

# APPLICATION PACKET

for **post-secondary enrollment**

## Hamilton Campus 2009-2010

This application is in three parts:

**Part 1:** Post-secondary enrollment options application

**Part 2:** High school application verification

**Part 3:** Academic advising plan

All applicants must submit Parts 1, 2, and 3 to complete the application.

For fall semester consideration, all credentials must be on file by May 1; for spring semester, by November 1.

All deadlines are strictly enforced.

### To apply for admission:

Before an admission decision can be made, your application to Miami needs to include:

- Application parts 1, 2, and 3 completed and signed (original signatures only).
- Your PSEOP application fee: a non-refundable check or money order for \$35 made payable to Miami University. Please put the applicant's name on the check.
- Official high school transcript and current class schedule. A middle school grade report is required for applicants currently enrolled in 8th grade.
- Official ACT/SAT test scores (optional).
- Letter of recommendation (for participation during 9th and 10th grades).

Mail these materials to: **Miami University Hamilton  
Office of Admission and Financial Aid  
1601 University Blvd.  
Hamilton, OH 45011**

*NOTE:* PSEOP regional campus requirements and fees differ from the Oxford campus requirements and fees. Students must apply to the campus where they plan to enroll if accepted.

### Questions?

Hamilton campus: Office of Admission and Financial Aid 513-785-3111

### Post-secondary enrollment options (PSEOP)

Miami University is committed to fulfilling the spirit and letter of the State's program for Post-Secondary Enrollment Options. To be truly successful and beneficial, all those involved (schools, parent/guardians, students, and Miami University) must work together to identify students who are intellectually and emotionally capable of succeeding in the university environment.

Participation in this program is not intended to replace course work available at the high school, but rather to enhance the educational opportunities available to students while in high school.

There are two options available for students under this program:

- Option A: college credit only; financial responsibility (tuition, fees, and books) rests with the student and his/her parent or guardian.
- Option B: college/high school credit, the State reimburses the university.

## Requirements for Hamilton campus admission

1. For each academic year (two semesters), apply and have all credentials on file by May 1 for fall semester admission consideration; for spring semester, apply by November 1. All deadlines are strictly enforced. Continuing students must submit the Academic Advising Plan form every term.
2. The Post-Secondary Enrollment Options Program is limited to the fall and spring semesters of the academic year. For students interested in continuing in the summer sessions, please contact the Office of Admission at 513-785-3111.
3. Students must commute from the home of their parent/legal guardian.
4. A \$35 non-refundable fee must be paid by the applicant and accompany each application for admission to the post-secondary program.
5. Academic performance:

### Requirements for participation during 12th grade

- Completion of 13 of the 16 state minimum college preparatory units.
- 3.25 cumulative grade point average.
- Place “college ready” in at least two out of three areas (one being reading) of the COMPASS English, Math and Reading assessment program.
- **Optional:** If a student has taken the ACT or SAT test and scores at or above a 21 ACT composite or 1000 SAT (critical reading and math only) they will only be required to take the math portion of the COMPASS assessment.

### Requirements for participation during 11th grade

- Completion of 9 of the 16 state minimum college preparatory units.
- 3.25 cumulative grade point average.
- Place “college ready” in at least two out of three areas (one being reading) of the COMPASS English, Math and Reading assessment program.
- **Optional:** If a student has taken the ACT or SAT test and scores at or above a 21 ACT composite or 1000 SAT (critical reading and math only) they will only be required to take the math portion of the COMPASS assessment.

### Requirements for participation during 10th grade

- Completion of 5 of 16 state minimum college preparatory units.
- 3.25 cumulative grade point average.
- Place “college ready” in at least two out of three areas (one being reading) of the COMPASS English, Math and Reading assessment program.
- Limited to one class per semester.
- Letter of recommendation from a teacher in the subject area in which the student wants to take a PSEOP course attesting to superior academic ability and maturity level.
- **Optional:** If a student has taken the ACT or SAT test and scores at or above a 21 ACT composite or 1000 SAT (critical reading and math only) they will only be required to take the math portion of the COMPASS assessment.

### Requirements for participation during 9th grade

- Superior academic performance in all academic areas.
- Letter of recommendation from a teacher in the subject area in which the student wants to take a PSEOP course attesting to superior academic ability and maturity level.
- Place “college ready” in at least two out of three areas (one being reading) of the COMPASS English, Math and Reading assessment program.
- Limited to one class per semester.
- **Optional:** If a student has taken the ACT or SAT test and scores at or above a 21 ACT composite or 1000 SAT (critical reading and math only) they will only be required to take the math portion of the COMPASS assessment.

## Part 1: Post-secondary application: Miami Hamilton Campus

Pull out these white pages (3-6) and send in as one unit. Please don't cut them apart. Please return to the Hamilton campus along with the \$35 application fee.

**Deadlines:** Fall Semester - May 1      Spring Semester - November 1      **Deadlines are strictly enforced.**

**1 Check only one:** ☐ Option A, college credit only      ☐ Option B, college credit and high school credit

**2** \_\_\_\_\_  
Last name (legal)      First name(legal)      Middle (full)      Previous name(s) if any

**3** \_\_\_\_\_  
Permanent address, number, and street

**4** \_\_\_\_\_  
City      (County, e.g. Butler, Hamilton)      State      Zip code (5 or 9 digit)

**5** \_\_\_\_\_  
Telephone (area code)      E-mail address (if available)

**6** Sex: ☐ Female ☐ Male

**7** \_\_\_\_\_  
Date of birth (month/date/year)

**8** \_\_\_\_\_  
Social Security number

**9** Citizenship: ☐ Citizen of the United States of America      ☐ Non-US citizen  
Country of citizenship: \_\_\_\_\_ Visa Type: \_\_\_\_\_  
If you are applying as a **permanent resident**, you must supply a copy of your **Resident Alien card** with this application.

**10** Are you an Ohio resident? ☐ Yes ☐ No (If you are applying as an Ohio resident, but you are not living in Ohio or are not attending an Ohio high school, include with this application an explanation of why we should consider you an Ohio resident.)  
Have you lived in Ohio for the previous consecutive 12 months? ☐ Yes ☐ No

**11** Miami University welcomes students from all ethnic and racial backgrounds. If you would like to be identified as a member of a particular race or ethnic group, please check one box next to the group with which you mostly closely identify. (optional)

<input type="checkbox"/> African American/Black	<input type="checkbox"/> Mexican American, Chicano
<input type="checkbox"/> American Indian or Alaska Native (Please specify tribe affiliation) _____	<input type="checkbox"/> Native Hawaiian, Pacific Islander
<input type="checkbox"/> Asian American (Please specify country of origin) _____	<input type="checkbox"/> Puerto Rican
<input type="checkbox"/> Asian, including Indian Subcontinent (Country) _____	<input type="checkbox"/> White or Caucasian
<input type="checkbox"/> Hispanic, Latino (Country) _____	<input type="checkbox"/> Other (Specify) _____

**12** Current student status: ☐ Eighth grade ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

**13** \_\_\_\_\_  
City and state of birth

**14** \_\_\_\_\_  
Contact in case of emergency      Relationship      Telephone (area code)

**15** \_\_\_\_\_  
High School      Telephone (area code)

\_\_\_\_\_

City	County	State	Date of graduation
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\_\_\_\_\_

School district	Principal	Counselor
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**16** Requested starting date: ☐ Fall semester ☐ Spring semester      Year: \_\_\_\_\_

Have you previously applied to this program? ☐ No ☐ Yes      When? \_\_\_\_\_

Office use only      Dec \_\_\_\_\_ Fee \_\_\_\_\_

## Instructions

Before your application can be considered, the original signatures of the student, parent or legal guardian, and principal or counselor are required.

### To be signed by the student:

I have been advised and understand all the options available to me under the Post-Secondary Enrollment Options Program. I understand that all grades earned in courses taken at Miami University will become part of my academic record and will be permanently maintained at the university. Furthermore, I understand that my academic records and personally identifiable information concerning my financial and academic records can be released to my high school, and/or parent(s)/legal guardian. Furthermore, I certify that all information in my application is factually true and honestly presented.

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

### Other required information

1. Have you ever been found responsible for a disciplinary violation at an educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution? ☐ Yes ☐ No
2. Have you ever been convicted of a misdemeanor, felony, or other crime? ☐ Yes ☐ No

If you answered “Yes” to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.

I authorize all secondary schools I’ve attended to release all requested records and authorize review of my application for the admission process indicated on this form.

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

### To be signed by the parent or the legal guardian:

I have had all the options and ramifications of the Post-Secondary Enrollment Options Program explained to me, and I fully understand them. I further understand my financial obligation should my son or daughter withdraw or stop attending any class.

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

### Check list: return to Miami University Office of Admission:

- ☐ Application Parts 1, 2, and 3 completed and signed (original signatures only).
- ☐ Your application fee: a non-refundable check or money order for \$35 made payable to Miami University. Please put the applicant’s name on the check.
- ☐ **Official** high school transcript **sent directly from the high school** or, for eighth grade, an **official** grade report showing extraordinary academic ability.
- ☐ **Official** ACT or SAT report. (optional)
- ☐ Letter of recommendation (for participation during 9th and 10th grades) from a teacher in the subject area that the student wants to take a college course.
- ☐ Current class schedule.

## Part 2: High school application verification

Name \_\_\_\_\_

Social Security number \_\_\_\_\_

### To be signed and completed by your counselor or principal:

I have fully advised this student and his or her parents of all the available options and ramifications involved in the Post-Secondary Enrollment Options Program. It is my opinion that this student has the academic background and maturity necessary to complete college level course work.

Name \_\_\_\_\_ Title \_\_\_\_\_

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

School \_\_\_\_\_ Telephone (area code) \_\_\_\_\_

### Please complete the following questions:

Student's grade point average (on a 4 point scale): \_\_\_\_\_ Weighted GPA ☐ Yes ☐ No

Please attach a signed, official transcript (or grade card for 8th grade) showing grades of all course work completed as well as listing courses in which the student is currently enrolled.

### List dates (past or future) when the following tests were taken (optional):

ACT scores: \_\_\_\_\_ English \_\_\_\_\_ math \_\_\_\_\_ reading \_\_\_\_\_ sci-reas \_\_\_\_\_ composite \_\_\_\_\_ Date: \_\_\_\_\_ month \_\_\_\_\_ year

SAT scores: Critical Reading \_\_\_\_\_ Math \_\_\_\_\_ Date: \_\_\_\_\_ month \_\_\_\_\_ year

Please attach an official ACT/SAT score report (optional).

### Carnegie Unit information

1. Number of periods in high school day (exclusive of lunch) \_\_\_\_\_

2. Number of Carnegie Units of credit the student plans to take at the high school in the upcoming year \_\_\_\_\_

### Comments (optional):

**Part 3: Academic advising plan** This form must be completed each semester of enrollment.

Sections A and B should be completed in consultation with a high school representative. Section C must then be completed in consultation with a Miami University representative before permission to register will be given. This form must be signed by the student, parent/guardian, and high school representative and submitted at the time of application.

Name \_\_\_\_\_ Social Security number \_\_\_\_\_

School \_\_\_\_\_

Academic year \_\_\_\_\_ Semester \_\_\_\_\_

**Section A**

Option:    A. College credit                      B. College/high school credit

High school plan:

Number of courses \_\_\_\_\_ Units \_\_\_\_\_

College plan:

Number of courses \_\_\_\_\_ Credit hours \_\_\_\_\_

What is the maximum number of college (semester) credit hours the student can take? \_\_\_\_\_

**Section B**

Course enrollment options (in order of priority):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



Signature of high school representative

Title \_\_\_\_\_ Date \_\_\_\_\_



Signature of student



Signature of parent/guardian

Date \_\_\_\_\_

Date \_\_\_\_\_

**Do not fill out this section. It will be completed later by Miami University Advising Office.**

**Section C**

Course selections:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



Signature of Miami academic advisor

Date \_\_\_\_\_

## Orientation and course registration

Miami University will mail information about assessment and orientation/registration programs. First-time PSEOP students must take the COMPASS assessment and all students, including continuing PSEOP students, are required to attend the orientation/registration program. Course scheduling is subject to availability and appropriate course placement testing.

During the orientation/registration session, Miami will provide a list of approved courses, developed in consultation with academic departments, which may be taken under this program. In general, Miami Plan Foundation courses will be available. In all classes, students will be expected to follow all stated prerequisites. Ninth and 10th grade participants may enroll in only one academic course per semester on a space-available basis. Eleventh and 12th grade participants may take more than one course depending on their high school schedule and qualifications for the program.

To continue in the program, all participating students must maintain a 2.0 Miami cumulative g.p.a. and meet the high school unit and g.p.a. requirements. Participants must reapply for admission for each fall of the academic year that they wish to continue enrollment.

Students in this program will be expected to know and follow all rules and regulations as outlined in the Miami University Student Handbook.

## Commonly asked questions

### **I attend a non-public school. Can I participate in PSEOP under Option B?**

For non-public students, the cost of the program is covered by a specified amount as determined by the Ohio legislature. Once accepted by an Ohio college or university, the non-public school student must submit a preliminary application form (Form SF-PS 140NPP) with a copy of the college letter of acceptance prior to enrollment to the Ohio Department of Education, Office of School Finance area office. The application form won't be processed without the college letter of acceptance. Financial support is available on a first come-first served basis. If funds are available, the student will be notified within three weeks. If funds are not available, the non-public student, non-public school, and college will be notified within one week.

### **I am an Ohio resident but I am home-schooled. Can I participate in PSEOP?**

Students must be enrolled in a public or private school to be eligible for PSEOP. (Please note: "enrollment" is different from "registering" as a home-schooled student with your local board of education.) If you are enrolled, but you do not attend school, you will need to submit additional materials for admission review of your educational background. For specific requirements, please contact the Office of Admission at 513-785-3111.

### **Do I need to complete a separate application for admission to the Post Secondary Enrollment Options Program at the Oxford campus?**

Yes, you must complete a separate application for admission to each campus. Please note that PSEOP admission criteria are not the same for the Oxford and regional campuses. For more information, contact admission personnel at your campus.

### **Are all classes available to high school students?**

No, courses and programs are limited to the approved PSEOP course list. Many will require prerequisite knowledge and skill. Eligible courses are open on a space-available basis in this program. Contact Hamilton advising for details at 513-785-3129.

### **Must I submit a complete application for each semester I want to enroll?**

No, if you are enrolled and registered in the fall, you don't need to reapply for the spring semester of the same academic year; however, you are required to submit Part 3 of the application and meet with the program adviser in order to register for each term. For each new academic year (beginning in the fall), you must submit a complete application by May 1. If after being accepted and enrolled for the fall term, you are unable to register for classes, your application will be inactivated and you must apply for the spring term.

### **How do I remain eligible for the program?**

You must maintain a 2.0 cumulative grade point average (g.p.a.) in your Miami courses and also maintain the high school g.p.a. requirement. You must take all courses for a letter grade.

### **Can I enroll in both Post-Secondary Option A and B at the same time (for two different courses)?**

No, you must select either Option A or B for each semester enrolled. However, you can apply in a following semester and change options at that time. You may not change options after registering.

*continued on next page*

**How do I register?**

After your application receives final approval, Miami University Hamilton will send you COMPASS assessment and orientation/registration information.

**If I enroll under Option A, when are my fees due?**

Your fees are due when you register.

**Am I eligible to take part in ROTC programs, intercollegiate athletics, and extracurricular organizations? Can I receive financial aid from Miami University?**

No, you must be a full-time matriculated Miami University student to be eligible.

**What are the risks involved in enrolling under either Option A or B?**

**Grades:** You will have a permanent college transcript. You may be required to submit that transcript to all future colleges to which you apply for admission. Poor performance in this program may jeopardize future college admission.

**Course availability:** The availability of your preferred course cannot be guaranteed. At the time you are eligible to register for courses, the course may be closed, or the section offered at the time you prefer may not be available. You should have a full high school schedule as a backup.

**Is there a particular risk when enrolling under Option B?**

Yes. If you stop attending class or withdraw from a course, your school district may require that you pay all standard tuition and fees that all college students are required to pay. Universities outside of the State of Ohio may not accept credit earned under Option B, and private colleges or universities will vary on this issue.

**If I have been academically dismissed from the Post-Secondary Enrollment Options Program, can I ever be eligible to be readmitted?**

Students who have been dismissed are eligible to be considered for readmission after a two-semester absence from the program.

**Does acceptance into this program mean that after I graduate from high school I will be automatically admitted to Miami as a regular undergraduate student?**

No. The Post-Secondary Enrollment Options Program student is not a regularly enrolled (matriculated) Miami student. However, we encourage students to apply for regular admission to the campus of your choice by submitting the application fee and all required documentation. When you graduate from high school or earn a GED, you can be admitted as a matriculated student at the regional campus. If you choose to apply to the Oxford campus, your application will be given the same consideration as any other applicant.

**After I graduate from high school, if I'm accepted for admission to Miami's Oxford campus, will I be eligible to live in an upperclass residence hall?**

No, if you apply to live in university housing, you will be placed in a first year residence hall regardless of the number of college credits you have earned.

**Are there special admission requirements for foreign exchange or international students?**

Yes, students from non-English speaking nations or foreign schools must submit acceptable TOEFL scores. Please make sure to register for this test well in advance of your PSEOP application since Miami usually receives TOEFL scores from the testing agency about six to eight weeks after you have taken the test.

**For how many semesters may I take PSEOP courses?**

If you remain eligible and make satisfactory progress throughout the program, you may participate for a maximum of four academic years. If you start participating at the beginning of the 9th grade, you may do so for four full years; if you start participating at the beginning of 12th grade, you may do so for one full year. Eligibility to participate does not carry over from one year to the next.



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