



# Post-Secondary Enrollment Options (PSEO) Handout, Checklist, and Agreement

## What is Post-Secondary Enrollment Options?

Post-Secondary Enrollment Options (PSEO) allows high school juniors and seniors to take courses, full or part-time, at a post-secondary institution for high school credit and college credit. The program provides students with a great variety of class offerings and the opportunity to pursue more challenging coursework than may be available at the high school. The tuition, fees and required textbooks are at no cost to students.

## Eligibility

You are eligible if you are in grades 11 or 12, enrolled in High School and meet the admissions requirements of the post-secondary college or university you wish to attend. The college/university will determine your eligibility. (*10<sup>th</sup> grade students are limited in PSEO enrollment to one career and technical course offering*).

## Institutions Available

Eligible institutions include the University of Minnesota and its branches; all state universities, community colleges and technical colleges, private, Minnesota, two or four years, residential, degree granting, liberal arts colleges; non-profit, degree granting trade schools; or accredited opportunities industrialization centers in Minnesota.

## Interested

Follow these steps:

1. See your school counselor to discuss credits, graduation requirements, etc.
2. Discuss this option with your guardian(s); contact the college for PSEO application, the PSEO Notice of Student Registration form (state form) must be completed and signed by your guardian if under 18, and your counselor before you register each quarter/semester to ensure the school districts payment of your tuition.
3. After you register at the college, see your school counselor for a schedule change.
4. To assist the district in planning, **students are required by the state of MN to inform their district of their intent to enroll in PSEO courses during for the 2023-2024 school year by **May 30<sup>th</sup>****.

## Costs

The costs of tuition, books, and lab fees will be covered by the school district as part of your high school education. You will be responsible for payment of non-consumable tools and equipment. The books are to be returned to the college directly, as the books belong to the college. Failure to return books may result in a fine/fee or withholding of your transcript by the college.



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### Grading

Grades are usually sent directly to the high school from the college after the completion of the course. However, students are ultimately responsible for making sure the high school receives the grades. All grades must be reported. The grades reported by the college are the grades placed on the student's high school transcript. Grades are not weighted and no adjustments will be made to the grade.

In general, under federal and state privacy laws, students at colleges or universities have the legal right to control access to information about themselves. Grades and class schedules are private data. Parents need their child's written permission to access private data about them from the college. High Schools do not have access to PSEO students' ongoing progress. The High School will only receive a final semester grade to be entered onto the High School Transcript. Contact the college's Registrar to obtain more information on the college's data privacy policies.

### Participation Requirements

All courses taken in PSEO must meet graduation requirements at the high school. The secondary credits granted to a pupil must be counted toward the graduation requirements and subject area requirements of the district. **To access PSEO, a student must first give up one class at the high school during the core school day.** This allows a student to participate on a part-time or full-time basis – and enroll in classes during the day, evening or weekend – in an online or face-to-face setting.

- **Example 1:** If a student is enrolled full-time at the high school without any study halls, the student would have to give up one of their classes in order to participate in PSEO. The student can access PSEO classes during the day or evening (or both).
- **Example 2:** If a student is enrolled full-time at the high school that includes a study hall, the student typically would give up the study hall to participate in PSEO. The student can access PSEO classes during the day or evening (or both). NOTE: The study hall time does not generate PSEO high school hours on MARSS.
- **Example 3:** If a student chooses to NOT give up any classes, the student can still take a class at a postsecondary institution, but he/she would have to pay his/her own tuition. In this situation, the postsecondary class would be eligible for postsecondary credit. The student can also request that the postsecondary class be applied to secondary school credit. A district must accept the credit
- **Example 4:** If a student is taking a full course load at the college, as long as he/she has given up at least one high school class, the student is still eligible to take a class at the high school.

**This is not an opportunity to try college, this is college.**



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Students should start by planning early. The decision to participate is an important one. **The student will be expected to be a responsible, self-starting, independent learner.** Students should seek out additional information and counseling at the high school and at the post-secondary institution to ensure that they are making the best choice for themselves and their educational future.

Once you register for college courses, you have started a college transcript. **All courses dropped at PSEO must first be approved by your high school counselor.** It is essential that you follow this procedure when dropping/canceling a college class. As colleges have designated drop/withdrawal periods; failure to comply will result in a grade of “F” on your high school transcript and college transcripts.

Colleges do have the right to restrict the number and kinds of courses PSEO students may take. You must manage your time, study more outside of class, and meet deadlines without reminders. The Minnesota High School League rules allow you to participate in high school extra-curricular activities or athletics at either the high school or post-secondary institution, but not both.

### Work with you High School Counselor!

**You**, the student, will be responsible for meeting the graduation requirements of District 197. Working with your assigned high school counselor ensures that the college courses you take will meet the high school requirements. The high school grants the number of credits that you will receive for courses taken on PSEO. Therefore, it is critical that you and your counselor discuss the credits needed. Check each semester to determine your continued credit needs. Appointments are needed, *please plan ahead.*

### Important to Remember

- Once accepted to the college, you must turn in a signed PSEO agreement. This must be on file with your counselor in order to change your high school schedule.
- After completing college registration, you must bring proof of registration to the counseling office **each semester**. Counselors must have a copy of what you have registered for every semester in order to ensure you are taking the credits needed for graduation.
- Grades earned at the college are not weighted. The grade on the college transcript in the grade that is entered on the high school transcript.
- Each college credit (1.0 credit) is equal to .25 high school credit. Example: A 4.0 credit college course is equal to 1.0 high school credit.



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### PSEO Checklist

1. \_\_\_\_\_ Talk with your parents about PSEO -- you must provide your own transportation.
2. \_\_\_\_\_ Call the college admissions office directly, or go directly to the PSEO portion of the college's website, to get registration materials and find out the college's eligibility requirements. Each college has their own requirements. Please see the PSEO College's websites for their admission requirements
3. \_\_\_\_\_ **BE AWARE OF DEADLINES!** Do not wait until the last minute to do your paperwork. Please contact the college for specific deadline information. This includes dropping a course in time to not be on your transcript.
4. \_\_\_\_\_ If the college requires an assessment test, please contact the college counseling office for necessary testing information.
5. \_\_\_\_\_ Upon passing the college's assessment testing, please complete and send in the PSEO application
6. \_\_\_\_\_ After you receive a letter of acceptance in the mail, make an appointment with your high school counselor. **You need to do this before your college orientation/registration in order to discuss what courses/credits you will need in order to fulfill your district 197 graduation requirements.** You must do this before you register for classes at the college.
  - **Please note, the counseling office is closed during the summer.** If you do not hear back from the college about acceptance until summer vacation, please meet with your counselor before the end of the year to discuss your information.
7. \_\_\_\_\_ After you register for you classes at the college, you will need to see your counselor to change your high school schedule.
  - You must provide your counselor with a copy of your college schedule every semester
  - **You must fill out a new "PSEO Notice of Student Registration" form each college semester** (state form). This form can be found online at [www.education.mn.gov/MDE/fam/dual/pseo](http://www.education.mn.gov/MDE/fam/dual/pseo)



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## PSEO AGREEMENT

I have read, understand and am responsible for the information contained in the PSEO Handout. I will provide my high school with a copy of my college schedule and meet with my counselor every semester to be sure that I am meeting the District 197 graduation requirements. Also, I understand the following:

- PSEO grades are NOT weighted.
- In general, under federal and state privacy laws, students at colleges or universities have the legal right to control access to information about themselves. Grades or class schedules are private data.
- Parents need their child's written permission to access private data about them from the college.
- High schools do not have access to PSEO students' ongoing progress. The high school will only receive a final semester grade to be entered onto the high school transcript.
- Each college credit is equal to .25 high school credit. (e.g., 4 credits at the college are equal to 1 high school credit).
- I will provide my own transportation.
- I must provide my high school counselor with a copy of my college schedule each semester
- I may not change my college schedule without consulting with my high school counselor first. Withdrawals and dropping courses may result in an "F" on my transcript.
- I understand I must meet District 197 graduation standards and credit requirements.

Student Name (printed) \_\_\_\_\_

Name of College Attending for PSEO \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed the PSEO program with my child and agree to have them participate in the program.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_