Minneota High School

504 N Monroe St
Minneota, MN 56264



2026-2027
Post-Secondary Enrollment Options (PSEO)
Program Guide and Student Intention Agreement

College Credit Options

Concurrent Enrollment: Concurrent Enrollment is a dual credit option that provides high school students with the opportunity to take college-credit bearing courses taught by college-approved high school teachers at a high school. High school students may earn both high school and college credit at no cost. Here at MHS we partner with Minnesota West Technical and Community College to provide our students the opportunity to earn up to 32 college credits. Our course offerings are:

AGRI 1101 - Intro to Animal Science
AGRI 1102 - Principles of Agronomy
BUS 1101 - Intro to Business
CHEM 1101 - General Inorganic Chemistry I
CHEM 1102 - General Inorganic Chemistry II
HLTH 2240 - Basic Nutrition
MATH 1105 - Intro to Prob & Stats
MATH 1111 - College Algebra
MATH 1113 - Pre-Calculus

Online College Classes: Online college classes are courses taught by college instructors online. Minneota High School partners with Online College is the High School (OCHS). There is no cost to students. Registration is handled by MHS at the time of high school registration using a separate process.

Postsecondary Enrollment Options (PSEO): The PSEO program is a dual credit program that allows high school students to simultaneously earn high school and college credit through enrollment in and successful completion of college-level courses on a college campus or online. Students may take PSEO courses on a full or part-time basis. The PSEO program provides students with a variety of class offerings as well as the opportunity to pursue more challenging coursework than may be available at the high school.

Articulation Agreements: Articulated Agreements enable high school students to earn college credit while in high school. For Minneota High School, several elective classes are articulated with Minnesota State system colleges. Students typically need to earn an A or B in the class and need to attend the college for a semester before they can earn the credit. Please see the school counselor for more information.

Should I participate in PSEO?

****IMPORTANT TO KNOW****

- Students who participate in PSEO are treated as college students.
- They must be able to independently navigate the college's processes, meet course expectations, and seek out help and advisement when needed.
- The college is unable to communicate with parents so all information is sent directly to the student.
- MHS offers advisement on course options, however, all coursework support is the responsibility of the college course instructor.
- The student is responsible for knowing and following all expectations and procedures of both MHS and the college.

Choosing to Participate

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

Students and parents should consider the following:

- **High School Graduation Requirements:** Students should meet with their high school counselor and review the courses needed to graduate. Enrollment in an incorrect PSEO class could result in delayed high school graduation, so careful planning and communication with the high school is very important. This is the student's responsibility.
- **Academic Ability:** Is the student ready for college-level course work?
- **Maturity:** Is the student mature, responsible and self-disciplined enough to be successful in a college setting? The student will be taking classes with college students of all ages. Attendance and grades are not available to parents or high school administrators or counselors.
- **Scheduling and Transportation:** Will the student be able to manage schedules and have the transportation means to get to and from the institution and possibly MHS?

Eligibility: Public School Students

10th-Graders: Any student classified as a 10th-grader who meets residency eligibility, may enroll in one Career or Technical Education (CTE) course as identified by a Minnesota state college or university on a postsecondary campus during their first semester. If a student receives a grade of a "C" or better in the first CTE course, the student is allowed to take additional postsecondary courses at the same institution the subsequent semester.

- The student must have received a passing score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading. If the student did not take the 8th grade MCA, another reading assessment can be substituted if accepted by the enrolling postsecondary institution.

Additionally, the student must also meet the specific course requirements and prerequisites of the CTE course in which they wish to enroll. Enrollment is only possible if the school district and the eligible postsecondary institution providing the course agrees to it.

11th and 12th -Graders: Any 11th or 12th grader who meets residency eligibility, if accepted by a postsecondary institution, may enroll in PSEO-eligible courses or programs at that postsecondary institution. Each participating college and university sets its own requirements for admission into PSEO courses and programs.

Eligible Institutions

Minneota High School has contracts with the following postsecondary institutions:

- Alexandria Technical and Community College
- Northland Community and Technical College
- Northwest Technical College
- Minnesota West Technical and Community College
- Southwest Minnesota State University

Postsecondary institutions must be located in Minnesota and include:

- Public postsecondary institutions
- Private, nonprofit two-year trade and technical schools granting associate degrees
- Private, residential, two-year or four-year, liberal arts, degree-granting colleges or universities located in Minnesota

PSEO students can attend full-time or part-time and attend MHS part-time. They can attend PSEO classes on-campus, online, or a combination of the two. Colleges may set limits on opportunities available to PSEO students.

PSEO Admission Requirements

Each participating college and university sets its own requirements for admission into PSEO courses and programs. It is the responsibility of the student to research admissions requirements at any PSEO programs of interest and ensure that they are taking care of admission requirements at that particular college or university. This information can typically be found on the college's admissions website or by contacting the college's admissions office.

Postsecondary institutions determine admission standards to participate in specific PSEO programs and courses. The postsecondary institution also determines the eligibility of a PSEO student to continue in the program if his/her grade(s) falls below a certain threshold. Postsecondary institutions determine the number of postsecondary courses a student can take. This could be one or more courses as allowed by the postsecondary institution for enrollment.

PSEO Funding: Tuition Textbooks, Materials, Fees and Equipment

Tuition: PSEO students do not pay tuition for their school-year college classes. Postsecondary institutions are paid by MHS through agreements for PSEO participation. The PSEO program does not cover summer school. If a student chooses to re-take a course they have already passed or wants to take summer classes, the student will be responsible for all associated costs.

Textbooks, Materials, Fees and Equipment: In general, PSEO students are not charged for textbooks, materials or fees that are required for the course or enrollment at the postsecondary institution. However, students may be charged fees in specific situations.

Equipment: If the equipment required for a course becomes the property of the student after the course has ended, the postsecondary institution may charge the student for this equipment.

Not returning textbooks or materials: Each student is required to return all textbooks and materials to the postsecondary institution after the course has ended. Postsecondary institutions may charge the student a fee for the late return or no return of textbooks or materials. Some colleges require PSEO students to return their textbooks and materials to the high school. The student is responsible for following their college's PSEO materials return guidelines.

** If a student enrolls through a college Minneota has a contract with, MHS pays the student's tuition, textbooks etc. The student will need to return textbooks and materials to the MHS counseling office when finished with the items. This is a chargeable expense if not done on time.

Participation Requirements

To access PSEO, a student must first give up one class at the high school during the school day. At MHS this means that one period of seven each semester must be dedicated to PSEO and no high school class may be taken during that time. As long as the student has one open period on their schedule, they can take PSEO courses.

MHS expects PSEO students to be full-time students.

- If the student is full-time PSEO, at a minimum they should take the number of credits that college considers to be a full-time load (commonly 12 credits).

If the student is part-time at MHS and part-time PSEO, at a minimum they should take the equivalent of a full-time load at MHS between their high school and college credits, which is 3.5 MHS credits per semester or 14 college credits. (1 regular MHS credit = 4 college credits).

Student's responsibility once enrolled in a postsecondary institution

The student is responsible for communicating with their high school counselor before registering for classes each semester to make sure they are fulfilling high school graduation requirements. Be aware that fall advising/registration should be scheduled prior to the end of the school year. The student is responsible for sending copies of their class schedule and final grades to the high school counselor as soon as they are available each semester. The high school counselor will continue to provide career, academic, and personal counseling to the student as needed. The student is responsible for consulting with and informing the school counselor about any class changes as soon as the change is made. Alert your school counselor immediately if you withdraw from a class. Any time a schedule change is made, provide the school counselor with an updated copy of their class schedule. It is the responsibility of the student to find out about important class deadlines and school events (scholarships, senior class pictures, graduation activities etc.).

Students are encouraged to use the following to stay up to day on important deadlines.

- Communicate with other peers enrolled at MHS
- Be aware of information posted on Google Classroom
- Check your MHS email

Testing

MCA Testing: All Minneota High School students, regardless of their PSEO status must participate in the state testing program (MCAs).

Credits and Grades

Students should work with their high school counselor to ensure PSEO courses fulfill credit requirements for graduation. This means students will take the same requirements as their MHS peers, but at the college level. When selecting courses, students must be careful to fulfill the subject areas and standards required for high school graduation. If a student is unsure if a course will meet requirements, they should check with the school counselor. It is the responsibility of the student to seek out and register for classes that will fulfill MHS requirements. The college's PSEO advisor may advise or recommend how to fulfill high school graduation requirements, but the college advisor cannot guarantee credits will transfer to MHS as advised. The high school principal has the final say in determining if the PSEO class will fulfill MHS graduation requirements. Students are responsible for providing their school counselor an unofficial college transcript listing their courses as soon as registration has been completed each semester.

The conversion of postsecondary college credits to high school credits has to be at least a 4:1 ratio. Whatever is considered one year of high school credit in a district for a subject area is equivalent to at least four college credits. MHS uses the following formula for PSEO Courses:

College Credit = High School Credit
4 = 1.0
3 = .75
2 = .50
1 = .25

Credits and grades received at a postsecondary institution are on the student's permanent college record and count as courses completed at that institution. All grade-related issues at the postsecondary institution are the responsibility of the student to address directly with the college according to the college's procedures and rules.

How college credits transfer to another postsecondary institution is dependent upon the transfer rules of the receiving postsecondary institution. It is the responsibility of the student to request their official college transcripts directly from the college where the credits were earned for the purposes of transferring credits. MHS is unable to provide official college transcripts as they must come directly from the institution that awarded the credit.

Academic Honors and Class Rank

Students participating in PSEO will be included when determining academic honors and class rank.

Transfer of Grades to MHS Transcript

MHS places grades on the high school transcript independently from how colleges place grades on transcripts. PSEO grades will be placed on the MHS transcript upon receipt of the college transcript as follows:

- Letter grades of A-F are listed on the high school transcript exactly as they are received from the postsecondary institution.
- FW and NC will be entered onto the MHS transcript as an F.

If a course is dropped prior to the start date, no record of the course will be entered on the MHS transcript. However, if a course is dropped within the first five academic days (beginning at the start date of the class) and is posted on the college transcript as a W, it will be entered on the MHS transcript as a F. Dropping a college course must be done following the college's policies and procedures. This will impact a student's high school grade point average and their class rank. This may also impact high school activities eligibility per MHS's academic eligibility policy found in the MHS student handbook.

Dropping a College Course

The student is responsible for informing the high school of any drop or schedule change prior to the start of the high school's semester. Failure to notify the high school of a drop may result in an F being posted on the MHS transcript for that class.

Graduation

Students participating in PSEO are eligible to participate in their high school graduation ceremony and earn a diploma if all requirements have been met prior to the graduation ceremony. It is the responsibility of the student to provide MHS with college transcripts prior to graduation verifying completion of all graduation requirements.

Meeting MHS Graduation Requirements

Course Selection Considerations: PSEO college coursework being used for MHS graduation requirements must follow the guidelines listed below:

English: Two credits over the junior and senior year. Courses must cover the following topics:

- Composition/Writing: Any writing course through the English department.
- Public Speaking: Typically through the Communications department
- Literature: Any literature course through the ENGL department

Social Studies: Two credits over the junior and senior year in the following specific areas:

- World History: Must be a HIST department course covering world history.
- Geography: Must be a GEOG department course covering some part of geography.
- Economics: Any ECON course will suffice.
- Government: A course related to how the U.S. Government works, typically offered by the Political Science department.

Math: Must be taught by the MATH department to cover the third required math credit for graduation.

Chemistry or Physics: Students need to graduate with either a full high school credit of Chemistry OR a full credit of Physics. This means students would need at least four or more college credits in the specified area, sometimes requiring them to take more than one college course to fulfill this requirement. Any CHEM or PHYS department class will suffice.

Consult with your school counselor to determine whether your proposed PSEO courses meet MHS graduation requirements. Final determination regarding whether or not a PSEO course fulfills a MHS graduation requirement lies with the high school principal. Be advised that during senior year, students are required to take Personal Finance at MHS. This can be during the first or second semester.

Participation in High School Activities

Students participating in PSEO are high school students and should not be prohibited from participating in activities sponsored by Minneota High School. Students should consider time required for studying as well as time commitment to the activity. Students should also consider attendance requirements at the institution and class time that may be missed due to the activity. High school practice, rehearsal, and competitions may conflict with PSEO class times. It is the responsibility of the student to make arrangements with all instructors and coaches/advisors as needed.

Academic Eligibility Policy for PSEO Students

For those students enrolled in PSEO and participating in Minneota High School activities, academic eligibility will be determined at the end of each semester. If deemed ineligible, students will be ineligible for three weeks from the time MHS receives the final course grade(s) from the college. These guidelines apply to both full-time and part-time PSEO students. Students must be carrying a full-time course load between PSEO and MHS coursework to be eligible for activity participation.

School-day logistics

Attendance: PSEO students are not required to be in attendance at MHS during their PSEO class period(s). Students must complete the PSEO leave slip each semester if wanting to leave MHS for their PSEO period(s). If PSEO students choose to be in the building during the school day, they are expected to be in the Library or assigned study hall for the entirety of the class period unless working with a teacher on an academic-related endeavor.

Expectations: PSEO students are expected to adhere to all MHS rules and expectations. PSEO students using the Library should be engaged in academic work for the entirety of their time, whether PSEO coursework, MHS schoolwork, reading a book, or postsecondary tasks (ex. Applying to college, job, or a scholarship). PSEO students causing a disruption to other learners or not following the rules will be given a consequence and may be asked to leave the building during their PSEO period.

Technology: PSEO students are welcome to use their school device and printers throughout the school for their PSEO coursework needs. Students who have specific technology needs related to a PSEO course should inform the technology coordinator as soon as they're aware of the needs (ex. Needing a particular program downloaded to a school computer). MHS is not obligated to purchase technology required for a PSEO course.

MHS's responsibilities regarding PSEO students once enrolled

- Provide advising to PSEO students on fulfilling graduation requirements as requested.
- Place PSEO courses and grades on HHS transcript.
- Track credit standing toward graduation and provide this information to students upon request.
- The high school counselor will continue to provide career, academic, and personal counseling to the student as needed and requested.
- ACT, ASVAB, and PSAT Testing: These optional tests are offered annually by MHS and are available to PSEO students to take at the regularly scheduled sessions.
- The school counselor is available to advise students and complete paperwork during their contract year – typically from 1 1⁄2 weeks before the start of the school year to one week after the end of the school year. The high school principal is available periodically throughout the summer.

Pros and Cons of PSEO

Pros:

- Flexible scheduling - plan your classes around your life
- More options - class options you would not have at the high school
- Dual Credit - earn both high school and college credit at the same time
- Exposure to challenging courses
- Jump start to college credits and college life - can earn your AA degree at the same time as graduating high school
- Cost of tuition, fees and books/materials is covered
    - Fees - any fees required to attend the institution must be provided by the postsecondary institution. Some examples include, but are not limited to, placement tests, internet or technology fees, and library services.
    - Non- instructional charges required by some courses or programs (i.e., background checks or malpractice insurance) must be provided by the postsecondary institution.

Cons:

- Last to register for coursework - you will typically register in the late spring or summer after all other college students have registered. Preferred or needed classes and times may be full
- If you are part-time, you may experience scheduling conflicts between college and high school time frames. The MHS calendar and semester dates usually do not line up with the college semester dates. You cannot miss your MHS classes due to your PSEO schedule.
- Not attending a college course and/or failing a college course may result in any or all of the following: academic warning, academic suspension, GPA drop (high school and college), dismissal from PSEO, graduation concerns, post high school implications (unable to attend that college, not qualifying for financial aid, GPA too low for selective programs/majors)
- Not following guidelines in choosing courses used to fulfill graduation requirements may result in not graduating on time with your peers
- There is no guarantee that college credits will transfer to another postsecondary institution
- Not returning books or materials by the deadline may result in a bill for the books or materials.
- Dropping a college class means following both college procedures and MHS procedures. Dropping a class may have graduation, transcript and extracurricular consequences. Some of the college courses that are needed for MHS graduation requirements are very difficult for students who have limited exposure to those subjects, particularly in the math and science areas.

Minneota High School

PSEO Student Intention Form - 2026-2027 School Year

Please return this form to the MHS main office by the following deadlines:
Fall Semester: Before May 30, 2026
Spring Semester: Before October 30, 2026
Forms will NOT be accepted after these deadlines.

Please initial each line item to indicate that you have read and understood each point.

_____ 1. I have received and read the PSEO materials provided by Minneota High School

_____ 2. I understand the eligibility guidelines, responsibilities, procedures and deadlines with regard to participating in this program.

_____ 3. It is my intent to enroll in the PSEO Program for (select all that apply)
____ Fall 2026 ____ Spring 2027 ____ Both Fall 2026 and Spring 2027

_____ 4. College(s) I plan to apply to (Circle Your Choice): OCHS MN West SMSU
Other_____

_____ 5. I plan to attend PSEO…
____ Full-time *OR* ____ Part-time

_____ 6. I anticipate taking _____(number) credits at MHS

_____ 7. I plan to attend PSEO…
____ On campus *OR* _____ Online *OR* _____ Part on campus & part online

_____ 8. My Grade next year: _____12 _____ 11 _____ 10

_____

Student Name (print) Signature Date

_____

Parent/Guardian Name(print) Signature Date