



Dual Credit at SWCHS 2024-2025

What are PSEO, CIS, and PSOS?

- **PSEO (*Post-Secondary Education Options*)** - provide an opportunity for students to enroll in college or university courses that earn credits simultaneously for both their high school diploma and college degree. These courses are usually completed online or on the university campus.
- **CIS (*College-In-the-School*)** - are Crown College courses that are taught at SWCHS, by SWCHS staff who are also contracted through Crown. Students earn the same credits as stated above.
- **PSOS (*Post-Secondary On Site*)** - are UNWSP classes that are taught at SWCHS, by SWCHS staff who are also contracted through UNWSP. Students earn the same credits as stated above.

Benefits and Risks of Dual Credit Classes

BENEFITS:

- Earn free college credit
- Learn a difficult subject in smaller-sized classes at SWCHS
- Try out a subject at a college level to see if you like it
- Might finish college sooner
- Earn upperclassman benefits earlier in college including early registration, parking, etc.

RISKS:

- Lower-than-desired grades could be on your high school AND college transcript
- More homework = less time for activities
- Not all credits earned transfer directly to every college

Online PSEO Classes

- ❖ Online PSEO classes can be found on the post-secondary institution's website.
- ❖ The student will receive an open hour at SWCHS to work on this online class.
- ❖ Because students cannot register for these classes through the SWCHS school site, we need a PSEO/DE/IS form turned in to indicate what class is being taken. This will also show up as an open hour on the student's schedule.
- ❖ Start and end dates of the class are determined by the college, not by SWCHS.
- ❖ For help with the online platform and registration, please contact the post-secondary institution.

Forms Needed:

If your student is applying to UNWSP AND Crown College for PSOS/PSEO AND CIS:

Please turn in **two** state forms (called MDE/NOSR*), one with Crown College listed under post-secondary institution, and one with UNWSP under the post-secondary institution.

If your student is just doing PSOS (on site, UNWSP classes):

- Fill out section 1 of the state form (SWCHS counselors will automatically send your student's transcript and test scores to the college)

If your student is just doing PSEO (online, any school):

- Fill out section 1 of the state form **AND** turn in a PSEO/DE/IS form listing each PSEO class.

If your student is doing both PSOS and PSEO (all at UNWSP):

- Fill out section 1 of the state form **AND** turn in a PSEO/DE/IS form listing **ONLY** the PSEO classes (not PSOS)

*Minnesota Department of Education (MDE) Notice of Student Registration (NOSR) form

What you need to do at this time:

- **If this is the first time you are taking a course from either institution, go online** to the institution(s) that your courses involve **and APPLY NOW** (see slide #3 and complete instructions for each institution below)! You do not need to apply again if you took a course from that college this year.
- **Use the link provided by each institution to complete section 1 of your MDE/NOSR form - be sure to include your signature AND that of one of your parents!** Crown has created an instruction sheet for completing electronic signatures, if you need help with that. This form must be completed **EACH SEMESTER** you are taking a PSOS or CIS class.
- **Email your counselor and attach a copy of the signed state form** to inform her that you have completed these 2 steps so she can fill out section 2 and then send that and your transcript and test score to the appropriate institution.
- **WATCH for a letter and/or email from the institution** informing you of your acceptance. You will also receive your login information to that institutions email if this is the first time you are enrolling there. **DO NOT LOSE THIS INFORMATION - YOU WILL NEED IT TO REGISTER FOR YOUR CLASSES!**
- **Follow the instructions sent to you in your college email for registering for your PSOS/CIS classes with the college.** You will also need to register for them in the SWCHS school site on March 10 (instructions for that to follow).

Application

- Students must have a minimum **3.0** high school **GPA**
 - No standardized tests required for admission
 - Deadline: June 1st & Dec 1st
- Students must complete the following:
- An online application to Crown
 - An official high school transcript
 - A MDE NOSR form (new one each term)

Apply online at (www.crown.edu/apply)



Registration Instructions

I. IT LOG-IN AND PASSWORD SET-UP

Once accepted the student is emailed a link with instructions to complete this process

II. REGISTRATION INSTRUCTIONS

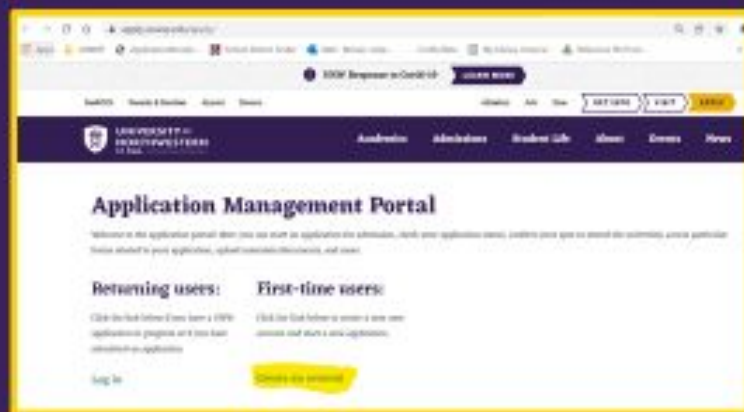
Provided after network account activation & at Registration Day in May



To Apply: unwsp.edu



Click: **Apply**



Create: **Application Portal**

- Links to complete & upload docs
- Check app status
- Decision posted to portal



UNIVERSITY OF
NORTHWESTERN
ST. PAUL



UNW Dual Enrollment

Requirements

- High school GPA of **2.75**
- Standardized test scores (optional)
- Transcripts
- NOSR Form

Application Deadlines

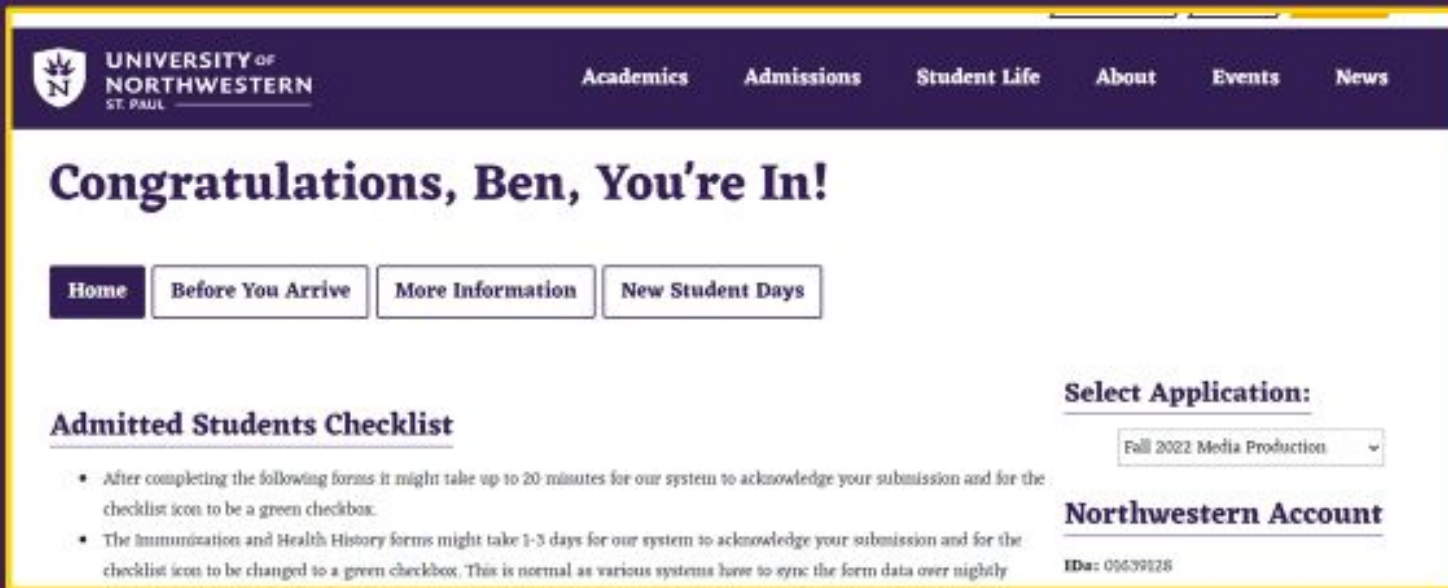
- Fall Term: July 15th
- Summer Term: Early College- April 15th
- Spring Term: December 1st



UNW Dual Enrollment

Portal: Posted Decision

- Application Complete: All Docs received
- E-mail sent **“Admission Decision is Ready”**



The screenshot shows the University of Northwestern St. Paul website. The header includes the university logo and navigation links: Academics, Admissions, Student Life, About, Events, and News. The main content area features a large heading: "Congratulations, Ben, You're In!". Below this are four buttons: Home, Before You Arrive, More Information, and New Student Days. On the left, there is a section titled "Admitted Students Checklist" with two bullet points: "After completing the following forms it might take up to 20 minutes for our system to acknowledge your submission and for the checklist icon to be a green checkbox." and "The Immunization and Health History forms might take 1-3 days for our system to acknowledge your submission and for the checklist icon to be changed to a green checkbox. This is normal as various systems have to sync the form data over nightly". On the right, there is a "Select Application:" dropdown menu currently set to "Fall 2022 Media Production" and a "Northwestern Account" section with the ID "IDA: 00639028".



UNIVERSITY OF
NORTHWESTERN
ST. PAUL



Application & Registration

Apply

- Submit Application **IF FIRST TIME PSOS/PSEO STUDENT**
- Submit PSEO State Form **NEEDED EVERY SEMESTER**
- SWCHS counselors will automatically send transcript and test score to UNW

Receive

- Acceptance Letter (with Login Information for email if new to UNW)
- Registration Information (via UNW Email)

Register

- Online Self-Registration (Online and On-Site, using UNW email system)
- Advisors on-site to help register on Tuesday, May 3rd

Start

- First Day of Semester
- Books Loaned by UNW (PSEO)

Finish

- Last Day of Course, unless Drop or Withdraw (through UNW)
- Return PSEO Books to SWCHS (On-Site) or to UNW (Online)



UNIVERSITY OF
NORTHWESTERN
ST. PAUL

