

EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM

Complete this form if you are currently enrolled in high school and wish to enroll for the undergraduate courses at [Ottawa University](http://OttawaUniversity). A separate form must be completed for each term you wish to enroll at OU.

SECTION 1: STUDENT INFORMATION (PLEASE TYPE OR PRINT IN INK)						
Applying to Ottawa University						
Applying for Semester:	<input type="checkbox"/> Fall 202X_____	<input type="checkbox"/> Spring 202X_____	<input type="checkbox"/> Early Summer 202X_____			
	<input type="checkbox"/> Fall II 202X_____	<input type="checkbox"/> Spring II 202X_____	<input type="checkbox"/> Summer 202X_____			
Applying as:	<input type="checkbox"/> Early College Credit (school determines tuition payment)	<input type="checkbox"/> High School Special (student pays tuition)				
First Name:		Middle Initial:		Last Name:		
Date of Birth:		Email:		Phone:		
High School:				Anticipated Graduation Date:		
<p><i>I certify that the information in this application is true and complete. If I enroll at OU, I will abide by the regulations, policies, and procedures set forth in the Student Handbook. I understand that courses taken at OU will become part of my permanent academic record. I authorize OU to provide information about my course registration, grades, and attendance to my high school, school district administrator and school board.</i></p> <p><i>Student's Signature and Date:</i></p> <p><i>Parent/Guardian/Foster Parent Signature and Date:</i></p> <p><i>Parent/Guardian/Foster Parent Printed Name:</i></p>						
SECTION II: COURSE INFORMATION TO BE COMPLETED BY STUDENT						
Course(s) Intending to Take	Course Code	# of Credits	Early College Credit Program	District Approved (Completed by School District)	High School Special	Online Course
<i>Ex: English Composition I</i>	<i>HUEN 121</i>	<i>3</i>	<i>X</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<i>X</i>
Indicate how you meet the prerequisites and your academic need for this course:						
				<input type="checkbox"/> YES <input type="checkbox"/> NO		
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SECTION III: TO BE COMPLETED BY THE SCHOOL DISTRICT APPROVAL AUTHORITY/HIGH SCHOOL COUNSELOR/PRINCIPAL						
This student has the permission of the high school administration to enroll in the above listed courses at Ottawa University.						
School District Approval Signature and Date:				High School Counselor/Staff Advisor/Principal Signature and Date:		
Printed Name (Counselor/Advisor)				School Email Address (Counselor/Advisor):		
				Phone Number (Counselor/Advisor)		

NOTE: School District approval does not guarantee admission to OU. Course enrollment is not guaranteed and subject to availability. If not participating in ECCP, School District approval is not required.

Students, parents/guardians/foster parents, and districts: read and follow the directions below to ensure all processes are completed properly.

STUDENT/PARENT/GUARDIAN/FOSTER PARENT

The student has responsibility for

- submitting this form, completed with all required signatures, to the district by the designated due date.
- obtaining the admissions and registration information for Ottawa University.
- completing the college admissions and registration processes.
- informing his or her district of the courses in which he or she enrolls.

STUDENT SPECIFIC RESPONSIBILITIES

1. Complete one form for each term you wish to enroll at Ottawa University.
2. Review the following Early College Credit Program information:

When signing this form, the student and parent/guardian/foster parent assures understanding of and/or compliance with the following conditions:

- Student shall comply with admission criteria for college course(s) taken under the Early College Credit Program.
 - Student/Parent/Guardian/Foster Parent may be required to reimburse the school district for tuition, fees, book, and material costs if the student fails or fails to complete a course.
3. In Section I, sign and date (if student is under 18, parent/guardian/foster parent must also sign and date).
 4. Submit this form (with all sections completed) by the designated due date (**February 1** for summer courses, **March 1** for fall courses, and **October 1** for spring courses) to the School District in which student is enrolled. This is typically done by submitting the form to the school counselor or Early College Credit Program Coordinator.
 5. Upon notification from the district of the course(s) that have been approved, complete the application process for Ottawa University and enroll in appropriate course(s). Students agree to check their official OU student e-mail account at least three times per week to stay engaged for all official announcements.
 6. Follow the application and registration requirements and deadline at OU.
 7. Submit all required documentation (i.e. high school transcripts along with any prerequisite documentation – test scores).
 8. Notify the district of the course(s) in which student has enrolled (the college or university may do this directly with the district, but the student should follow-up to ensure the district has been notified).
 9. If you have a documented disability and need accommodations, contact the OU Disability Services page at:
<https://www.ottawa.edu/disability-services>

SCHOOL DISTRICT RESPONSIBILITIES

1. After receiving the Early College Credit Program and High School Special Agreement Form, review the form and necessary supporting documents to verify student eligibility.
2. School District representative takes formal action on course request (approval/denial).
3. Notify the student, in writing, of the district's decision (approval or denial). Regardless of how the notification is completed, both the student and the district should receive/maintain a copy of the completed and signed application.
4. Indicate with a check mark the approved courses in the "District Approval" column.
5. Send the completed and signed Early College Credit Program and High School Special Agreement Form to Brian Patterson at brian.patterson@ottawa.edu, OU Wisconsin Campus Director.

HIGH SCHOOL SPECIAL

Admission as a High School Special (student pays tuition) does not require School District approval. High School Counselors/Staff Advisors must sign the form and email to brian.patterson@ottawa.edu.