



# **Pierz Healy High School**

## **Postsecondary Enrollment Options (PSEO) Information & Contract**

**2021-2022**

## What is Post Secondary Enrollment Options

“Postsecondary Enrollment Options (PSEO) is a program that allows 10th, 11th and 12th grade students to earn college credit while still in high school, through enrollment in and successful completion of college-level courses. With traditional PSEO, these courses are generally offered on the campus of the postsecondary institution; some courses are offered online. Postsecondary institutions are not allowed to charge PSEO students for tuition, textbooks or support services. Students may be charged for equipment that becomes their property when the course or program is completed.

Most PSEO courses are only open to high school students during their 11th and 12th grade year, with each participating college and university setting their own requirements for enrollment into the PSEO courses and programs. Students may take PSEO courses on a full or part-time (online) basis. Students must meet the PSEO eligibility requirements and abide by participation limits.

To assist the district in planning, students are required to inform their district of their intent to enroll in PSEO courses during the following school year by **May 30<sup>th</sup>**. Students should seek guidance from their high school counselor to determine if PSEO is the right fit for them and their academic plan.”

*From MN Dept of Education Website*

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## Pierz Healy High School Process

During registration, you should register as if you will be at Pierz Healy High School as a full-time student. After college acceptance as a PSEO student, you will work with your school counselor to remove classes and adjust to either a fulltime or part time PSEO student. **Students who take online PSEO classes are considered part time PSEO students.**

1. Check to make sure you are eligible for PSEO. Academic guidelines: Applying for junior year, students typically should be in the top ⅓ of their class and/or have a 3.0+ GPA. Applying for senior year, students should typically be in the top ½ of their class and/or have a 2.5+ GPA. Class rank and GPA are available in Synergy.
2. Contact college(s) of interest. Check individual school requirements (GPA, class rank, assessment tests, etc.) and find out what is required for their application process. Attend their informational meetings if they have them.
3. Starting in February complete application to school(s) of interest. Most applications are online. **Be watchful of deadlines.**
4. If you choose to apply for PSEO, you will need to complete the following tasks:
  - a. Request that a high school transcript be sent to the college(s) you have applied to
  - b. Submit the required MN Department of Education **Notice of Student Registration (NOSR) Form** and **Pierz Healy High School PSEO student contract** (below) to your high school counselor
  - c. Schedule a meeting with your counselor or principal to review forms, your PSEO plans, and to go over college classes you need to take to meet graduation requirements.
5. Register for classes with the college. Keep in mind initial applicants may be asked to take further placement tests and/or attend an orientation session before registering.
6. Be in communication with your high school counselor to determine changes to your high school schedule. Your high school schedule will be adjusted after your high school counselor receives a copy of your college schedule and if there is room in your high school schedule. Since counselors are not available throughout the summer, you should schedule an appointment prior to the end of the school year.

# What should be considered in making a decision about PSEO?

There are many advantages to participating in the PSEO program including some of the following:

- Provides an opportunity to earn concurrent credits at the high school and postsecondary level
- Provides an opportunity for rigorous educational pursuits
- Provides an opportunity to experience the postsecondary setting for students who might otherwise not have considered it
- Provides opportunities for courses not offered at the high school
- Provides opportunities to explore areas of special interest

However, the decision to participate in the PSEO program is very important because it affects the student's high school experience, high school program, high school graduation, future education, and career goals. There is increased independence and self-discipline. The following factors should be considered when exploring whether or not PSEO is a good fit.

## High school graduation requirements

Will the student be able to arrange a course schedule at both the high school and college campuses to allow credits to be earned that are needed for high school graduation? Enrollment in inappropriate courses could result in the student not graduating with his/her high school class. Courses must be chosen very carefully.

## Transfer of credits

PSEO students should ensure that college credits earned will transfer to their next intended college, especially for out-of-state and highly selective colleges.

## Rigor of classes

Will PSEO give the student more rigor than they would receive in their high school curriculum?

## High school experiences and leadership opportunities

Keep in mind opportunities that you may miss out on at the high school level and potential leadership opportunities at high school.

## Shortening college

Recognize that taking college classes and being involved in the PSEO program does not guarantee that you will shorten a 4 year college program.

## Being a College Student

PSEO students are afforded the same rights and responsibilities as all college students, and must be able to:

- Take full responsibility for managing time and assignments.
- Make room for more study time outside of class, with fewer instructions on how and what to study.
- Handle multiple deadlines without reminders.
- Students can expect to spend two hours outside of class in preparation for every one hour of classroom lecture.
- Students should realize that PSEO classes are independent in nature; **high school staff are not responsible for monitoring progress.**
- Social maturity is also important in working with older students, professors and in handling the academic challenge of college.

## College transcript

Keep in mind that your college transcript will begin with PSEO courses. PSEO courses cannot be removed from a student's college transcript.

## Scheduling

Most high schools and postsecondary institutions have differing yearly schedules and vacation times. Failure to consider dissimilar schedules could result in a limitation of course selections, an overlapping of courses, or even hinder completion of a course.

## Academic Readiness

The student should be academically ready to succeed at the postsecondary level and capable of handling more accelerated classes.

Typically successful PSEO students have been successful (A's & B's) in core classes.

## Emotional Maturity and Responsibility

The emotional maturity and level of responsibility the student is ready to assume are major considerations for success in this program. Careful attention should be given to the student's ability to work independently, attend classes regularly, and to complete assigned work without close supervision. Will the student miss high school involvement and contact with peers by participating in PSEO? Is the student ready to function in an all adult setting?

# Questions & Answers

## 1. Who is eligible for this program?

All public school 11th and 12th grade students are eligible to participate on a full-time or part-time basis providing they meet the requirements of the college to which they apply. Legislation allows eligible 10th-grade students to enroll initially in one Career and Technical Education (CTE) course through PSEO. If the student earns a "C" or higher grade in this first course, she/he is eligible to take additional CTE courses while in 10th grade. In order to be eligible, a 10th-grade student must have met the proficiency level of "meets or exceeds" on the 8th-grade MCA reading test and meet the college(s) admissions requirements.

## 2. What are the eligibility requirements?

PSEO is available to students who present clear evidence of the ability to perform college work. Seniors generally need to have at least a 2.5 cumulative GPA and Juniors generally need to have at least a 3.0 GPA. In addition, each college sets their own requirements which could include specific GPA, defined test scores or prerequisites, and deadlines.

## 3. How do I apply?

Students interested in PSEO must apply to the college(s) of their interest as well as complete any required placement testing and orientation sessions. Students are responsible for completing the college application and all supplemental PSEO forms. PSEO is competitive. Filling out a college application does not guarantee acceptance.

## 4. How many high school credits will be given for a college course?

The high school will decide whether a college course will meet requirements for high school graduation requirements.

*4 college credits = 2.0 Healy High School credits*

*3 college credits = 1.5 Healy High School credits*

*2 college credits = 1.0 Healy High School credit*

*1 college credit = 0.5 Healy High School credit*

## 5. How do my PSEO credits transfer to Pierz Healy High School?

PSEO courses will be counted as **elective credit** at the high school. *In order to receive core subject credit for a PSEO course, students must have prior approval from the high school principal and school counselor.*

## 6. Will credits earned under this program be transferable to any postsecondary institution the student may attend later?

Transfer of credits is determined by postsecondary institutions. Students and parents concerned about future credit transfer should contact the postsecondary institutions they may be interested in attending, especially highly selective schools outside Minnesota.

## 7. Will the high school student have lower requirements than postsecondary students in courses taken at a postsecondary institution?

No. They will be expected to meet all of the same requirements as postsecondary students. PSEO students are treated just like other college students. *In addition, college instructors cannot communicate with parents or high school counselors.*

## 8. Does the student need to meet the high school graduation requirements if he/she participates in this program?

Yes, the student must meet the course requirements of the State Board of Education and the requirements of the school district. Course requirements can be met by taking courses either at the high school or postsecondary school. It is important that students are certain that the postsecondary courses meet the high school requirements and that they will receive the credits needed for high school graduation.

## 9. What assistance does the student have in determining whether or not to attend a postsecondary institution?

Deciding whether to apply for enrollment in postsecondary courses is an important decision and needs early planning. Students should have discussions with their high school counselor, teachers, and parents to determine if PSEO is an appropriate choice. School counselors can help determine what courses will apply toward graduation credit and how these courses relate to the student's overall educational goals.

## 10. Where can the student attend?

A variety of postsecondary institutions (4 year and 2 year, public and private) offer PSEO options. Some institutions do not offer PSEO. Many institutions have their own specific requirements. Some institutions such as the University of Minnesota are highly selective and competitive. It is recommended that students consider whether or not the rigor will be higher than at the high school. It is also recommended that students make a visit to the postsecondary campus. A full listing of institutions that offer PSEO is on the MDE website. The majority of Pierz Healy High School students attend Central Lakes College-Brainerd.

**11. What about scheduling classes?**

Postsecondary institutions and high school time schedules will be different in most cases so scheduling conflicts may arise. As a result, the student may not always be able to take the classes desired at one or the other of the institutions. Careful planning is important.

**Registering for PSEO classes is the responsibility of the PSEO student. The high school will not assist in this process.**

**12. Is the student automatically accepted?**

No. The postsecondary institution reviews the application and notifies the student of acceptance. The postsecondary institution may require the student to meet its standards or requirements for entrance into the course or programs that are normally required of postsecondary students. These could include prerequisite courses, scores of ACT, MCA, Accuplacer placement tests, or other regular evaluative procedures to determine competency. Acceptance into a postsecondary school or program is not a guarantee that the student will be enrolled in all requested classes. Students may be subject to the institution's criteria such as limited course space or prerequisites needed for a specific class. Typically, standards are that juniors need to be in at least the top 1/3 of their academic class and seniors need to be in at least the top 1/2 of their academic class.

**13. What about transportation?**

The student is responsible for arranging and paying the cost of transportation. Funds are available to help pay transportation expenses for PSEO students whose families are at or below the poverty level, as determined by the federal government, to participate in PSEO courses on college campuses. Access the Postsecondary Enrollment Options Mileage form on the MDE website. Forms are submitted to the Pierz Public Schools District Office.

**14. How many classes can a student take?**

Students can enroll in one or more classes as long as they do not exceed the equivalent of a full high school load under this program. PSEO students (both part-time online PSEO and full-time PSEO) are limited by the State of Minnesota to taking a *maximum of 21 college credits per semester*.

For students taking online PSEO classes, but are remaining at the high school full-time, a "PSEO Online" course will be entered into one of the class periods on the student's high school schedule.

**15. What if a student withdraws from a postsecondary course?**

Students need to follow the college's procedure for withdrawing from a class. The student should be informed that dropping a class after a specific date could mean that they will receive a failing grade for the class. This should be verified with the college. The high school counselor needs to be informed of a dropped or withdrawn class; *which will result in an F on the high school transcript*.

**16. What if a student fails a class?**

This is one of the risks of enrolling in college classes. If a class required for high school graduation is not passed, the student might not be able to graduate with his/her high school class. In addition, the student's permanent high school and college transcript will record the failing grade.

**17. Can students take summer classes through the PSEO program?**

The PSEO program only allows courses to be taken during the regular school year. Some colleges do allow high school students to take courses in the summer under special permission, but all costs associated with the summer course, including tuition and books, are the responsibility of the student.

**18. Is there any reimbursement for room and board?**

No. Reimbursement for room or board is not available under this program.

**19. Is the student eligible for financial aid available to postsecondary institution students?**

Students enrolled in a postsecondary course for high school credit under the Postsecondary Enrollment Options Program are not eligible for any state student financial aid.

**20. Can my student participate in extracurricular activities?**

Eligibility for any intercollegiate activity is determined by the Minnesota High School League. If a PSEO student chooses to participate in college athletics, they are no longer eligible for MN State High School League activities. Students may participate in noncompetitive activities without League approval. PSEO students can participate in high school events, clubs, activities and athletics. Some activities or clubs at the high school may require students to be full-time students on the high school campus.



# Pierz Healy High School PSEO Contract 2021-2022

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Graduation Year: \_\_\_\_\_

College(s) Attending \_\_\_\_\_ Enrollment Status: *Full-time*  *Part-time (PSEO Online)*

Student's Cell Phone Number \_\_\_\_\_

## **STUDENT RESPONSIBILITIES**

- Students must notify the high school counselor of their intent to enroll in PSEO courses by **May 30<sup>th</sup>** of each school year.
- In order to earn a Pierz Healy High School diploma, high school course requirements must be completed along with all other necessary requirements (i.e. graduation tests and Personal Learning Plan). Please refer to the [Pierz Healy High School Registration Book](#) for further information regarding the total number of credits needed for your graduation year.
- You will need to discuss with your counselor courses that you need to take that will meet Pierz Healy High School course requirements.
- Plan accordingly with your high school counselor to make sure you are taking enough credits to be on track for graduation. Full-time PSEO students must be enrolled in a **minimum of 12 college credits per semester**.
- All PSEO courses will be counted as **elective credit at the high school**. In order to receive core subject credit for a PSEO course, students **must have prior approval from the high school principal and school counselor**.
- Submit a copy of your college class schedule to your high school counselor before the beginning of **each semester**. (After you have submitted a copy of your college class schedule, your high school schedule will be changed).
- Make sure the MN Dept. of Education PSEO "Program Notice of Student Registration" three part form is completed by you and your high school counselor **each semester** and submitted to the college. You need signatures from a parent and your high school counselor so plan ahead and submit early.
- Your high school counselor needs to be informed of changes made in your PSEO schedule such as dropping, withdrawing, or adding a course. Notify your high school counselor before you withdraw from or fail a college class as the number of credits taken could impact full time student and graduation status. PSEO courses will transfer to your Pierz Healy High School transcript with the college grade earned. **Courses with final grades of W, FW, or FN for classes withdrawn from, will receive an F on the high school transcript.**
- All high school students, including PSEO, should return for required state exams (i.e. MCA tests).
- It is the responsibility of the student to **order and return** all textbooks and materials needed for both on-campus and online PSEO courses. The high school does not assist in this process.
- For seniors: Honors status for graduation is determined after 1<sup>st</sup> semester grades are posted to the transcript.
- For seniors: A student's high school diploma cannot be issued until grades are received from the college and verified.

**Upon graduation**, you will need to send official transcripts (high school and college) to future postsecondary institutions. Refer to each institution for official transcript request procedures and costs.

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***I have discussed PSEO with my school counselor and parents. I understand the guidelines for PSEO and agree to take on the responsibilities of the program. I will maintain full-time status and complete the necessary requirements for graduation. I understand that a failure to do so may jeopardize my high school graduation.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

***I have discussed PSEO with my child and I understand the guidelines for my student's participation in the PSEO program. I am aware that the high school cannot monitor my student's college performance (attendance, grade progress, etc) at the college.***

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **PSEO INFORMATION, GUIDELINES, AND STUDENT RESPONSIBILITIES**

- ❑ PSEO students should maintain full-time status either as a full time college student (minimum of 12 credits per semester) or attending Pierz Healy High School as a full-time student with PSEO Online classes fitting into the high school schedule.
- ❑ Make sure you are registering for the appropriate number of credits and that the college credits convert to the required amount on the high school side. Not taking the correct number of college credits may impact your graduation status.  
  
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3 college credits = 1.5 Healy High School credits  
2 college credits = 1.0 Healy High School credit  
1 college credit = 0.5 Healy High School credit***
- ❑ PSEO students (both part-time online PSEO and full-time PSEO) are limited by the State of Minnesota to taking a ***maximum of 21 college credits per semester.***
- ❑ As a PSEO student the expectation is an understanding of the responsibilities of being a college student (parking, deadlines, syllabi, student ID, meeting with professors, rigor of classes, etc). College academic and attendance complications need to be handled by the college and the student. Your high school school counselor should be informed, but has no jurisdiction over college matters.
- ❑ Students are highly encouraged to utilize services at the college level as needed such as meeting with college advisors, using tutoring services, etc.
- ❑ College textbooks belong to the college and must be returned to the college after the semester has completed. Failure to do so could result in fines and/or withheld grades by the college. It is the responsibility of the student to order and return all PSEO textbooks to the college by their return deadline (applies to both PSEO Online and full-time PSEO students).
- ❑ All PSEO courses will be counted as **elective credit at the high school**. In order to receive core subject credit for a PSEO course, students **must have prior approval from the high school principal**.
- ❑ It is your responsibility to stay informed of Pierz Healy High School daily announcements, general information, class meetings, and other school activities. Be responsible about checking your Pierz email regarding PSEO matters and other information from the school. Be sure to sign up for Remind messages from the Pierz Healy High Counseling Center. For seniors especially, be informed of information such as senior picture day, how to send college transcripts, college deadlines, yearbooks, scholarships, graduation, etc.
- ❑ PSEO students can participate in high school events, athletics, clubs, and activities. If a PSEO student chooses to participate in college extra-athletics, they are no longer eligible for MN State High School League activities.
- ❑ Full-time PSEO students are allowed to be on the campus of Pierz Healy High School only when scheduled for courses or after school hours to participate in after school activities. ***If visiting during school hours, full-time PSEO students must sign in as a visitor.***
- ❑ Transportation is the responsibility of the student. For part-time students: you are responsible for allowing yourself enough “drive time” to get to and from your college & Pierz Healy High School. Students will be given an “Unexcused Tardy” if they are not back to high school on time. The high school cannot accommodate a student leaving early or coming late to a class due to PSEO schedule, even for a few weeks.