

# *Post Secondary Enrollment Options (PSEO) Handout*

## *WOODBURY HIGH SCHOOL*



### *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 & college credit.

The program provides students with a greater 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 postsecondary college or university you wish to attend. The college/university will determine eligibility.

### *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-year, residential, degree granting, liberal arts colleges; non-profit, degree granting trade schools; or accredited opportunities industrialization centers in Minnesota.

### *Interested:*

Follow these steps: See your counselor to discuss credits, graduation requirements, etc. 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 district's payment of your tuition. After you register at the college, see your school counselor for a schedule change. 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 the following school year by May 30.

### *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.

### *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 (e.g., A = A).

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.



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

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 on PSEO **must be first 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 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 postsecondary institution, but not both.



***Work with your High School Counselor!***

**You**, the student, will be responsible for meeting the graduation requirements of District 833. 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 necessary, please plan ahead. Please call the counseling office to make an appointment.

***Important to Remember***

- Once accepted at 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 every semester in order to be sure you are taking the credits needed to graduate.
- Grades earned at the college are **not** weighted. The grade on the college transcript is the grade that is entered on the high school transcript.
- Each college credit is equal to .75 high school credit.  
Example: a 4 credit college course would equal 3 high school credits ( $4 \times .75 = 3$ )

# PSEO CHECK LIST

*\*Please note, the college alone determines student acceptance*

1. \_\_\_\_\_ Talk to 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 colleges for specific deadline information.
  
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 District 833 graduation requirements. You must do this before you register for classes at the college.
  - Please note, the counseling offices are closed during the summer. If you will not hear back from the college about acceptance until summer vacation, please meet with you counselor before the end of the school year to discuss this information.
  
7. \_\_\_\_\_ After you register for your classes at the college, you will need to see your counselor in the Counseling Office to change your high school schedule.
  - You must return the PSEO Student Agreement to your high school counselor prior to your high school schedule being changed.
  - You **must** provide your Counselor with a copy of your college schedule every semester.
  - Check the High School’s website and Counseling Office’s website often! You are responsible for keeping yourself informed about activities at the high school.
  - You must fill out a new “PSEO Notice of Student Registration” form each college semester (state form). This can be found on the Counseling website listed under “PSEO”.

# **PSEO Requirements for District 833 Students**

*(Check off course once completed)*

## **District 833 requirements**

## **College courses needed to fulfill District 833 requirements**

### **English requirements (only required if not completed at the high school)**

\_\_\_\_\_ English 11A/B/C (3 credits)

4 semester credits of any English class

\_\_\_\_\_ English 12A/B/C (3 credits)

4 semester credits of College Composition or an English Course that is a Writing Intensive Course (may not be remedial)

### **Social Studies Requirements (only required if not completed at the high school)**

\_\_\_\_\_ American History A/B/C (3 credits)

4 semester credits of American History class

\_\_\_\_\_ Political Science (1 credit)

2 semester credits of American Govt. or Political Science class

\_\_\_\_\_ Economics (1 credit)

2 semester credits of Economics class

### **Physical Ed. / Health Requirements (only required if not completed at the high school)**

\_\_\_\_\_ Physical Education (1 credit)

2 semester credits (total) of any Physical Ed. class

\_\_\_\_\_ Health (1 credit)

See your Counselor since it is Embedded

### **Math Requirements (only required if not completed at the high school)**

\_\_\_\_\_ Math

\* Must include Algebra 1, Geometry, Algebra 2

Please review district Math requirements and see your counselor with questions (may not be remedial Math)

### **Science Requirements (only required if not completed at the high school)**

\_\_\_\_\_ Science 9 credits,  
3 Elective Science,  
3 Biology, 3 Chemistry or Physics

Please review district Science requirements and see your counselor with questions

### **Fine Arts (only required if not completed at the high school)**

\_\_\_\_\_ Fine Arts (2 credits), (Band, Choir, Orchestra or Fine Arts)

3 semester credits of any Art course

***\*You must consult with your high school counselor before registering for or dropping classes at the college\****