Year Experience" their first quarter.
Virtual College students may take only one course the first quarter in addition to "First Year Experience". Upon successful completion of the course (the students must earn a C or better), they may then elect to take two courses in following quarters.