



College in the Schools

College in the Schools (CIS) is a great way to earn college credits from Central Lakes College, but remain in the classroom at Staples-Motley High School. College in the Schools classes are taught by Staples-Motley High School teachers, who have the needed credentials to teach college courses.

Students wishing to complete CIS courses for college credit, will need to complete the following steps.

- I will be in the 10th, 11th, or 12th grade while enrolled in a CIS course.
- I will have a cumulative GPA of 3.20 or higher (10th grade); 3.00 or higher (11th grade); 2.80 or higher (12th grade).
- I have completed the Central Lakes College admission application for concurrent enrollment.
 - All applications **should be completed** prior to the start of the semester of intended enrollment.
 - Applications **must be completed** by the closing of the first week of the course.
 - See application instructions;
<https://www.clcmn.edu/wp-content/uploads/2018/08/Steps-to-Complete-CIS-Application.pdf>
 - Or you can visit clcmn.edu and search “PSEO” to find these instructions, along with other related details.
- I have completed my transcript request through Parchment. **(A copy of your high school transcripts are required as part of the application to Central Lakes College).**
 - Parchment: <https://www.parchment.com/u/registration/15136/account>
 - Select: “New Learner Account”
 - Select: “ I do not have a registration code”
 - Follow the prompts to complete your registration with Parchment.
- I have completed the ACCUPLACER assessment. **(Talk to the High School Counselor. This step may not be needed)**
- I have formally registered for my CIS course through the Central Lakes College E-Services site. This must be completed prior to the 30th day of the month in which the course begins i.e. September 30th and January 30th. **(This will typically be completed in class during the first week of the course)**
- I have notified my High School Counselor of my planned enrollment in CIS course(s).