

**Lakeland Community College
Post-Secondary Enrollment Options (PSEO)
Student Handbook**



What is the Post-Secondary Enrollment Option Program?

Lakeland's Post-Secondary Enrollment Options Program offers qualified high school seniors and juniors the opportunity to enroll at Lakeland on a part-time or full-time basis, and earn college credit which may also be used to fulfill their high school graduation requirements.

The intent of this program is to offer a broad range of college level courses which provide educational opportunities not typically available in high school. Admission to this program is limited to high school students who have clearly demonstrated the ability to handle college-level work.

There are two options for participating in PSEO:

Option A: Student pays for tuition, books and fees. Student may receive high school and college credit or college credit only.

Option B: High school pays for tuition, books and fees. Students receive high school and college credit.

Students in Option B may attend Fall and Spring semesters only. If they wish to attend Summer semester, they must pay for their tuition, books and fees.

PSEO Advisors

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How do I apply for the program? (Criteria for participation)

Interested students and their parents should inquire about their high school's application policy for the PSEO Program, and may be required to attend a high school-sponsored Informational Program, which is typically held sometime between January and March 31 each year. Then, students must:

1. File a PSEO application with Lakeland, which includes high school guidance counselor, parent and student signatures.
2. Submit high school transcripts verifying a 3.0 cumulative GPA. Final grade cards are required at the end of the marking period if the cumulative GPA on the transcript is currently below 3.0.

NOTE: A student MAY NOT enroll in any specific college course through PSEO if the student has taken high school courses in the same subject area as that college course and has failed to attain a cumulative grade point average of at least 3.0 (or equivalent) in such completed high school courses.

3. Students must take the COMPASS Placement Test (see pg. 4 for details) and achieve a minimal placement level of ENGL 1110 and MATH 0950; or achieve an ACT minimum score of 21 in Math and 22 in English; or achieve an SAT minimum score of 500 in Math and 550 in English. (**Restrictions apply regarding Math courses at Lakeland. See page 4 for details.)
4. Acceptance letters are sent out once all items are received.
5. Students and parents attend a registration session to schedule classes.

Attendance

PSEO students must attend their classes at Lakeland Community College if college classes are in session, even if their high school has a snow day, a holiday or is on holiday break. Individual instructors determine the attendance policy for their classes; there is no uniform attendance set by the college. Attendance is encouraged at all classes or laboratories for maximum student achievement. Students should inform their instructors IN ADVANCE if they know they will need to miss a class and arrange for any make-up work that may be necessary.

Grades

PSEO Students may access their grades online at my.lakelandcc.edu or may request a copy of their unofficial transcript at the Admissions office. Most high schools also post these grades on the student's high school report card and transcript. Please refer to the current Lakeland Community College catalog for more information.

Compass Placement Testing

Testing is done by appointment ONLY. Make your reservation at lakelandcc.edu/pseo.

Starting the first week of March, Compass exams for PSEO students will be administered:

Monday 3:00 pm and 5:30 pm
Wednesday 3:00 pm

Testing is done via computer, it is not timed, and measures ability in the areas of English and Mathematics. Calculators are permitted for the math portion of the test. Students may use any four-function, scientific, or graphing calculator on any COMPASS Mathematics test, **excluding:**

- A. pocket organizers
- B. handheld or laptop computers
- C. electronic writing pads or pen-input devices
- D. models with a QWERTY (typewriter) keypad (although calculators with letters on the keys are permitted as long as the keys are not arranged in QWERTY format.)
- E. models with built-in capability to simplify algebraic expressions, multiply polynomials, or factor polynomials (examples: TI-89, TI-92)

****Recommended calculator is a TI-83 or lower model number**

NOTE: Students may take the Compass test three (3) times for admission into the PSEO program. If a student does not achieve appropriate scores after 3 attempts, they will not be permitted to participate for the upcoming semester.

Students who do not place into MATH 1650 after two attempts MUST take MATH 0950 during summer semester and successfully complete it if they wish to take any Math courses at Lakeland.

Visit the ACT website at www.act.org/compass for sample test questions.

Math Classes at Lakeland

PSEO Students must place into MATH 1650, College Algebra, or higher, in order to take Math classes at Lakeland. Although the criteria for admission into the PSEO program only requires students to place into MATH 0950, Intermediate Algebra, students must take Math classes at their home high school if they do not place into MATH 1650 or higher. (Please see Compass testing restrictions on page 4.)

Students who have not taken Algebra II at the high school level will not be permitted to take MATH 1650, unless they take MATH 0950 during the Summer semester and successfully complete it. If a student takes an equivalent Math course at another college, they are still required to take the Compass test at Lakeland to obtain their math placement level.

Math courses at Lakeland differ greatly from high school Math courses. The Math Department offers these guidelines and suggestions for students taking college level Math courses.

Helpful Hints:

- 1) Take responsibility for keeping up with your homework. Make sure YOU find out how to do it.
- 2) Spend MORE time studying per week. You do more learning OUTSIDE of class.
- 3) Tests may seem harder because they cover more material.
- 4) Even if you were a good mathematics student in high school and did not need to study, you will need to study for a college level mathematics course.
- 5) Each class meeting is precious - so try to attend every one of them. If you must miss a class, communicate with your professor in person, by phone, or via email. YOU ARE RESPONSIBLE for learning the material you missed on your own or with a tutor.

Study Time:

You may have heard a rule of thumb about studying; *at least two hours of study time per class hour*. However, this may not be enough!

- ❖ You need to take as much time as you need to do all of the homework and to obtain complete understanding of the material.
- ❖ Form a study group and go over homework together.
- ❖ The more challenging the material, the more time you should spend working on it.
- ❖ Take advantage of the FREE tutoring in the Learning Center (A1044) as well as the unlimited FREE tutoring in the Mathematics Resource Center (A3028).

What courses should I take?

Students may take one or all of their classes at Lakeland. Students must receive approval of their Lakeland schedule from their high school counselor prior to the start of each semester via the PSEO Registration Worksheet. Course selection and scheduling are done with the assistance of the high school counselor and PSEO Advisors. **PSEO students may NOT register for classes Online during their first semester.**

NOTE: A student MAY NOT enroll in any specific college course through PSEO if the student has taken high school courses in the same subject area as that college course and has failed to attain a cumulative grade point average of at least 3.0 (or equivalent) in such completed high school courses.

Most PSEO students want to take classes that will easily transfer to other state institutions. Please refer to the college catalog Associate of Arts and/or the Associate of Science transfer modules to ensure transferability. Students must earn a grade of aC@ or better to transfer courses. You may also wish to look up courses at **www.transfer.org**.

An *example* of a typical full-time schedule for a junior PSEO student, Fall semester, in PSEO *might* look like this:

	Semester Hrs
ENGL 1110 English Composition I	3
HIST 2100 U.S. History: Colonization through Reconstruction	3
MATH 1650 College Algebra	5
PSYC 1500 Intro to Psychology	3
CHEM 1100 Elementary Chemistry	4

An *example* of a typical full-time schedule for a NEW PSEO senior student, Fall semester, in PSEO *might* look like this:

	Semester Hrs
ENGL 1110 English Composition I	3
POLS 1300 U.S. National Government	3
SOCY 1150 Principles of Sociology OR PSYC 1500 Psychology	3
BIOL 1510 Principles of Biology OR ITIS 1005 Computers	4 or 3
PEHR 2118 Volleyball	1

High school students who participate in the PSEO Program on a FULL TIME basis are required to take a MINIMUM of 5 classes, which is typically between 14 - 18 semester hours.

What courses should I take? (continued)

Many students choose to take a part time schedule of one to four courses at Lakeland. The challenge is in scheduling these courses. The total number of courses between the high school and Lakeland cannot exceed the number of periods in the day. A student should try not to exceed 6 total classes.

An *example* of part-time schedules follow:

Junior - Fall Semester

<u>HS Class</u>	<u>LCC Class</u>
Chemistry	ENGL 1110
Band	HIST 2100
Spanish 3	
Algebra	

Senior - Fall Semester

<u>HS Class</u>	<u>LCC Class</u>
Band	ENGL 1110
Life After Grad	POLS 1300
	PSYC 1500

Junior - Spring Semester

<u>HS Class</u>	<u>LCC Class</u>
Chemistry	ENGL 1120
Band	HIST 2200
Spanish 3	
Algebra	

Senior - Spring Semester

<u>HS Class</u>	<u>LCC Class</u>
Band	ENGL 1120
Other Elective	HUMX 1100
	SOCY 1100

Students are encouraged to discuss the courses they intend to take at LCC with their parents and high school counselors, and plan a tentative schedule. The students can then present this tentative schedule at the onsite registration sessions with Lakeland PSEO advisors. Students must use the a **Registration Worksheet for Post Secondary Enrollment Options Program** to list their chosen classes. Signatures are required on this form from the student, parent and counselor. Parents must complete the medical information requested on the reverse side of the form. (This does not have to be done every semester unless information has changed.)

ALL SCHEDULES MUST BE APPROVED AND SIGNED BY THE HIGH SCHOOL COUNSELOR.

*****This ensures that the student is meeting all of their high school requirements.*****

Can I make changes to my schedule?

Changes to a student's schedule must be approved by the high school counselor and special forms are provided for this purpose. **PSEO students are permitted to make changes to their schedules during the first and second weeks of the semester ONLY, as long as the changes have been approved by the counselor and the appropriate forms are completed.**

Starting the third week of the semester, students must see a PSEO Advisor if a change is necessary. **Students will be required to reimburse their high school if they drop a class from the third week through the ninth week of the semester.**

What if I am having trouble in my class(es)?

Students should speak with their teacher/professor as soon as possible when they are experiencing difficulty with the coursework. Free professional tutoring is available for all students via *The Learning Center* in A1044 (440) 525-7019. Students may receive one half hour of free, professional tutoring per week for EACH class that they are enrolled in. (i.e., A student taking 3 classes and needing tutoring assistance in all three would have 3 separate hours of tutoring per week.) The tutors are paid by the college, and the student and tutor meet in the Learning Center at the same scheduled time each week. Learning Center hours during Fall and Spring semesters are:

Monday through Thursday: 8:00 a.m. to 9:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m.

Saturday: 10:00 a.m. to 2:00 p.m.

Students are also encouraged to speak with a PSEO Advisor regarding the difficulties they are experiencing.

Withdrawing from a class

Students who decide to withdraw from a class may do so only with their high school counselor's permission. Students who withdraw from a class after the second week will have WD recorded on their Lakeland transcript. After the ninth week, no withdrawal is permitted unless the student has documentation which indicates that attendance is not possible for medical or employment reasons and/or the individual instructor gives his/her consent in writing. **High school counselors must ALWAYS approve any withdrawals.** PSEO students who withdraw from a class after the second week will be required to

reimburse their school for the cost of the class.

Some high schools maintain a policy that awards an F on the high school transcript when students withdraw from a Lakeland class after the second week.

Books

The cost of books is covered for all PSEO students participating in Option B. However, only books listed as REQUIRED on a course syllabus are covered. Books listed as RECOMMENDED or OPTIONAL are not covered under PSEO Option B and students wishing to purchase them must use their own funds.

Books purchased under PSEO Option B remain the property of Lakeland Community College, and are reissued to future PSEO students (no duplicate billing to the high schools). **Students must return all books purchased under PSEO Option B to the Admissions Department at the end of each semester, or they will not receive grades, transcripts, or books for the following semester.**

In order to receive books under PSEO Option B, students must have returned their signed Registration Worksheet (green form) to the Admissions office. Students must check with the Admissions office to see if books are available for their particular classes prior to going to the Lakeland Bookstore.

Students participating in Option A must purchase their own books and may sell them back to the Bookstore at the end of the term.

Students who drop a class must return books purchased at the bookstore directly to the bookstore with their receipt in order to receive credit on their account.

**No optional supplies, such as art supplies, cameras, film, study guides, etc. are covered under PSEO Option B.

Calculator Rental

Some Math classes require special calculators, and the Math Dept. has a small supply of these calculators available to rent during the semester on a first-come, first-served basis. Lakeland Math instructors will have information on calculator rental. PSEO does not cover purchasing or renting calculators.

Parent Access to Information

Once a student enrolls at Lakeland, he/she is protected under FERPA (Family Educational Rights and Privacy Act) regarding their student records. PSEO Advisors are not permitted to share information regarding a student's attendance, grades, etc. with parents unless the student is present or has given written permission. This also applies to faculty members sharing information on the academic progress of PSEO students with his/her parent(s). Most faculty will not discuss these topics with parents.

Campus Services

Athletic and Fitness Center (AFC): PSEO students are eligible to use the AFC as long as they are enrolled in 1 credit class during the semester. A Lakeland student ID must be obtained at the Welcome Center in the AFC, and periodically via the mobile ID Center located in the Admissions/Financial Aid hallway.

Breaker's Dining Services: Complete dining services are available in Breakers Dining Hall and other coffee shops on campus.

Campus Police: Campus police personnel are available 24 hours per day, seven days a week, by dialing 911 on any college telephone, or by following the instructions on any college pay phone, or using an emergency call box located in college parking lots. Campus police are state university law enforcement officials who have authority equal to any Ohio peace officer. Campus police can assist with common student problems such as locking keys in the car, battery jumping and escort service.

Campus Shuttle Bus: Campus shuttle service hours are: Monday through Thursday from 7:15 a.m. to 11 p.m., Friday from 7:15 a.m. to 1:30 p.m., and Saturday from 7:15 a.m. to 12:30 p.m. Pick up and drop off points are the Clocktower, Nursing Drive on the north side of C Bldg., the T-Bldg. east traffic circle, and the traffic circle on the south side of E Bldg.

Computer Labs: Open computer labs are located throughout the campus and are available for use by any current Lakeland student.

First Aid Department: The First Aid Department, located in the basement of Building A in room A-005, is available for first aid care and interim treatment of minor injury or illness.

Lakeland ID: The Lakeland student ID card is available from the Welcome Center in the Athletic and Fitness center, or periodically at the Mobile ID Center in the

Admissions/Financial Aid hallway. Students must have a current State of Ohio driver's license or State ID and a copy of their current schedule in order to obtain the Lakeland ID card.

LAKETRAN Bus Service: Students enrolled in credit classes are entitled to free LAKETRAN bus service on all Monday through Saturday fixed bus routes #1-6 within Lake County. Students must show a valid Lakeland ID when boarding a bus.

Campus Services (continued)

Learning Center: The free services offered by the Learning Center (A1044) help students maintain their academic performance as well as overcome academic difficulties. Services available to students currently enrolled in and attending classes include:

- A. Individual help by a professional tutor or an excellent student peer tutor
- B. Small group instruction with professional tutors
- C. Independent work using video tapes and learning packets
- D. Computer-assisted instructor and self-paced tutorials
- E. Writing Lab
- F. Math Resource Lab

Library: The Lakeland Community College Library provides instructional services and maintains a collection of books, journals, and electronic resources primarily to support the needs of academic instruction. The Library is located on the third floor of Building C. Students may register with the library by presenting a valid Ohio driver's License or State of Ohio identification card. For information and hours of operation, please call (440) 525-7069.

Parking: Parking is free at Lakeland Community College. Students must be sure to park in areas designated as Student and Public Parking. Students with an official state or municipal handicapped parking permit may park in specially designated parking spaces or the parking lot behind B Bldg. Students parking in faculty/staff parking may result in being ticketed by Campus Police. Tickets must be paid in order to receive report cards and to be able to register for classes.

Sports: PSEO students may participate in Intramural Sports And Recreation only, unless they waive the right to participate at the high school level as well as use one year of college eligibility.

Student Accommodations Center: Students who have a documented disability verified by A certified professional should contact Cindi Putrino at (440) 525-7020 to schedule an Appointment to discuss Academic Accommodations with a counselor.

Student Activities: PSEO students are permitted to participate in Student Government, Student Organizations and on the Campus Activities Board. The Student Activities office is located in S-237, the 2nd floor of Breakers.

SAMPLE FORM



**Registration Worksheet
for
Post Secondary Enrollment Options Program**

Student's Name _____ SS# or LID _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 High School _____ Anticipated High School graduation date _____

SELECT ONE OPTION:

- OPTION A: Student elects to receive college credit **only**.
- OPTION B: Student elects to receive college credit **and** credit toward fulfilling high school graduation requirements.

SCHEDULE					
CRN NUMBER	COURSE NUMBER	COURSE TITLE	DAYS	TIME	CREDITS

Parent (Guardian) Signature _____ Student Signature _____

OPTION "B" STUDENTS ONLY: Students selecting Option "B" need the signatures of their guidance counselor (or appropriate school official) to verify that the course(s) selected above meets their high school graduation requirements and PSEO guidelines per Ohio Department of Education.

PSEO STUDENTS WHO WITHDRAW FROM A CLASS AFTER THE SECOND WEEK OF THE SEMESTER MAY BE BILLED FOR THE ENTIRE COST OF THE CLASS (TUITION AND BOOKS) BY THEIR SCHOOL DISTRICT.

Guidance Counselor Signature _____ Date _____

Please continue on other side . . .

Please let your PSEO advisor know if you make any changes to your original schedule. 3/06

SAMPLE FORM

EMERGENCY MEDICAL AUTHORIZATION

Purpose: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under college authority when parents or guardians cannot be reached.

PART I OR II MUST BE COMPLETED.

PART I - TO GRANT CONSENT

In the event reasonable attempts to contact me at _____ or _____
(home or work phone) (other person)
at _____ have been unsuccessful, I hereby give my consent: (1) the
(home or work phone)
administration of any treatment deemed necessary by previously named physician or dentist of my preference,
or in the event the designated preferred practitioner is not available, by another licensed physician or dentist, and
(2) the transfer of the child to _____ or any hospital reasonably accessible.
(preferred hospital)

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Father's Name _____	In situations where the parent cannot be reached, contact the following relative, friend or neighbor.
Work Number _____	
Mother's Name _____	Name _____ Phone _____
Work Number _____	Name _____ Phone _____
Physician _____ Phone _____	Name _____ Phone _____
Dentist _____ Phone _____	

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted:

Parent (Guardian) Signature _____ Date _____

PART II - REFUSAL TO CONSENT (Do not complete Part II if you have completed Part I)

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take no action or to:

Parent (Guardian) Signature _____ Date _____

SAMPLE FORM

**PSEO
SCHEDULE CHANGE/OVERRIDE**



Lakeland ID Number (LID)		Date
Last Name	First Name	Initial

ADDS	CRN Number	Subject	Course Number	Credit Hours	Override

DROPS	CRN Number	Subject	Course Number	Credit Hours	Withdraw

Reason for schedule change _____

Student Signature	Guidance Counselor Signature
Parent (Guardian) Signature	Instructor/Dean/Override Signature

PSEO students who withdraw from a class after the second week of the semester may be billed for the entire cost of the class (tuition and books) by their school district.

Students who drop/withdraw from a class must return books purchased at the bookstore directly to the bookstore with their receipt in order to receive credit on their account. Books picked up from the PSEO Book Exchange must be returned to the Admissions Office.

Withdrawing after the second week of class will result in a W on your Lakeland transcript. Please consult your high school's policy regarding grade posting on the high school transcript.

Signatures are required prior to processing.

PSEO
INFORMATION CERTIFICATION

Students participating in the Post-Secondary Enrollment Options Program and their parents certify that they have received the following information from their local school district and/or Lakeland Community College.

1. Program Eligibility;
2. The process for granting academic credits;
3. Financial arrangements for tuition, books, materials, and fees;
4. Criteria for any transportation aid;
5. Available support services;
6. Scheduling;
7. The consequences of failing or not completing a course in which a student enrolls and the effect of the grade attained in the course being included in the student's grade point average, if applicable;
8. The effect of program participation on the student's ability to complete the district's graduation requirements;
9. The academic and social responsibilities of students and parents under the program;
10. Information about and encouragement to use the counseling services of the college in which the student intends to enroll;
11. The student and parents received and read the PSEO Student Handbook.

This form **MUST** be signed, dated and returned to Lakeland Community College with the student's PSEO Application and other required documents.

Student Signature

Date

Parent Signature

Date

Student Name (Print)

High School Name (Print)