If you have junior or senior standing in high school, you may register at Otterbein University for up to two courses on a space-available basis. The conditions are as follows:

- You will be admitted as a Pre-Freshman Program student by the Office of Admission upon submitting the required materials. We will need:
  - A completed application for admission along with the application fee.
  - A recommendation from your high school principal or guidance counselor stating that you are capable of doing college-level course work.
  - A letter of recommendation from a high school teacher in the subject area of the course in which you wish to enroll.
  - A statement of permission signed by your parents.
  - An official copy of your high school transcript.

- To be accepted into the Pre-Freshman Program, you must have an overall 3.00 GPA and have a 3.00 GPA for courses taken in the academic area to be attempted at Otterbein.

- The recommended application deadline is one month prior to the first day of classes of the quarter you wish to attend. Listed below are the starting dates of classes for the 2010-2011 school year:
  - Summer Quarter - Monday, June 14, 2010
  - Autumn Quarter - Monday, September 13, 2010
  - Winter Quarter - Monday, January 3, 2011
  - Spring Quarter - Monday, March 28, 2011

- You will receive Otterbein college credit for all courses taken and passed. Grades will be placed on a regular Otterbein University transcript.

- Acceptance of credit will be as follows:
  - Acceptance of credits by Otterbein, upon admittance as a degree-seeking student, will be of full value to fulfill any and all degree requirements as described in the catalog.
  - Transfer of Pre-Freshman credit to other colleges and universities will be under the control of those institutions, but Otterbein will assist students in obtaining credit at other institutions for courses taken in the program.

- Once admitted as a Pre-Freshman Program student, you must go to the Pre-Freshman Program Coordinator to register for your course(s). Registration will begin one month prior to the start of the quarter. You may do this up to the Friday prior to the start of classes.

- Registration of courses must be approved by the Pre-Freshman Program Coordinator, who will be the student’s academic advisor while they are enrolled in the program.

- Students may not register for weekend college courses.

- Please note that Health/Physical Education 100 courses are not available to Pre-Freshman students except by special permission. Computer Science 100 is not open in the Fall term. Music, Theatre Dance and Art classes must be approved by the department chair.

- Students must earn no lower than a “C” in their Otterbein coursework to continue in the Pre-Freshman Program.
Pre-Freshman Program Application/Contract

Student: ____________________________________________

I hereby recommend ______________________________________ as a qualified high school junior or senior to enroll for one course each quarter in the Otterbein University Pre-Freshman Program during the 2010-2011 academic year.

____________________________________________
Principal or Guidance Counselor

Please write a paragraph recommending this student to take a course in the department in which he/she intends to enroll in Otterbein’s Pre-Freshman Program.

________________________________________
High School Course Instructor

_______________________________________
Academic Department

My son/daughter has my permission to participate in the Otterbein University Pre-Freshman Program. In signing this agreement I acknowledge that I am aware of the following conditions:

1. College tuition costs ($900 [estimate] per 5-hour course per quarter for students in high schools with specific contracts with Otterbein University), books and transportation are the family’s responsibility.
2. A recommendation from the high school principal or guidance counselor is required for acceptance into this program.
3. A high school faculty recommendation is required for acceptance into this program.
4. Credits earned in this program are college credits.
5. A high school student must have an overall 3.00 GPA, and a 3.00 GPA for courses taken in the academic area of the course to be attempted in the Pre-Freshman Program.
6. Final acceptance into this program is determined by the College. Enrollment into any specific college course is assigned on a space available basis.
7. To remain in the program, the student must earn no grade lower than a “C”.

________________________
Parent Signature

________________________
Date
A fee of $180 (estimate) per credit hour ($900 estimate for a 5-hour course) is payable to Otterbein University when registration is confirmed.

Tuition, books and transportation are the family’s responsibility. Bills for tuition will be sent to the student at their home address. Books are paid for at the time of purchase in the bookstore.

If a Pre-Freshman student must drop a course, the refund schedule which applies to the regular student is applicable.

Library Card: Issued upon request at the Otterbein Library—1st floor desk. Mention that you are a Pre-Freshman Program student.

Car Registration: All student cars must be registered if they are to be parked or driven in the campus area. You may do this in the Campus Security Office which is located in the Campus Center. Introduce yourself as a Pre-Freshman Program student when registering your car. They will give you a Motor Vehicle Registration Card to complete and return to them.

Parking: You may obtain a parking decal for your car that will permit you to park in the Park Street lot and on the streets during the day. Go to the Campus Security Office and obtain your decal. Tickets will be issued for non-registration and parking violations.

Bookstore: The Otterbein University Bookstore (located in the Campus Center) is open Tuesday, Wednesday and Friday from 9:00 a.m. to 5:00 p.m.; Monday and Thursday 9:00 a.m. to 7:00 p.m.; and Saturday 10:00 a.m. to 2:00 p.m.

Grading System: Courses are graded on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>Low Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>High Above Average</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>B-</td>
<td>Low Above Average</td>
</tr>
<tr>
<td>C+</td>
<td>High Average</td>
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<tr>
<td>C</td>
<td>Average</td>
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<tr>
<td>C-</td>
<td>Low Average</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>D+</td>
<td>High Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Withdrawal: If it becomes necessary at any time to withdraw from any course, you must officially withdraw by making personal or written contact with the Registrar’s Office. Only if that step is taken can consideration be given to awarding a “W” grade rather than a failing grade. No withdrawal is permitted after the end of week seven of each term. Refunds on the published schedule cannot be considered until an official withdrawal is recorded.

For Further Information Contact: Mark Moffitt  
Pre-Freshman Program Coordinator  
Otterbein University  
Office of Admission  
1 South Grove Street  
Westerville, OH 43081  
(614) 823-1108 or (800) 488-8144  
e-mail: MMoffitt@otterbein.edu