



WINTER QUARTER 2010 ONLY

Post-Secondary Enrollment and Underage Enrollment

Options Course Request Form (www.cscce.edu/USE)

Student Name _____

Social Security Number or Cougar ID _____

Daytime Telephone No. () _____ Cell No. () _____
(Required) (Optional)

Check this box if this is a revised Course Request Form PSEO A/B
 Self-Pay C

Instructions for Student:

1. Meet with guidance counselor to select course(s) using CSCC catalog or online Course Descriptions
2. Complete all sections of this form (incomplete forms will be returned)
3. Obtain a *signature of approval* from your guidance counselor/career pathway teacher
4. Fax (614) 287-6045, drop-off or mail a copy to:
 Columbus State Community College, PSEO/Underage Program, PO Box 1609, Columbus OH 43216
5. **REGISTER*** for class by the PSEO deadline date: www.cscce.edu, CATS (614) 287-2287, TIC (614) 287-5353, Site Registration, walk-in on main campus or off campus site *click on Quarter Schedules at www.cscce.edu

Winter Quarter 2010 PSEO A/B scheduling dates: Oct. 26 – Dec. 4th by 12 noon on this date

<u>Subject</u>	<u>Course #</u>	<u>Name of Course</u>	<u>Credits</u>	<u>Subject</u>	<u>Course #</u>	<u>Name of Course</u>	<u>Credits</u>
Ex. ENGL	101	Begin Composition	3	Ex. ENGL	101	Begin Composition	3

I intend to register for no more than _____ credit hours for this quarter (15 hours max for PSEO).
(Your fees will not be processed until you register for your intended credit hours by the PSEO scheduling deadline. Contact your advisor if you intend to register for fewer hours than you have indicated.)

Instructions for Guidance Counselor/Career Pathway Teacher:

1. Meet with student to verify classes are appropriate
2. Sign and print your name

*By signing this form I acknowledge I have met with the student, agree the above classes are suitable to the school system, and the school system will **accept financial responsibility(except for Self-Pay C)** for tuition, lab fees and required texts if necessary.*

 Signature Guidance Counselor/ Career Pathway Teacher

 Date

 Print name of Guidance Counselor/Pathway Teacher

 High School

Note: Your scheduling restriction will be lifted within 24 business hours after the form is received in the K-12 Initiatives Office at Columbus State Community College. You will not receive confirmation of receipt. Please do not contact our office requesting confirmation. After the scheduling restriction is lifted, be advised it is YOUR responsibility to register yourself for classes (see #5 above) by the PSEO deadline date. After you register, your scheduling restriction will be reactivated.