Admissions
One Otterbein College
Westerville, OH 43081
phone: 614-823-1500
toll-free: 800-488-8144
www.otterbein.edu
UOtterB@otterbein.edu
Pre-Freshman Program

If you have junior or senior standing in high school, you may register at Otterbein College 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 2008-2009 school year:
  
<table>
<thead>
<tr>
<th>Quarter</th>
<th>Starting Date</th>
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</thead>
<tbody>
<tr>
<td>Summer Quarter</td>
<td>Monday, June 16, 2008</td>
</tr>
<tr>
<td>Autumn Quarter</td>
<td>Monday, September 15, 2008</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>Monday, January 5, 2009</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>Monday, March 30, 2009</td>
</tr>
</tbody>
</table>

- You will receive Otterbein college credit for all courses taken and passed. Grades will be placed on a regular Otterbein College 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 two weeks 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 College Pre-Freshman Program during the 2008-2009 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 College Pre-Freshman Program. In signing this agreement I acknowledge that I am aware of the following conditions:

1. College tuition costs ($800 per 5-hour course per quarter for students in high schools with specific contracts with Otterbein College), 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 $160 per credit hour ($800 for a 5-hour course) is payable to Otterbein College 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. (Please see the Otterbein College Course Catalog.)

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 College 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>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<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 College  
Office of Admission  
One Otterbein College  
Westerville, OH 43081  
(614) 823-1108 or (800) 488-8144  
e-mail: MMoffitt@otterbein.edu