

**GUIDANCE RESOURCE BOOKLET  
POST-SECONDARY OPTIONS PROGRAM  
STUDENT GUIDE**

**A. INTRODUCTION**

If you are a ninth, tenth, eleventh, or twelfth grade student, the Post-secondary Enrollment Options Program provides you with an opportunity to take classes at eligible post-secondary institutions. These institutions include community colleges, post-secondary vocational technical institutions, state universities, and many private colleges and universities.

The purpose of the program is to promote rigorous academic pursuits and to provide a wider variety of options to high school students.

You and your parents may have several questions about this program. This guide can help answer some of them. For more help in deciding whether this opportunity is right for you, check with your guidance counselor or principal.

**B. HOW THE PROGRAM WORKS**

1. You may enroll in post-secondary, nonreligious courses under this program if you are an eligible Ohio ninth, tenth, eleventh or twelfth grade student. If you are a ninth grader, you may enroll for up to twelve quarters, eight semesters, or the equivalent of four academic years. If you are a tenth grader, you may enroll for up to nine quarters, six semesters, or the equivalent of three academic years. If you are an eleventh grader, you may enroll for up to six quarters, four semesters, or the equivalent of two academic years. If you are a twelfth grader, you may enroll for up to three quarters, two semesters, or the equivalent of one academic year. If you are in the middle of a year, your eligibility will be prorated.
2. There are two options related to the type of credit that you elect at the time of your enrollment in a college course. Option “A” allows you to choose to receive post-secondary (college) credit only. Option “B” allows you to choose to receive high school credit and post-secondary credit.
3. By March 1, in the years that you are an eighth, ninth, tenth or eleventh grade student, your high school will provide you and your parents with general information about the program.
4. You and your parents should ask the high school for counseling assistance.

5. By March 30, you must notify your high school if you intend to participate in the program in the following school year. If, for some reason, you change your decision about participating after March 30, you should notify your district immediately. After March 30, if you have not notified your high school and you wish to participate, you will need special permission from your school district superintendent.
6. Before you enroll in any courses, you and your parents must sign a statement indicating that you received information about the program and are aware of your responsibilities regarding the program. If you are 18 or older, only your signature will be required.
7. You must be admitted by an eligible post-secondary institution. The post-secondary institution you want to attend may have special entrance requirements you must meet before you can take courses there. Additional information regarding eligible post-secondary institutions may be obtained at the following web-site address:  
**[http://www.regents.state.oh.us/visit\\_campuses.htm](http://www.regents.state.oh.us/visit_campuses.htm)**
8. You will have to decide whether to take a course for secondary (high school) and post-secondary (college) credit or for post-secondary credit only. If you take more than one course, you may take some for post-secondary credit only (Option "A") and some for secondary and post-secondary credit (Option "B").
9. Your high school determines the number of high school credits you receive for post-secondary courses taken for secondary credit. This is determined by a formula as established by the Ohio Department of Education.
10. If you choose to take the course for post-secondary credit only, you will pay for the cost of tuition, textbooks, materials, and fees (Option "A").
11. If you choose to take the course for secondary and post-secondary credit, the cost of tuition, textbooks, materials and fees will be paid for you (Option "B"). You may need to pay for equipment which you keep such as tools or calculators. You will receive post-secondary credit from the institution where you took the courses. If you decide to enroll in another post-secondary institution, you may request the institution to transfer these credits.
12. You may attend a post-secondary institution either full-time or part-time.
13. If you are eligible to graduate from high school early, you still can participate in this program for the rest of your senior year. An early graduate is a student who has completed the graduation requirements before the normal period of time.
14. You may apply to your local school district to be reimbursed for transportation expenses you incur under the program. The State Board of Education has established guidelines to determine eligibility. No funds are available for room and board.

### **C. DECIDING TO PARTICIPATE**

Before you decide to participate in the program, you and your parents should consider the following points:

1. Future Plans If you plan well, this program can assist you in making future education and career decisions and in exploring post-secondary education opportunities.
2. High School Graduation Even if you participate in this program, you still must meet your high school graduation requirements in order to earn a high school diploma. Review the requirements and your academic standing with your high school counselor or principal. Make sure that the number and types of courses you take will meet local graduation requirements. You should keep in mind that the grades you earn in post-secondary courses may affect your grade point average, and may affect your eligibility to graduate and scholarship opportunities.
3. Scheduling Participating in this program on a part-time basis means that you must schedule classes at your high school and at a post-secondary institution. Yearly schedules and vacation times usually are different between the two. Sometimes it may be difficult or impossible to take the courses you want at both schools because of scheduling conflicts.
4. College-level work You may find college-level classes to be more accelerated and academically challenging than high school courses. You need to be able to work without supervision and have self-discipline both academically and socially. Be sure you are ready for these responsibilities.
5. Transportation If you attend classes at both a high school and post-secondary institution, you need to think about transportation between the two schools. Be sure you can make arrangements to get to classes on time.
6. Extracurricular Activities If you take part in this program, you will not be in your high school full-time. You may not be able to participate in some high school activities as a result of your enrollment in post-secondary courses.

### **D. PROGRAM ADVANTAGES**

The program could benefit you in several ways:

1. You have the opportunity to take courses that may not be offered by your high school.
2. You have a chance to experience college-level work and college life prior to making a final decision about post-secondary education.
3. You can take classes that academically challenge you or that cover areas of particular interest to you.

4. You and your parents can use this opportunity to involve your high school counselor or principal in your education and career planning.
5. You can take college courses and receive both secondary (high school) and post-secondary (college) credits.

#### **E. POTENTIAL RISKS**

These are some possible disadvantages to participating in this program:

1. You will have increased responsibility for learning.
2. You could have increased financial obligations for your education if you choose Option “A” or if your college course requires special tools or equipment. Participation may decrease the time you have available for part-time employment.
3. You may have reduced opportunities or time for participating in high school activities (athletics, music, band, etc.).
4. Your grades in your college course(s) could affect your high school grade point average and class standing which also could affect scholarship opportunities.
5. You will need to plan for increased time to travel to and from the post-secondary institutions and increased time for study.
6. Due to different school year schedules, you may not be eligible to participate in your graduation ceremony.
7. Scope or content of the college course may differ from high school courses as well as the content of the high school proficiency tests.
8. There is no guarantee that you will get the courses that you want.
9. You may experience some social discomfort when with older students at social functions.
10. If you fail to withdraw from a college course it may affect the credits you need to graduate from high school.
11. If you withdraw from a course your parents may have to pay the costs of the course.

## **F. STEPS TO FOLLOW**

If you are interested in participating in the program, you will want to talk to your parents, your high school counselor and a representative of the post-secondary institution you plan to attend. Do this as far in advance of your possible post-secondary enrollment as possible. Remember, you need to notify your district of your intent to participate, by March 30, if you plan to enroll next year. Follow this process each time you enroll in post-secondary courses:

1. Discuss your plans with your parents.
2. Meet with your high school guidance counselor to discuss the program and how it might fit with your educational and personal goals. If you decide to participate, you and your parents or guardian must sign a statement indicating that you have received information on the program and are aware of your responsibilities. Once you have completed and signed this form, you need to obtain an official, current high school transcript. (A transcript is a photocopy of your grades notarized by your high school.) Failure to provide all the information and the required signatures required may delay your registration at the post-secondary institution. Additional information regarding eligible post-secondary institutions may be obtained at: [http://www.regents.state.oh.us/visit\\_campuses.htm](http://www.regents.state.oh.us/visit_campuses.htm)
3. Meet with the post-secondary institution's admissions staff. Take your transcript with you to this meeting.
4. Complete the necessary post-secondary admission and registration forms. Be sure to contact your counselor if you made course changes from your original plan when you registered.
5. Verify the number of high school credits you will receive from post-secondary courses with your high school.

## **G. WITHDRAWAL**

If you decide you will no longer participate in the program before the term has ended, you must file withdrawal forms with the post-secondary institution and meet with your high school counselor to develop a new course schedule. Failure to file the necessary forms may result in a failing grade. Withdrawal from the post-secondary course will result in a financial obligation for your parents.

## **H. CONCLUSION**

This guide should have helped answer some of your questions about the Post-secondary Enrollment Options Program. Think carefully about the advantages the program gives you and your decision to participate. Talk it over with your parents. If you have more questions, see your guidance counselor or principal.

**POST-SECONDARY COUNSELING REQUIREMENT  
RULE 3301-44-03**

1. The program is open to incoming freshmen through seniors.
2. If you are accepted by an eligible Post-Secondary Institution you may enroll in any non-religious course. You must meet their entrance requirements.
3. You may take the course for college credit only (OPTION A) or for college and high school credit (OPTION B).
4. If you take the course for college credit only (OPTION A), you and your parents are responsible for all tuition, books, materials and other expenses.
5. You must notify the high school guidance department by March 30<sup>th</sup> if you intend to participate. If you miss this deadline and wish to participate, special permission must be obtained.
6. The high school credits you will receive for the college courses will be decided by the high school. If you disagree with the decision, you may appeal to the State Board of Education.
7. If you choose to take the courses for high school and college credit, the cost of tuition, books, materials and fees will be paid for you. You may be required to pay for any equipment that you keep, such as tools, calculators, etc.
8. You will receive Post-Secondary credit at the institution you attend. If you decide to enroll in another Post-Secondary institution, you may request the institution to transfer these credits.
9. You may attend a Post-Secondary institution either full time or part time.
10. If you are eligible for early graduation, you may still participate for the remainder of your senior year.
11. You may apply to be reimbursed for transportation if you meet the guidelines established by the State Board of Education.
12. The grades earned at the Post-Secondary institution will be averaged into your grade point average at the high school. This may change your class rank, or eligibility for honors, recognition and/or scholarships.
13. If you fail to complete the Post-Secondary courses because you drop the course or fail to attend, our school's policy requires that you and your parents repay the school for all expenses.

**POST-SECONDARY COUNSELING REQUIREMENT**  
**Rule 3301-44-03**

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

High School: \_\_\_\_\_

Student Name: \_\_\_\_\_

For the current school year, the student is eligible to participate in the number of instructional periods listed below:

\_\_\_\_\_ First Semester

OR

\_\_\_\_\_ Fall Quarter

\_\_\_\_\_ Second Semester

\_\_\_\_\_ Winter Quarter

\_\_\_\_\_ Spring Quarter

\_\_\_\_\_ TOTAL HOURS

\_\_\_\_\_ TOTAL HOURS

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

I have read and understand the rules of the Post-Secondary program. I have received counseling regarding them. I accept and agree to abide by them.

\_\_\_\_\_  
Student's printed name

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Parent's signature (students under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor's signature

**POST-SECONDARY ENROLLMENT OPTIONS PARTICIPATION**  
**Rule 3301-44-03**

Date: \_\_\_\_\_ \*(No later than March 30)

School: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

\* Unless special permission is received from the Superintendent.

This is to serve as notification that I intend to participate in the Post-secondary Enrollment Options Program. I understand that it is my responsibility to notify my school if I do not gain post-secondary admission or fail to participate for some other reason.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_