APS PSEO STEPS

STEPS BECOME A PSEO STUDENT: NEW & RETURNING STUDENTS

Before You're Accepted

1. ☐ **Complete the District Intent Form:** https://tinyurl.com/apsdistrictintentform
   - Minnesota law requires public school students to notify their district to enroll in PSEO by **May 30th for Fall Semester** and **October 30th for Spring Semester.** If you miss the deadlines, you cannot enroll in PSEO for that semester!

2. ☐ **Attend PSEO Night or Watch the Recording**
   - Information Meeting (2/11/26) or **watch the video**: https://tinyurl.com/2627pseonight
   - Students **must check-in** saying they attended in person or watch the recording.

3. ☐ **Check Your Eligibility**
   - Make sure you meet requirements to participate in PSEO:
     - MDE Requirements: https://education.mn.gov/MDE/dse/ccs/pseo/elig/
     - College Specific Requirements: https://tinyurl.com/pseobycollege

4. ☐ **Apply to Your College of Choice**
   - Apply to the college you want to attend for PSEO ***(no earlier than February).***
   - If you've already applied, you do not need to apply again. Just move onto the next steps of recording you **StarID, password,** and **Student ID (all numbers).**

5. ☐ **Record Your College Login Information**
   - StarID: _____ Password: _____Student ID (all numbers): _____

6. ☐ **Complete Your PSEO Forms with Parent/Guardian**

   ☐ **Notice of Student Registration (NOSR) Form-Part 1**
   - Use 2026-2027 NOSR (available Feb.). Completed every semester.
   - Riverland requires 2 NOSR forms: Fall & Spring.
   - Form is available on: **College Website**, **MN Dept. Of Ed PSEO Page**, and **APS Website Dual Enrollment/College Credit.** The form can be completed electronically or printed and filled out.
   - Students need their college Student ID number to complete the form.

   ☐ **Complete Any Additional College Forms**
   - Each college has additional requirements. **Students must check the college website for additional paperwork.**
   - Riverland requires a PSEO Planning Guide

   ☐ **Complete the APS Participation Agreement Form**
   - Complete at: https://tinyurl.com/agreementformaps

7. ☐ **Connect with Your APS School Counselor**
   - **New PSEO Students**

   ☐ Schedule a meeting with your school counselor
   - **Bring or email ALL** completed documents
     - ☐ NOSR Forms (Part 1 completed & signed)
     - ☐ College Forms (Riverland Requires a Supplemental)
     - ☐ APS PSEO Participation Agreement Form

PSEO Deadline Information: Minnesota law requires students to notify their high school of their intent to participate in PSEO by May 30 for fall semester **and October 30** for spring semester**.** APS fulfills this requirement through the **District Intent Form**. **If this form is not completed by the deadline, you will not be able to enroll in PSEO for that semester.**

- **Returning PSEO Students**
  ☐ Email or Drop off **ALL completed** documents:
  - **Bring or email ALL** completed documents
    ☐ NOSR Forms (Part 1 completed & signed)
    ☐ College Forms (Riverland Requires a Supplemental)
    ☐ APS PSEO Participation Agreement Form
- **All Students (NEW & RETURING)**
  ☐ Review graduation requirements in Infinite Campus
  ☐ School Counselor will submit transcripts, test scores, and completed paperwork. If paperwork is incomplete, it will be returned to the student to complete.

After You're Accepted

8. ☐ **Watch Your Email for Next Steps**
   - It is the student's responsibility to check their email they used to apply to the college and follow instructions from the college.
9. ☐ **NEW Students Complete PSEO College Orientation**
   - Complete the college PSEO orientation before meeting with a college advisor.
10. ☐ **Returning Students Follow College Instructions**
    - You may not receive an email reminder from your college.
    - Be proactive and schedule any required appointments after paperwork is submitted to the college.
11. ☐ **Meet with College Advisor**
    - All PSEO students must meet with a college advisor to register for classes.
12. ☐ **Know Your College Deadlines**
    - Be aware of important deadlines including:
      i. Registration
      ii. Adding or dropping classes
      iii. Withdrawals
    - Missing deadlines can affect your graduation plan and college transcript.
13. ☐ **Send Your Schedule to Your APS School Counselor**
    - Email your APS school counselor your full PSEO schedule (Fall and Spring, if available)
    - Tell your counselor which APS classes you want to **keep.**
    - Tell your counselor which APS classes you want to **drop.**

⚠ **Do NOT** change your college schedule without talking to your APS school counselor first. If changes happen, send your updated schedule to your APS school counselor.

📌 **Important Reminder**
As a PSEO student, you are responsible for checking your email, meeting deadlines, completing required paperwork, and communicating with both your college and APS counselor. Staying organized will help ensure a smooth PSEO experience.

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