

**Post-Secondary
Enrollment Options
Program (PSEOP)**

Student Handbook 2014-2015



Explore your future with



Dual Enrollment Programs ▪ 207 Schwartz Center

Phone: 330-672-3743 ▪ **Fax: 330-672-2073**

www.kent.edu/dualenrollment

WELCOME

Welcome to the Post-Secondary Enrollment Options Program!

We congratulate you on the academic and personal achievements which led to your acceptance to the PSEO Program at Kent State University. We wish you continued success in your academic endeavors and hope that you will find your time at Kent State University to be challenging, productive, and rewarding.

At Kent State University, you will be able to experience the outstanding curricula, faculty, and facilities of one of the best Ohio universities. As you explore this new academic terrain and independence, you will begin learning important critical thinking, creative problem solving, and communication skills. Your success at Kent State University will depend upon the efforts you make on your own behalf to shape your educational journey. As a high school student taking college courses, we expect you to take responsibility for your own learning experience and to ask for directions and seek assistance when you need it.

We have compiled this Student Handbook to serve as one resource available to you during this academic year. We encourage you to visit the PSEOP website and contact our office and/or your academic advisor when questions or challenges arise. Please feel free to schedule an appointment, email, or call us with any questions, or just stop in to say “Hi” and let us help to celebrate your successes.

CONTACT INFORMATION

Dual Enrollment Programs Office

207 Schwartz Center*

330-672-3743

Exploratory Advising Center

Library, 5th Floor

330-672-3676

*Please note that the Dual Enrollment Programs Office and Exploratory Advising Center will be relocating to the Lake/Olson Hall complex during Spring Semester, 2015.

This PSEOP Handbook is also available online under Post-Secondary Enrollment Options Program at

<http://www.kent.edu/dualenrollment/pseop>

Changes for 2015-2016

The deadline dates, policies and procedures outlined in this handbook are applicable to the 2014-2015 Academic Year only. Due to recent legislation, PSEOP will become known as College Credit Plus beginning with the 2015-2016 Academic Year. Deadline dates for applications and the policies listed in this handbook are for the 2014-2015 Academic Year only and will change for the 2015-2016

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INTRODUCTION

The Post-Secondary Enrollment Options Program (PSEOP) was established by Ohio lawmakers in 1989 through Senate Bill 140. The purpose of the PSEO Program is to provide enriched education opportunities to qualified high school students in grades 9-12 that are beyond the opportunities offered by the high school in which they are enrolled.

This handbook delineates key policy and procedure guidelines established by the Ohio Department of Education and Kent State University. It also explains the benefits and risks associated with PSEOP. Students are responsible for abiding by the contents of this handbook.

PSEOP GUIDELINES: OHIO DEPARTMENT OF EDUCATION

Students, parents, high schools, and colleges must comply with specific guidelines established by the Ohio Department of Education. These guidelines are part of Senate Bill 140 and the Ohio Revised Code. A few of these guidelines are detailed below.

Information and Counseling

- High schools must provide information about PSEOP to students in grades eight, nine, ten, and eleven by **March 1st** of each year.
- Students who want to participate in PSEOP must notify their respective high schools of their intent to participate by **March 30th**. The Intent to Participate form is obtained from high school counselors and returned to them when completed.
- High schools must counsel students and their parents/guardians about the benefits and risks associated with PSEOP

Enrollment Options

Students participating in PSEOP may pursue one of two enrollment options, PSEOP Option A or PSEOP Option B.

PSEOP Option A	PSEOP Option B
Eligible students may enroll in college courses for either college credit only or for high school and college credit. Home-schooled students enroll in Option A, except for courses covered by credits awarded by the Ohio Department of Education.	Eligible students must enroll in college courses for both college and high school credit.
Students/families pay for tuition, fees, and books.	The school district pays for tuition, books sold in the University Bookstore on Kent Campus.

College and High School Graduation Credit

- For Option A, students determine whether or not they will receive high school credit for their college courses. This decision should be discussed with their high school counselor. The University will send transcripts to the school counselor and it is up to them to add it to the high school transcript.
- Option B students must receive credit for high school and college.

Calculating Full-Time Enrollment

The total number of semester hours that a PSEOP student may earn at Kent State University cannot exceed the equivalent number of Carnegie Units that the student may earn during the same year at their high school. Students taking in excess of 18 credit hours per semester are responsible for the cost of tuition, overload and other fees, books and supplies for those credit hours and must meet the Kent State University requirements for taking a course overload.

The table below shows the number of Carnegie units that a student plans to take at their high school with corresponding number of semester hours that a student can take at Kent State University through Option B and Option A if the credit is for both high school and college.

1 Carnegie Unit at the High School = 5 Semester Hours at the University

SEVEN Carnegie Unit High School		EIGHT Carnegie Unit High School	
Number of Carnegie Units Taken at the High School in One School Year	Number of Semester Hours Taken at the University for both Fall and Spring	Number of Carnegie Units Taken at the High School in One School Year	Number of Semester Hours Taken at the University for both Fall and Spring
0	35*	0	35*
1	30	1	35*
2	25	2	30
3	20	3	25
4	15	4	20
5	10	5	15
6	5	6	10
7	0	7	5
		8	0

*Students **are not** permitted to take more than 35 credit hours per year at Kent State University.

Credit Hour Conversion

- High schools can award one Carnegie unit for every 5 semester hours earned. High Schools can also award fractional Carnegie units proportionately.
- High schools can substitute college courses for high school courses based on the comparability of course content and without regard to instructional time.

Non-Public School Participation

Students from nonpublic schools may participate in PSEOP. To apply for PSEOP, non-public high school students must do the following.

- **By April 1**, submit **Intent to Participate** letter to the Ohio Department of Education. The ODE will mail this letter to all nonpublic schools.
- By mid-April, the ODE will post the application on its website and mail multiple applications to the chief administrator at each nonpublic high school.
- Students should submit the PSEOP application to Kent State University in April. If accepted, an acceptance letter will be mailed to the student.
- The parent and student should fill out the **Application for Nonpublic Student Participation in Post-Secondary Enrollment Option Program** Option B and have the Director of Dual Enrollment Programs sign the application.
- The application and the acceptance letter should be signed by an administrator in the school district.
- The acceptance letter and application must be mailed to the ODE beginning **May 15th** and must be received by the ODE no later than **June 15th**.
- By early **July**, the ODE will mail an award letter to all eligible nonpublic school applicants indicating the number of credit hours they may take for both fall and spring semesters. A copy of the letter will also be mailed to the Dual Enrollment Programs office at Kent State University.
- The total number of credit hours allowed is usually between 4 and 11 credit hours. Students cannot exceed the number of credit hours awarded in the letter. Credit hours awarded can be utilized to pay for a complete course only. They cannot be utilized to pay for part of the credit hours for an individual course.

For additional information about nonpublic school participation, please contact Wendy Cantrell directly at wendy.cantrell@ode.state.oh.us.

PSEOP GUIDELINES: KENT STATE UNIVERSITY

The following are guidelines, policies, and procedures established by Kent State University in collaboration with the Admissions Office, the University Registrar, Dual Enrollment Programs, and other entities, as well as University policies for students.

Clubs and Organizations

PSEOP students are not permitted to participate in campus clubs and organizations.

Commuting/Parking

Parking Services, 123 Schwartz Center,
330-672-4432 <http://www.kent.edu/parking>

Parking permits are purchased online at the Parking Services website. Students must park in lots designated by their permit. Parking permit fees are not covered by the PSEO Program. Family income guidelines, however, may determine whether students may be able to be reimbursed by the high school.

Parking is not always a simple task on the Kent Campus. Travel time from high school, parking time, and walking time must be calculated into a student's schedule. In order to make sure that you arrive at campus and leave campus safely, please consider driving with a friend, using a cell phone for emergencies, informing your parents about your schedule, and having an emergency plan if your car breaks down.

Grading System

The transcript is an accurate and complete historical record of work attempted at the University. Student proficiency in coursework is recorded by letter grades.

Communication

Students are assigned a Kent State University student email account that is the University's means of communication with all students. Students are responsible for all information sent to them via their University assigned email account and should check this at least twice weekly.

Fees for Consumable Items

PSEOP students must pay for art supplies, workbooks, lab manuals, optional textbooks, e-books, flight fees and fuel, and other special fees associated with courses. **PSEOP funding covers the cost of tuition, the cost of textbooks borrowed from the University Bookstore, and up to \$100.00 for fees such as distance learning fees (online courses), art fees, lab fees, etc.**

Immunization Policy

Current immunization policy requires that students attending the Kent campus provide proof of having received the MMR vaccine. For further information regarding Kent State's immunization policy, go to <http://www1.kent.edu/uhs/Immunizations/Mandatory-Immunizations.cfm>

Living in Residence Halls

PSEOP students are not permitted to live on campus.



Undergraduate Studies

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HIGH SCHOOL AND COLLEGE

Advantages of Participating in PSEOP

PSEOP allows students to experience college life and coursework before making final decisions about pursuing a college major and college education. Students who enroll in Option B are able to earn both high school and college credit without paying the cost of college tuition. In addition to saving money, students will have the opportunity to take coursework that may not be available at their high school and utilize university resources such as tutoring and the library.

Potential Risks of Participating in PSEOP

Risks may include increased student responsibility for learning because of less instructional guidance, reduced opportunities to participate in high school co-curricular and extra-curricular activities, and possible financial obligations for materials and fees not covered by PSEOP. Students may experience a degree of academic difficulty that exceeds that to which they are accustomed at their high schools and typically spend more time studying and seek tutorial assistance. Completing college courses does not guarantee that the courses will apply to a specific major course of study or reduce the amount of time required to complete a degree.

Course Numbering

The numbering system for course of study is as follows.

10000s	Freshman Level
20000s	Sophomore Level
30000s	Junior Level
40000s	Senior Level
5-80000s	Generally open only to

Environment

The University is an adult environment. Student social maturity needs to be at a level to enable comfortable participation in class discussions that may contain adult subject matter.

Financial responsibility:

If a student stops attending class or withdraws from a course after the second week of the semester, he/she is financially responsible to pay the school district for tuition, fees, books, and materials that have been furnished. Further, grades of W, F, SF and NF may impact future college financial aid eligibility.

High School GPA: Under Option B, the grades earned in college courses are reported to the high school at the close of each academic term and become part of the permanent record. These grades are averaged into the high school GPA and may have an impact on a student's class rank. Failure to successfully complete coursework may have a negative impact on a student's timely graduation from high school, class rank, and high school GPA.

College GPA: Students will have a permanent college transcript and will be required to submit that transcript to any future colleges to which they apply to for admission.

FERPA

PSEOP students are able to sign a waiver of their FERPA privacy rights to their parents/ guardians. However, PSEOP staff still cannot provide copies of grades to parents. An official University transcript is provided to the high school counselor and a grade card is available to students through FlashLine at the end of each semester. Students should discuss mid-term and final grades with their parents, school counselors, academic advisor, and teachers.

Probation and Dismissal

PSEOP students are subject to the rules and regulations found in the University Catalog and in the University Life: Digest of Rules and Regulations Student Guide. Students below a 2.0 grade point average are put on academic probation and are subject to dismissal from PSEOP and the University. Students on academic probation for two concurrent semesters **will be dismissed** from PSEOP and the University.

Role of the School Counselor

PSEOP students and parents must meet with their high school counselor to discuss scheduling appropriate courses, how the high school grade point average will be affected, number of courses the student must take, remaining graduation requirements, and any other concerns. The PSEOP staff advises applicants to know what/when they plan to take courses at their high school and what they are **REQUIRED** to take at their high school.

Mid –Term Grades

PSEOP students with less than 30 credit hours earned are provided a mid-term grade report at the end of week 8. A copy of the mid-term grade report is mailed to the students' high school counselors. Mid-term grades are not official and are meant only as a tool to help students improve. All students are encouraged to keep track of their own progress.

Matriculation	PSEOP students enroll at Kent State University as non-matriculated high school students. Students who wish to attend KSU after graduating from high school must apply as incoming freshman (not transfer students).
Learning	PSEOP students must assume responsibility for their own learning. If students experience academic difficulty, they must proactively seek assistance from instructors, classmates, academic support services (i.e., Writing Center) and university tutoring. They should also meet with their high school counselors and college academic advisor.
Attendance	PSEOP students must adhere to the attendance policies established by the instructors for the courses in which they enroll.
Courses	PSEOP students typically register for 10000 and 20000 level Kent Core classes for which they have met all prerequisite requirements. The University reserves the right to limit the number and type of courses available to PSEOP students. Students who desire to take higher level coursework must get approval from the Director regardless of whether or not they meet the prerequisites. The academic departments may also limit the types of courses taken by PSEOP students and can ask a student to take a course for which the student passed a CLEP test.
GPA requirements	PSEOP students must maintain a semester and cumulative GPA of 2.00 on a 4.00 scale for each semester they are enrolled. Failure to do so may result in dismissal from PSEOP. Failure to maintain a cumulative GPA for two consecutive semesters will result in dismissal from PSEOP.
Student Conduct	PSEOP students must adhere to the guidelines established by the Student Code of Conduct. Students who violate these guidelines are subject to the same disciplinary actions as all Kent State University students.
High School Graduation Requirements	PSEOP students are responsible for both knowing and meeting the graduation requirements at their respective high schools.

COURSE WORK

College Level Examination Program (CLEP) and Credit by Exam (CBE)

PSEOP students are not permitted to register for the CBE tests. Students must be admitted to the University in a degree program and enrolled in classes during the semester in which they register for the exam(s). PSEOP students are permitted to register for CLEP tests; however the academic departments can ask a student to take a course for which the student passed a CLEP test.

Individuals may take CLEP exams before beginning college course work; however, course credit will not be posted to a Kent State academic record until after enrollment as a degree-seeking student at Kent State University.

Declaring Majors

PSEOP students are not permitted to declare a major until they graduate from high school and are admitted as a Kent State undergraduate student. They are

Research Based Courses

PSEOP students are permitted to enroll in research based courses or the science internship with the permission of their high school counselor, teachers, and a KSU professor.

Early Graduation from High School

PSEOP students who graduate early from high school are eligible to participate in the program for the rest of their senior year as long as they meet program requirements.

Elective Courses

PSEOP students may enroll in elective courses with the permission of their high school counselor and teachers and must meet course prerequisites. Students are encouraged to take courses listed in the Kent Core prior to taking elective courses.

Pass/Fail Classes

PSEOP students are not permitted to take classes under the Pass/Fail (P/F) option.

Foreign Language Course Placement

Once a PSEOP student has been admitted, they will take the Foreign Language Placement Assessment found on FFlashLine. If the student has no prior completed coursework, they will not take the assessment and will automatically be enrolled in the introductory courses for that language.

Honors College

PSEOP students are not members of the Honors College. When they apply to Kent State after graduation from high school, they are automatically considered for admission to the Honors College. For more information, call 330-672-2312 or email honors@kent.edu.

Web-based (Online) Courses

PSEOP students may enroll in web-based (Online) Kent Core courses. Course offerings may vary each semester. Students who take more than three (3) Web-based (Online) courses in a semester may exceed the \$100.00 course fee limit covered by PSEOP and be responsible for payment of the remaining student account balance. Students who wish to enroll in a Web-based course should first consult their high school counselor and Kent State academic advisor.

Kent Core Guidelines

As part of the requirements for any baccalaureate degree, all students must complete at least 36 semester hours of Kent Core courses distributed as indicated. Colleges or degree programs may augment the University's minimum Kent Core requirements, and they may specify for their students certain courses in fulfillment of the requirements. It is *essential*, therefore, that students consult the *University Catalog* descriptions for their college and degree program. Kent Core courses should normally be completed within the 60 semester hours that immediately follow the first date of the enrollment in a baccalaureate degree program.

Participation in Destination Kent State (DKS) and Destination Kent State FYE class

All PSEOP students who plan to attend KSU when they graduate from high school are **required** to participate in DKS during the summer following graduation and prior to beginning

KSU Application and Matriculation Fees

PSEOP students who apply to Kent State University after high school graduation must pay the application and matriculation fees required by the University.

APPLYING TO PSEOP

Applications for fall and summer semesters are due May 1. Applications for spring semester are due the second Friday in November.

Application Forms

Application forms are available at <http://www.kent.edu/dualenrollment>. They are also available from the school counselor and the Dual Enrollment Programs office at Kent State University.

PSEOP students must have two (2) teacher recommendation forms in their application. The teacher should recommend KSU courses the student plans on taking on the form.

Reapplication

Students participating in PSEOP spring semester who want to continue in PSEOP the following school year must submit a new application by the May deadline. Parents must sign a form provided by the school counselor signifying that their child plans on reapplying to and participating in PSEOP during the next academic year, and return it to the high school counselor by **March 30th**. Please note that PSEOP will be changing to the College Credit Plus (CCP) program for 2015-2016. Application deadlines and policies in this handbook may change for 2015-2016.

Deadline	Step-by Step Process
December-February	Step 1- Collect and review information about PSEOP
January-March	Step 2- Meet with the school counselor or attend the PSEOP night at the high school to learn about the pros and cons of participating in PSEOP. Obtain the Intent to Participate form from the school counselor.
By March 30th	Step 3- Notify your high school that you plan to participate in PSEOP during the next academic year. Submit the Intent to Participate form. Check with your high school to see if they want the form at an earlier date.
February or April	Step 4- Take the National ACT or contact the Dual Enrollment Programs Office for information on taking the Residual ACT at Kent State University.
April- second Friday in May	Step 5 – Work with your high school counselor to complete and submit the PSEOP application materials.
April - June	Step 6: Acceptance letters are mailed with instructions to make an advising appointment.
April- July	Step 7: Students attend an advising appointment to schedule classes.
August	Step 8: Students and parents attend an orientation session.

Science Experience Internship

The Science Experience Internship allows qualified high school students the opportunity to participate in research under the guidance of a professor in the following areas: Chemistry, Biology, Liquid Crystal Institute (LCI), Geology, Physics and Computer Science. Students interested in participating in the Science Experience should complete a PSEOP application and a Science Experience Request Form and return those to the Dual Enrollment Programs Office.

The program is competitive and space availability is dependent upon student qualifications and the availability of faculty research partners. Accepted students should plan to spend 3 hours per week for 15 weeks per semester as part of the program. The course results in 1 graded semester credit hour.

Foreign Language Academy and Cleveland Clinic Internship

PSEOP students participating in non-traditional programs must apply directly to the specific program and meet the admission criteria of that program. In addition, students must apply to the PSEOP program prior to beginning their non-traditional program and be accepted by Kent State University's Dual Enrollment program in order to be awarded college credits.

Summer PSEOP Forms

PSEOP students may participate in summer school under **Option A** only and pay the cost of tuition, textbooks, materials, and fees. Students who are **Option B** during the school year must submit a separate application for summer under Option A.

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FREQUENTLY ASKED QUESTIONS

1. How do I apply for PSEOP at the Kent Campus of Kent State University?

The deadline for submitting the application form and all supporting materials will be May 1 for fall and summer semesters, and November 1 for spring semester. The applications are available at www.kent.edu/dualenrollment.

2. What should I discuss with my high school counselor?

Students and parents should meet with the high school counselor to discuss scheduling appropriate coursework, how the high school GPA will be affected, the number of courses the student can apply to high school graduation requirements, remaining graduation requirements, and any other concerns. PSEOP applicants are expected to know what they are required to take for high school graduation, what courses they plan to take at the high school, and how Kent State courses will apply to their high school.

3. If I do not meet all of the admissions criteria, will my application still be considered?

Admission criteria describe the ideal PSEOP candidate. In some cases, a student may be above the guidelines in one area and below in another. Such students are considered on an individual basis with all application materials taken into consideration.

4. Once admitted, can I take courses at any Kent State campus?

Students should apply to the Kent State campus where they plan to take the majority of their college courses. They can discuss any questions with their academic advisor.

5. When and how will I be notified of my acceptance or denial?

Once all application materials are received, including ACT or SAT scores, the student's application will be reviewed for admission. Students will be notified by mail of their acceptance or denial. In some instances, students are asked to retake the ACT/SAT and resubmit them. Accepted students must follow the instructions they receive in order to schedule classes.

6. Can I attend the University full-time as a PSEOP student?

The purpose of PSEOP is to provide enriched education opportunities to high school students that are beyond the opportunities offered by the high school in which they are enrolled. While some students may take all of their courses at the University, this arrangement is not in the best interest of all students. The specific courses and number of courses a student may take are at the discretion of PSEOP advisors based on the student's high school grades, test scores, and input from parents and school counselors. Students are not permitted to take more than 35 credit hours in one school year, which is fall and spring semesters.

7. Can I enroll in both Option A and Option B during the same semester for two different courses?

Yes, however this must be selected in advance of the start of the semester.

8. How do I register for courses under the PSEO program?

You will schedule an appointment with a PSEOP academic advisor to register for courses once you have been admitted to Kent State University and each semester thereafter.

9. Will Kent State University accept transfer college credit I earn from other colleges while in high school?

Yes. The policy is consistent with Kent State University's regular transfer credit policy as state in the Undergraduate Catalog that can be viewed at <http://www.kent.edu/catalog>.

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

You will have a permanent college transcript that you will be required to submit to any future colleges to which you apply for admission. The grades you receive may impact your ability to access major programs of choice once you matriculate to college. Course withdrawals and GPAs below 2.0 may also impact your future college financial aid eligibility. The availability of your preferred courses cannot be guaranteed. At the time your PSEOP admission is approved, your preferred courses or course sections may be closed or not available at the time you prefer.

11. Is there a financial risk when enrolling under Option B?

If you stop attending class, withdraw from a course after the first week, or fail a course, your school could ask you to pay the per credit hour tuition for part-time attendance, any fees, and the cost of books or materials that have been loaned to you.

12. What if I have not taken the ACT or SAT test?

Your application is incomplete without an ACT or SAT score. Students can take the national ACT or take the Residual ACT at Kent State University. Residual ACT scores can only be used at Kent State University. The Academic Testing Service administers the Residual ACT twice a month. Call 330-672-2360 to schedule an appointment.

13. Must I submit an application for each semester in which I want to enroll?

A complete application is required for each fall semester. If a student does not participate during fall semester, but wishes to apply for spring semester, they must submit a complete application.

14. What classes are available to high school students?

High school students are not permitted to take developmental mathematics, developmental English, or remedial classes including stretch courses. Students are encouraged to take classes within the Kent Core if you have prerequisite knowledge and skill and if space is available. Courses with extraordinary special fees might be denied. A student must have a 3.0 average in high school in any subject area he/she wishes to take as a college course.

15. Can I be dismissed from this program by the University?

You could be dismissed if you do not meet the academic standards of the University. Additionally, you are subject to the disciplinary code of Kent State University. You might also be subject to disciplinary action from your high school. The Undergraduate Catalog, <http://www.kent.edu/catalog>, and the Student Code of Conduct found at <http://www.kent.edu/studentlife/resources> are the

16. Am I allowed to keep the books I used for my PSEOP course?

The books must be returned to the University Bookstore no later than the Friday of final exam week. Required textbooks have been loaned to you under the guidelines of PSEOP. Your high school can require you to pay for books not returned on time.

17. Am I eligible for financial aid?

No. High school students are not eligible for financial aid. Students may be eligible for financial aid when they graduate from high school and attend a college or university.

18. Am I eligible to participate in intercollegiate athletics?

No. Participation in intercollegiate sports requires high school graduation along with other requirements.

19. If I attend full time as a PSEOP student, can I live in the residence halls?

No. Students in this program cannot live in the residence halls.

20. Will I receive college credit and a permanent college transcript if I only want high school credit?

Yes. You are enrolling for a college course through PSEOP.

CAMPUS RESOURCES

As a high school student taking courses at Kent State University, in addition to your classes, you have the opportunity to utilize many services across campus. The list provided is in alphabetical order and is not exhaustive. We encourage you to explore what Kent State University has to offer and utilize the extensive resources available to support your academic success in the courses you are taking. If you are unsure regarding where to find a particular service, please contact the Dual Enrollment Programs office at 330-672-3743 or your Academic Advisor at 330-672-3676. We are here to support your academic endeavors!



Academic Advising, <http://www.kent.edu/advisingcenter> 330-672-3676

PSEOP and Dual Credit students are assigned to an Academic Advisor in the Exploratory Advising Center, 330-672-3676. Students will meet with their academic advisor to plan and register for classes each semester, withdraw from any courses or make adjustments to their schedule. Your advisor is an important campus resource and can assist with academic and career planning.

Academic Success Center, <http://cms.kent.edu/asc> 330-672-3190

The ASC provides free tutoring and supplemental instruction to all Kent State students. Tutoring is popular on campus, so submit your application early at the beginning of each semester! Check their website for their services, walk-in and scheduled tutoring hours.

Admissions, http://www.kent.edu/admissions/undergraduate?ref=nav_admissions

As you enter your senior year in high school, you will want to consider applying to Kent State University for admission after high school graduation. This requires a separate application found on the admissions website and you would be applying as a new freshman regardless of the number of accumulated PSEOP/Dual Credit hours.

Bursar's Office, <http://www.kent.edu/bursar> 330-672-2626

This office, located in the Schwartz Center, is responsible for billing and receipt of payments for the University. You can view your bill through your FlashLine account.

Campus Bus Service and PARTA, <http://www.partaonline.org/> 330-672-7433

Your Flashcard is your ticket to free transportation around campus and free or low cost transportation on PARTA in the community. Check the website for schedules and any fees.

Career Services Center, <http://www2.kent.edu/career/index.cfm> 330-672-2360

Contact the Center for an appointment to take a career assessment, explore your interests as they relate to careers and college majors, and develop your future career plan.

Flashcard Office, <http://www.kent.edu/flashcard> 330-672-2273

As an enrolled PSEOP student, you are eligible to receive a Flashcard which is your Kent State University ID card from their office in the Kent Student Center. Your card will let you take materials out of Kent State libraries, access services such as Student Recreation & Wellness Center and athletic events, and purchase goods and services both on and off campus.

Kent State University Police,

<http://www2.kent.edu/publicsafety/index.cfm>

330-672-3070

Familiarize yourself with the services provided by this department including the campus escort service and sign up for Flash ALERTS, Kent State's official emergency text notification system.

Office of Experiential Learning and Civic Engagement,

<http://cms.kent.edu/oeece>

Opportunities are available for you to become involved, volunteer, and gain leadership skills in the local community as well as meet the Experiential Learning Requirement (ELR). As a PSEOP student, you cannot join clubs or organizations, but you can get involved in volunteering.

Online Technology Help Center,

<http://bbcrm.edusupportcenter.com/ics/support/splash.asp>

This office is your Kent State student resource for technology assistance and free and discounted computer software available to you as a student including Microsoft Office.

Parking Services,

<http://www2.kent.edu/parking/index.cfm>

330-672-4444

PSEOP students who commute to campus are responsible for purchasing their own parking permits available through this office and paying any fines incurred. Check their website for information on motorist assistance, campus maps, directions, and a new student video.

Recreation and Wellness Center,

<http://www2.kent.edu/recservices/facilities/srwc/index.cfm>

Free membership to the Center is available for PSEOP students enrolled for at least 5 semester credit hours of courses taken on the Kent Campus.

Student Accessibility Services,

<http://www2.kent.edu/sas/index.cfm>

330-672-3391

This office provides students with disabilities equal opportunity to participate in, contribute to, and benefit from all university programs, services, and activities.

Student Ombuds,

<http://www2.kent.edu/emsa/ombuds.cfm>

330-672-9494

The Student Ombuds provides students confidential consultation in assisting with the possible resolution of any university-related concern, grievance or appeal. Their website also provides links to University policies on class attendance, grading, and other academic policies.

Success Coaching,

<http://www.kent.edu/successcoaching>

330-672-0972

Success Coaching offers students a trusting environment and opportunity to open themselves to recognizing new possibilities and options available to assist with achieving their goals.

University Bookstore,

<http://www.bkstr.com/kentstatestore/home>

330-672-2762

PSEOP students are required to utilize the University Bookstore in the Student Center for required course materials. All books must be returned here no later than the Friday of Final Exam week each semester. Identify yourself as a PSEOP and/or Dual Credit student when picking up or returning textbooks and materials.

University Library,

<http://www2.kent.edu/library/index.cfm>

330-672-3456

Using your Flashcard, you can access and utilize all library resources. Check their website to schedule a meeting with a librarian to assist with getting resources for your papers, access more tutoring services and the Writing Commons, utilize the Student Multimedia Studio, presentation practice rooms and more!



DUAL ENROLLMENT PROGRAMS

207 SCHWARTZ CENTER
KENT STATE UNIVERSITY

KENT, OHIO 44242

PHONE: 330-672-3743

FAX: 330-672-5339

<http://www.kent.edu/dualenrollment>

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