

The Program

The Post-Secondary Enrollment Options Program (PSEOP) at Cleveland State University is designed to provide qualified high school students with the opportunity to gain valuable college life experience and earn credit while supplementing their high school college preparatory curriculum. Cleveland State University has found that motivated and dedicated high school students who participate in this program profit immensely from the opportunity to interact with college students, faculty and staff, and experience first-hand the benefits and advantages of a metropolitan university. *PSEOP is intended to complement rather than replace the high school preparatory curriculum.* Students who qualify for the program may enroll in college courses under one of the two options.

Post-Secondary Enrollment Options

- Option A:** The student takes courses for college credit only and is responsible for payment of all tuition, books and fees.
- Option B:** The student takes courses for college and high school graduate credit. Tuition, books and fees are paid through Ohio Department of Education funds.

Application Packet Contents to Complete and Return

This packet contains all of the necessary forms for application to PSEOP at Cleveland State University.
All forms must be completed and returned in their entirety.

PSEOP Application Materials:

- Completed Application Form (including Parts 1, 2, 3 and 4)
- Official High School Transcript
- Official ACT and/or SAT test scores if not posted on high school transcript (PLAN and PSAT scores will be accepted)
- A \$30 non-refundable application fee (Students will only pay one application fee to Cleveland State and will not be charged an application fee when they apply to pursue a bachelor's degree)

Ninth grade participants must also include:

- Official copy of most current report card
- Two letters of recommendation. One from a guidance counselor and one from a teacher which indicate strong academic skills and the maturity to function on a college campus.
- Student essay answering the following question: Why do you want to participate in the PSEO Program? Include an explanation of what you hope to accomplish at Cleveland State University (300-600 words).

Return Application Packet to:

Cleveland State University
Application Processing Center
Office of the University Registrar
2121 Euclid Avenue, UC 400
Cleveland OH 44115-2214

Application Deadlines:

April 1 – for a decision by early May
May 1 – final deadline for Fall Semester
November 1 – final deadline for Spring Semester

Contact information at Cleveland State University:

Undergraduate Admissions: Courtney Graham (216) 687-9336 c.graham59@csuohio.edu

Admission Criteria

To ensure that students succeed in PSEOP at Cleveland State, applicants must meet the following admission requirements in order to participate:

- 3.4 GPA
- ACT (or PLAN) minimum scores of 22 on each section AND a 22 composite, OR SAT (or PSAT) minimum scores of 520 on each section (total of 1040 on the old test or 1560 on the new test).

Home schooled students must be enrolled in an eligible school in order to participate in PSEOP. Whether or not the student must attend classes at the high school is determined by his or her individual school district.

Orientation

Once admitted, students are required to attend a PSEOP orientation session to introduce them to Cleveland State and to provide vital information about the program and the University. Information regarding this orientation will be forwarded following admission to the program.

Course Selection and Registration

The course selection process for PSEOP students is a collaborative effort between the student, the high school counselor and the Cleveland State PSEOP advisor. Your high school guidance counselor is required to complete your academic advising plan. Cleveland State is on a semester system that consists of fall and spring semesters, each lasting 15 weeks. You must register for new classes prior to the start of each term that you attend.

Maximum Course Loads

Cleveland State University reserves the right to limit the number of credit hours a PSEOP student may enroll in each semester. The limits are as follows per semester:

- Seniors: May enroll in up to four courses per semester.
- Juniors: May enroll in up to two courses per semester.
- Sophomores and Freshmen: May enroll in one course per semester.

These are the Cleveland State University course maximums for PSEOP students. However, your high school district may also restrict the number of courses you take through PSEOP. Your high school counselor should be consulted about any additional restrictions.

Placement Examinations

English and Math: In order to determine the appropriate course level, students who wish to enroll in English and mathematics courses at Cleveland State are required to take the placement exams. Students who meet minimum Cleveland State standardized test requirements may be exempt from taking these placement exams.

Foreign Language: Students who have taken French or Spanish at the high school level, and wish to continue by taking upper level classes in the same language, must take a placement test. Students who have taken any foreign language other than French or Spanish will need to consult with the Modern Language department to determine placement.

Course Registration

All Cleveland State University PSEOP students will meet with a PSEOP advisor prior to registration. Course registration is done on a space-available basis. PSEOP students will register for their courses following the main registration period for current Cleveland State students. Details of this process will be provided during orientation.

Academic Standards

PSEOP students must complete course work with a minimum grade of C (2.0 GPA) or better and maintain an overall 2.0 GPA or better to remain in the program. PSEOP students in the tenth and eleventh grades with a 2.0 GPA or better will be permitted to continue in the program with permission of their high school guidance counselor.

Student Schedules and Grade Reports

Students have access to their schedules, mid-term grades and final grades via the CampusNet system. Students can log on to CampusNet from the Cleveland State University homepage, located at www.csuohio.edu, using their student ID and password. From this system, students can view and print class schedules (in standard and grid form), as well as unofficial transcripts. At the end of each semester, an official transcript will be mailed to the student's high school counselor.



Cleveland State University

Cleveland State University

Part 1: PSEOP Application

Please type or print clearly.

Application for Post-Secondary Enrollment Options Program (PSEOP) (Please check one).

FOR OFFICE USE

Date

Fee

☐ **Option A:** *College Credit only.* The student is responsible for payment of all tuition, books and fees.

☐ **Option B:** *High School and College Credit.* Tuition, books and fees are paid through Ohio Department of Education funds.

NAME			Social Security Number	
Last	First	M.I.	/	/
Street Address			Apt. #	City State Zip
Home Telephone Number (Include Area Code)			E-Mail address	
<input type="checkbox"/> Male	<input type="checkbox"/> Female	How long have you been at this address? _____ Date of Birth ____/____/____		
U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			If no, what country? _____ If no, what visa? _____	
Current Grade: <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th				
What semester(s) will you be taking classes at Cleveland State? (check all the apply) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer				
Please check one of the following (Optional)				
<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> African American or Black <input type="checkbox"/> Hispanic/Latino				
<input type="checkbox"/> Caucasian/Non-Hispanic Origin <input type="checkbox"/> Other <input type="checkbox"/> Unknown				
Person to contact in case of emergency. Parent/Guardian				
NAME				
Last	First	M.I.		
Street Address			Apt. #	City State Zip
Home Telephone Number (Include Area Code)			Business Telephone (Include Area Code)	

Part 2: PSEOP Certification Form

To be Signed by the Student

I have been advised by my high school counselor and fully understand all of the options available to me under PSEOP. I fully understand that if I choose **Option A** (college credit only) that I assume responsibility for all costs associated with enrollment including tuition, fees, textbooks, materials, supplies, etc. If I choose **Option B** (high school and college credit), the home school district and college funding provisions of the Ohio Department of Education will assume the cost of tuition, textbooks, material and fees associated with enrollment.

I understand that all grades earned at Cleveland State University will be a part of my permanent academic record. I verify to the best of my knowledge the information given by me on this application is accurate and complete. I understand that any misrepresentation may be cause for denial or cancellation of admission. I authorize each high school that I have attended to release academic information to Cleveland State University.

Signature of Student _____ Date _____ Telephone (____) _____

To be Signed by Parent/Legal Guardian

I fully understand all the options and ramifications involved in the participation in PSEOP. Furthermore, I understand that under **PSEOP Option B**, should my son/daughter fail or withdrawal from any course, I may be held financially responsible for the cost of tuition, text books, materials and fees associated with my child's enrollment. I give permission to Cleveland State University to exchange education records with my child's institution.

Signature of Parent or Legal Guardian _____ Date _____ Telephone (____) _____

Part 3: Academic History To Be Completed by High School Counselor

High School _____

Anticipated Date of Graduation from High School: Month _____ Year _____

Number of Academic periods in your high school day excluding lunch (1 block = 2 periods): _____

Does your high school have any restrictions regarding the number of college credits taken each year as a PSEOP student? ☐ Yes ☐ No

If Yes, what is the limit? _____

I. Grade Point Average

Weighted GPA _____ on a _____ scale. Unweighted GPA _____ on a _____ scale.

II. Transcript Request

An official transcript should be sent with this application.

III. College Entrance Examination Scores

☐ **ACT:** Composite Score _____ English _____ Science and Reasoning _____ Math _____ Reading _____

PLAN: Composite Score _____ English _____ Science and Reasoning _____ Math _____ Reading _____

☐ **SAT:** Critical Reading _____ Math _____ Writing _____

PSAT: Critical Reading _____ Math _____ Writing _____

IV. Recommendation Letters (2) *Incoming Freshman Only*

Name of Guidance Counselor Recommending _____

Name of Teacher Recommending _____

Part 4: Academic Advising Plan To Be Completed by High School Counselor

Instructions: This information will enable the PSEOP advisor to provide accurate advice regarding specific courses the student should enroll in at Cleveland State University. Please note that students must not have a full schedule during the school day in order to take college classes under PSEOP Option B. (One Carnegie Unit (CU) is equal to five college credits.)

Subject	CU's required	Number of CU's completed at end of this year	CU's to be taken at high school during PSEOP year	CU's to be taken at Cleveland State during PSEOP year
English	4			
Math	3			
Social Science	3			
Natural Science	3			
Science Lab	1			
Visual/Perform Arts	1			
Foreign Language	2			

I have fully advised the student and his/her parents/guardian of all the available options and ramifications involved in PSEOP. As the student's counselor, I understand it is my responsibility to monitor the student's progress towards high school graduation requirements and to assist the student with course selection each semester the student enrolls in courses at Cleveland State University. It is also my observation and opinion that the student possesses the maturity and academic ability to complete college level coursework.

Printed name of Guidance Counselor _____ Date _____

Signature of Guidance Counselor _____ Telephone (____) _____