



VITERBO
UNIVERSITY

Early College Credit (ECCP) Program



The Early College Credit (ECCP) program allows Onalaska High School students who meet requirements to take college courses at Viterbo University. Students must have exhausted all courses offered at OHS in the content area of the course they wish to take.

High School Grade	Eligibility Requirements	ECCP Application Deadlines	Viterbo Application Deadlines	Registration Begins
11 or 12	Cumulative GPA: 3.0 or above	October 1 for spring semester	Spring: January 5	December for following spring
9 or 10	Cumulative GPA: 3.0 or above and strong recommendation from School Counselor	March 1 for summer and fall semester	Summer: June 15 Fall: August 15	May for following summer July for following fall

To apply for ECCP, follow these steps:

- 1) Review the eligibility requirements above
- 2) Meet with your school counselor at OHS to review your eligibility and course plan
- 3) Student **and** Parent read and sign the ECCP Student Expectations Agreement on page 3
- 4) Student complete the ECCP Academic Career Plan form on page 4
- 5) Student **and** Parent complete and sign the Early College Credit Program Agreement Form on page 5
- 6) Submit all completed and signed forms to Student Services at OHS by 3:00 pm on the due date below:

October 1	Application DUE for following Spring requests
February 1	Application DUE for following Summer requests
March 1	Application DUE for following Fall requests

NO EXCEPTIONS to these deadlines. All paperwork MUST be completed and turned in by 3:00 pm on the above dates.

After your application is complete and turned in, the following will occur:

- 1) The Credit Review Committee will review all components of your application, and then accept or deny requested courses. Credit may be general elective credit or elective credit within a department.
- 2) Each student will be notified in person and in writing of the decision, including next steps in the process (including applying to Viterbo using their ECCP application).

NOTES:

- Students should be careful to read and follow all procedures sent from Viterbo after completing their ECCP application.
- Viterbo will hold a half day orientation for new students approximately 1 week for the beginning of each semester.
- Students will be able to enroll in the 2nd session of summer school. Course options are limited. Contact Viterbo for course offerings for summer.

Viterbo University Contact Information

900 Viterbo Drive, La Crosse, WI 54601

Admissions: Grace Marco (608)-796-3013

ghmarco@viterbo.edu

Registration: Sarah Hines (608)-796-3828

smhines@viterbo.edu

Early College Credit Program OHS Student Expectation Agreement

To apply for the ECCP, a student must:

1. Have no record of disciplinary or attendance issues
2. Be in good academic standing
 - a. Student must have earned a cumulative GPA of 3.0 in the content area of the course he/she has requested. For example, if a request is made to take Accounting 101, the student must have earned a 3.0 GPA in ALL previous OHS business courses.
 - b. The student must also meet the eligibility requirements for Viterbo University (page 1)
3. Have his/her own transportation to the institution to which he/she has applied (reimbursement available for families with financial hardship)
4. Have exhausted all other courses in the subject matter in which they are applying to take a course(s) at the college level

Special Precautions:

1. Students will not be allowed to leave a regularly scheduled OHS class early or arrive late in order to accommodate an Early College Credit class without prior approval.
2. Each candidate's acceptance may be revoked by the Credit Review Committee up until the first day of college classes.
3. Drop policies and procedures at Viterbo University will be observed.
4. The credit and grade earned in an Early College Credit class is recognized as OHS Honors status, and will be included in the student's OHS GPA.
5. Second semester senior ECCP grades may or may not impact GPA and class ranks for OHS scholarships. Second semester grades will be transcribed once received from the college.
6. The student is responsible for monitoring his/her own progress. District staff and parents are not made aware of academic progress by the college.
7. If a student fails an ECCP course, the School District of Onalaska will require reimbursement for all tuition and fees from the student/family.

Act 59 Provisions:

1. Allows school boards to limit the credits for which a district will pay to no more than 18 per pupil.
2. Provides that if a pupil receives a failing grade or fails to complete a course for which the school board has made payment, the school board will request reimbursement from the student/family.

WE UNDERSTAND THE AGREE TO THE ABOVE EXPECTATIONS.

PRINTED STUDENT NAME _____



STUDENT SIGNATURE _____ **DATE** _____

PARENT SIGNATURE _____ **DATE** _____

ECCP - Academic Career Plan Form

Student Name _____ Date _____

What is your current career and/or post-secondary (college) goal:

How will Early College Credit course(s) help you with these goals?

4 STEP CAREER DECISION MAKING PROCESS

Step 1 – Knowledge of Self

What are your interests, likes, dislikes, abilities, talents, strengths, weaknesses, values, goals?

Step 2 – Knowledge of Career

What are some pros and cons of this career, method of entry, type of education needed, etc?

Step 3 – Steps Toward Making a Match

What have you done to explore this career?

_____ I have researched this career on Xello or another career information source.

_____ I have job-shadowed someone in this career. When/Where/Who?

Step 4 – Preparation for the Career

Which courses at OHS will help prepare for this career?

Classes I have taken at OHS	Classes I am currently taking	Classes I plan to take in the future



**WISCONSIN'S PRIVATE, NONPROFIT COLLEGES AND UNIVERSITIES
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 undergraduate courses at a private, nonprofit college or university before high school graduation. Please carefully read the instructions on page two before completing any part of this form. A separate form must be completed for each term you wish to enroll at a private, nonprofit institution.

SECTION I – STUDENT AND PARENT INFORMATION (TO BE COMPLETED BY STUDENT AND PARENT) (PLEASE TYPE OR PRINT IN INK)

Applying to (name of college/university): Viterbo University

Applying for: Fall Semester 20____ Spring Semester 20____ Summer Session 20____

Applying as (check all that apply): Early College Credit (school determines tuition payment) High School Special (student pays tuition)

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth (mm/dd/yyyy): _____ Email: _____ Phone: _____

Gender identification: F M prefer not to answer Address: _____

Social Security Number: _____ High School: _____ Anticipated Year of Graduation: _____

Parent/Guardian/Foster Parent Name: _____ Email: _____

Phone: Mobile Home _____ Address (if different from above): _____

I certify that the information in this application is true and complete to the best of my knowledge. I understand that inaccurate information may affect my eligibility to enroll. If I enroll in a private, nonprofit institution, I will abide by all regulations, policies and procedures. I also understand that courses taken at any private, nonprofit institution will become part of my permanent university record and may affect my subsequent eligibility for admission to post-secondary institutions. I authorize private, nonprofit institutions to provide information about my course registration, grades and attendance to my high school, school district administrator and school board.

Student Applicant Signature & Date

Parent/Guardian/Foster Parent Signature & Date

SECTION III – COURSE INFORMATION TO BE COMPLETED BY STUDENT (WITH HELP FROM COUNSELOR)

Course(s) Intending to Take	Department and Course #	# of Credits	Early College Credit Program	District Approval (Completed by School District)	High School Special
EXAMPLE: College Writing I	ENG 110	3	X	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					

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 the indicated college or university.

School District Approval Authority & Date

High School Counselor/Staff Advisor Signature & Date

John Horman

horjo@onlaskaschools.com

608-783-4571

Printed Name (Counselor/Advisor)

School Email Address (Counselor/Advisor)

Phone Number (Counselor/Advisor)

NOTE: School District approval does not guarantee admission to the university. Course enrollment is not guaranteed and subject to availability. If not participating in the Early College Credit Program, School District approval is not required.



WISCONSIN'S PRIVATE, NONPROFIT COLLEGES AND UNIVERSITIES EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM

Students, parents/guardians 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 the institution he or she wants to attend
- completing the college admissions and registration processes, and
- informing his or her district of the courses in which he or she actually enrolls.

STUDENT-SPECIFIC RESPONSIBILITIES

1. Complete one form for each term you wish to enroll at the given private, nonprofit institution.
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:
 - a. Student shall comply with admission criteria for college course(s) taken under the Early College Credit Program.
 - b. 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 a school counselor or Early College Credit Program coordinator.
5. Upon notification from district of the course(s) that have been approved, complete the application process for the private, nonprofit institution at which the Early College Credit Program course(s) was/were approved and work with the private, nonprofit institution personnel as well as a high school counselor to enroll in appropriate course(s).
6. Follow the application and registration requirements and deadlines at the private, nonprofit institution.
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 the 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 private, nonprofit institution for additional information and assistance.
10. The private, nonprofit institution may require a parent/guardian/foster parent signature on a form regarding the safety of minors on campus. If needed, the form will be provided to the student.

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 the college or university

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 send to the college or university. Students should check with the college or university for timelines and requirements for High School Special students.