

UNIVERSITY of WISCONSIN
GREEN BAY

Course Options Program Packet

The Course Options Program allows qualified students to earn college credits while still in high school. Admission to the program is subject to course, program, and institutional enrollment limits as authorized by the UW Board of Regents. Course Options students are limited by program requirements to two courses at a time.

Please review the criteria below to determine if the Course Options Program will be a good fit for you. If you feel that you qualify for the Course Options Program and would benefit from this opportunity, please submit the required materials in order to apply for admission to the program. Copies of the forms may also be found online at www.uwgb.edu/admissions. If you have specific questions, please contact Admissions at (920) 465-2111.

Criteria for Enrollment in the Youth Options Program

- ✓ **Be enrolled in a high school as a junior or senior.**
- ✓ **Be approved for enrollment by the UW-Green Bay Office of Admissions.** Admission is based on cumulative GPA, courses taken during high school, ACT scores, letters of recommendation, and/or the UWGB course(s) desired. Admission decisions will be highly individualized. Priority admission will go to students who have a cumulative GPA of 3.40 or above (on a 4.0 scale).
- ✓ **Meet the prerequisite requirements for selected courses.** If prerequisites are not met, students may contact the professor(s) to see if they would be willing to sign a waiver form and waive the prerequisites. It is possible for a professor to ask for additional evidence of preparedness (i.e. ACT scores, AP scores, post-secondary transcripts, etc.) before granting a prerequisite waiver. Course information, such as the days/times of classes can be found on the schedule of classes at <http://sis.uwgb.edu/schedule/>.

Required Application Materials

Please submit the following items to: **UW-Green Bay, 2420 Nicolet Drive, Green Bay, WI 54311.**

- UW-Green Bay Special Student Application at apply.wisconsin.edu**
 - **Be sure to select “High School Special/Youth Options Program” as the reason for applying**
- Course Options Application (DPI Form PI-8900A) at <https://dpi.wi.gov/courseoptions> (look for the “Student Application” link)**
 - **If it is determined that you cannot take a course (or courses) due to a lack of prerequisites, you may select a different course (or courses). However, a new DPI form will be required.**
- UW-Green Bay Course Options Agreement Form (included in packet)**
- Official high school transcript**

Once your Course Options Program application is complete with the above items, you will be notified of the decision regarding your admission status. If you are accepted into the program, you will need to make sure you meet the prerequisites for approved courses and gain appropriate waivers if necessary.

The Course Options Application must be received no later than 6 weeks prior to the course commencement date. Applications received prior to this deadline will be rejected.



IMPORTANT NOTES FOR ACCEPTED STUDENTS

Billing/Tuition: The Course Options program allows students to complete up to two university classes per semester at no cost subject to DPI and School District Approval. The DPI Form #PI-8900A authorizes the UW-Green Bay Bursar's Office to bill your school district tuition (at a discounted rate), fees, and books associated with only the courses listed on the form. The coverage of tuition, fees, and other costs by the School District only applies to course approved under this procedure. Costs associated for courses not submitted for authorization via the DPI Form #PI-8900A will be the responsibility of the student and guardian, and payment for these courses must be made by the end of the first week of classes. ****If any changes take place due to full classes or not meeting prerequisites, an updated DPI form must be completed and submitted to UW-Green Bay. This verification must be received prior to the beginning of classes. **By executing this document both student and guardian acknowledge responsibility for any and all tuition and fees for courses not approved by DPI / School District.****

Prerequisites/Course Waivers: UW-Green Bay recognizes that advanced high school students can benefit from the opportunity to take college level courses while still in high school. Students who enroll in the Course Options Program will be expected to learn and perform in the same manner as regularly admitted college students. Therefore, the university will enforce course prerequisites and placement test requirements as stated in the timetable for certain courses, unless these requirements are waived by the course instructor. If prerequisites for desired courses have not been met, it is the student's responsibility to contact their prospective professors for approval on the waiver form. For placement purposes in English and mathematics courses, Course Options students may be required to take the ACT or Wisconsin Regional Mathematics Placement Tests, submit AP test results, or official transcripts from post-secondary institutions where credit was earned.

Books: Purchase books and any necessary supplies at the Phoenix Bookstore. For the courses approved through the program, the bookstore will permit you to charge books and any approved supplies. They will then bill the school district for these charges. Be sure to stop at the Bookstore Service Counter when making these purchases in order to notify them of your Course Options status. Any books needed for courses that are not covered by Course Options will have to be purchased by you.

University Credit: All courses taken at UW-Green Bay will be recorded and transcribed as university credit with a grade. They will become part of the student's permanent record. If the student later enrolls at another college, a transcript from UWGB must be requested from the Registrar's Office to be sent to the student's college. It is not required by law that the university reports your final grades to the high school district. However, it is reasonable to believe that Course Options Program courses will be used for high school graduation requirements. As a service to you, UWGB will provide a grade report to your high school district for use in fulfilling any graduation requirements with your permission (see the attached Parent/Student Approval Form). The university reserves the right to refuse continued enrollment in the Course Options Program or as a regularly admitted student for subsequent terms depending upon the student's performance in Course Options courses.

QUESTIONS? Please contact Admissions at 920-465-2111 if you have any questions about the application or registration process.





APPROVAL FORM

PARENT/STUDENT APPROVAL

We will will not give approval to the University to release information to the high school and/or school board regarding the enrollment and grades of the student taking classes through Course Options Program at UW-Green Bay.

We understand that if we do not grant approval at this time, then it will be the responsibility of the student to obtain an official transcript if grades are requested by the school district at a later date.

We understand that the University will retain record of the student's grades and courses taken at UWGB while in high school as part of the student's permanent academic record. We also understand that the student is responsible for tuition, fees, and books and supplies if the school district denies the request to take any or all of the classes through this program.

Student Signature

Date

Parent Signature

Date

