



PSEO Frequently Asked Questions

How do I get started?

Begin by talking with your parents about the PSEO program. There are many things to consider including transportation, extracurricular activities, graduation requirements and the differences between high school and college courses, etc.

If you decide to apply for the PSEO program, schedule a time to meet with your counselor to help determine if you are eligible, the courses you should take and assistance with the application process.

ELIGIBILITY REQUIREMENTS

What are program requirements?

High school seniors must rank in the top one-half of the graduating class or score at or above the 50th percentile on any nationally standardized, norm-referenced test such as ACT, SAT, PSAT, Pre-ACT, the Stanford Achievement Test or Iowa Assessments.

A student who begins at the beginning of 12th grade is eligible to participate in the program for the one academic year. Students that graduate mid-year are eligible to participate in PSEO for the remainder of the school year.

High School juniors must rank in the upper one-third of the graduating class or score at or above the 70th percentile on any nationally standardized, norm-referenced test such as ACT, SAT, PSAT, Pre-ACT, the Stanford Achievement Test or Iowa Assessments.

A student who starts at the beginning of 11th grade is eligible to participate for two academic years.

Students applying from high schools that do not provide rank must have a 3.0 GPA (to be eligible as a junior) and a 2.5 GPA (to be eligible as a senior) or meet the percentiles on the nationally standardized, norm-referenced tests mentioned above.

Home schooled or students who attend an ALC or school which does not provide GPA or rank are eligible for PSEO admission based upon meeting the percentiles of the nationally standardized, norm-referenced tests mentioned above. Students who have less than one year experience at an ALC or home school are required to submit previous high school transcripts. Home schooled students can access to the Stanford Achievement Test or Iowa Assessments through the Minnesota Statewide Testing Program <https://oms.umn.edu/departments/mstp/about.php>.

The results of the Normandale placement tests are the determining factor for a student's eligibility to enroll in college-level courses at Normandale paid for the PSEO program.

You cannot be enrolled full time at your high school to be eligible for the PSEO funding. You need to give up at least one course at your high school.

APPLYING FOR ADMISSION

What do I need to apply?

Submit the following:

A completed and signed Normandale Community College PSEO Application form (available on the PSEO web page).
Due the number of supporting documents needed, PSEO applicants should not apply online.

- A current official high school transcript showing class rank/size (if available)
- ACT, SAT, PSAT, Pre-ACT, the Stanford Achievement Test or Iowa Assessments scores (if available)
- Records of immunizations (alternative and home schooled students only)
- A Minnesota Department of Education (MDE) PSEO Program Notice of Student Registration form. Parts 1 and 2 of the form must be completed and signed (available on the PSEO web page).
- Official transcripts of previously completed college level coursework (College in the Schools, Advance Placement, International Baccalaureate, PSEO at another institution, etc.)

How will I know if I have been accepted to the program?

The admissions process involves 3 steps:

1. Submit the application materials and meet eligibility requirements
2. Satisfying placement testing (if necessary)
3. Attend Advising and Registration

For each step, a certain requirement must be met before moving to the next step. Therefore, applicants are only notified of the next step when the previous requirement has been met. The Admissions Office will send letters with information on how to complete each step. You should complete each step as soon as possible after receiving a letter.

What is the application deadline for the PSEO program?

Each year, the application deadline for fall semester is July 1. The application deadline for spring semester is December 1.

Is there an application fee for the PSEO program?

No, PSEO students are not charged an application fee.

Can I reapply for admission to the PSEO program if I didn't meet the eligibility requirements the first time?

Yes, you can reapply for a future semester. You would need to resubmit all of the application materials. The results of the Normandale placement tests are the determining factor for a student's eligibility to enroll in college-level courses at Normandale paid for the PSEO program. Our testing policy allows a student to take each section of the placement tests (reading, writing and math) three times in a 12-month period. If you tested three during your first application cycle, you will need to submit ACT, SAT or MCA scores in lieu of retesting, or, wait the 12-month period until you are eligible to test again.

Do I need to reapply each semester?

No, once you've been accepted to the program, you do not need to reapply each semester. Students entering the PSEO program at the start of 10th grade are eligible for 6 semesters, students entering at the start of 11th grade are eligible to participate for 4 semesters. Students entering the program at the start of 12th grade are eligible to participate for 2 semesters. Once admitted to the program, a student can take a semester off and does not need to reapply. You must submit a new MN Department of Education Notice of PSEO Registration form prior to registering for classes under the PSEO program for the next semester.

Your PSEO status will end with your high school graduation date. PSEO participants who want to continue taking classes at Normandale after they graduate from high school need to submit an application for general admission. As a former Normandale PSEO student, the \$20 application fee will be waived.

What if I am accepted to the PSEO program, but change my mind about attending?

You should notify the college as soon as possible if you have been accepted to the program but will not be attending. If you have not registered for classes, your application will be cancelled and you can reapply for a future semester. If you have already registered for classes, **you** need to drop or withdraw from your classes at the college and return any textbooks immediately. (Failing to drop your courses will result in F grades posted to your college transcript.) Also, inform your high school counselor of any change in plans.

PLACEMENT TESTING

What are the placement tests and why do I need to take them?

Applicants who meet the class rank eligibility requirements will then participate in placement testing to determine a student's readiness for specific college courses. The placement test measures reading, writing, and mathematics skills and is used to assist students with the selection of appropriate courses to help assure a student's academic success. A PSEO applicant must demonstrate college level reading skills, at a minimum, to be eligible to register for any courses as a PSEO student. Normandale placement tests are not timed and provide immediate results that predict college readiness.

How many times can I take the placement tests?

Each section of the placement test (reading, writing and math) can be taken three times in a 12-month period. (This includes placement testing completed at other MinnState colleges and universities.) You must wait twelve months from the last testing date to retake any section of the placement test. (This also includes placement testing completed at other MinnState colleges and universities.)

What if I am not college level in all three areas?

Ideally, we like PSEO students to demonstrate college level skills in all three sections of the placement test. A PSEO applicant must demonstrate college level reading skills, at a minimum, to be eligible to register for any courses as a PSEO student. If an applicant places college level in reading, but not in writing or math, registration for English courses and/or math courses will not be available.

Can I receive a waiver for the placement tests?

Applicants may be waived from participating in placement tests by submitting copies of score reports from any previous ACT, SAT, MCA (MN Comprehensive Assessments) or course placement testing completed.

Reading Waiver	An ACT sub score of 21 or above; an SAT Critical Reading score of 550 or above; an SAT score of Evidenced Based Reading & Writing of 480 or above; or an MCA 10 th Grade Reading score of 1047 or above
Writing Waiver	An ACT sub score of 18 or above; an SAT Critical Reading score of 550 or above; an SAT score of Evidenced Based Reading & Writing of 480 or above
Math Waiver	An ACT sub score of 22 or above; an SAT Critical Reading score of 550 or above; an SAT score of Math score of 530 or above; or an MCA 11 th Grade Math score of 1148 and above for specific math courses

When do I take the placement tests?

Eligible applicants will receive a letter with instructions on how to access the online reservation site to set up a time to take the placement tests and which tests are needed if the applicant has submitted other scores for possible waivers.

How can I prepare for the placement tests?

Several resources are available to assist students in preparing for the Normandale placement test:

1. Visit the Accuplacer College Board website at <https://accuplacer.collegeboard.org/student/practice> for “Free Sample Questions” and a “Free Accuplacer Practice App” for the CLASSIC version of the Accuplacer tests.

Accuplacer provides free practice questions as well as a web-based study app that feature practice tests in each test subject. The web-based study app works on most devices with internet access. It will help you become familiar with the content and format of the Accuplacer test questions.

- “Learn as you go” tests provide you with an explanation of the correct or incorrect responses
- Sample tests are similar to the real thing, so you will know ahead of time what your experience will be like on test day
- You can save your work at any time, and come back when it is convenient for you
- You can review your score history to see what you’re already doing well and what skills you should focus on improving
- Go the link above for sample questions or to access the web-based app. Be sure to select CLASSIC practice tests or ESL practice tests.

2. Go to Google.com, type in “Accuplacer Practice” in the search box. Several good sites from this search include: <https://www.studyguidezone.com> and <https://www.testprepreview.com>

3. www.math.com is another helpful website for mathematics review.

Is there a fee to take the placement tests?

No, PSEO students do not pay any fees for the placement tests?

ENROLLMENT STATUS

Can I be enrolled at the college as PSEO student and also take classes at my high school?

The student cannot be enrolled full time at the high school and also be eligible for PSEO. For purposes of determining PSEO eligibility, a student must give up at least one course at the high school to be eligible for PSEO at the college.

Can I be a full time student at the college as a PSEO student?

Yes, a student in the PSEO program may enroll as a full time student at the college. Enrollment for 12 college credits is considered full-time status at the college. For most students, particularly 11th graders, we recommend starting the program on a part-time basis.

Can I take classes during the summer?

The MN Department of Education does not fund the PSEO program during the summer. However, a student who was enrolled under the PSEO program during the fall or spring semester and is still eligible for the PSEO program (has not received a high school diploma) can continue to take courses during the summer, however, the student is responsible for all tuition, fees and books for summer classes.

COURSES

Will the courses be more difficult than high school?

Yes, college courses will most likely be more difficult than high school courses. There is a lot more responsibility placed on the student. For every hour in class, a student should plan on two hours of homework outside of class.

Are there any restricted courses?

PSEO students cannot take courses with supplemental fees more than \$85. This includes study abroad courses. PSEO students are also not eligible to take developmental courses (numbered below 1000).

Can I take an online or evening course?

Yes, PSEO students can take online courses and courses offered in the evening and on Saturday.

Can I take courses at my high school and at Normandale?

Yes, many students attend classes at their high school and Normandale. The number of college credits that equal high school credits depends on your high school's grading system terms and graduation requirements. You will need to work with your high school counselor to be sure you do not exceed full time status with a combination of high school and college courses.

How do I know what classes to take?

All new PSEO students will attend an Advising and Registration session at Normandale to register for courses for the first time. Before attending this session, we encourage you to work closely with your high school counselor regarding course selection to be sure the courses meet high school graduation requirements. After completing the first semester, students are encouraged to meet with both the high school counselor and a Normandale counselor or advisor for additional course selection and registration.

Can I take all my classes at Normandale?

Yes, some PSEO students enroll as a full time student at Normandale. Twelve credits are considered full time at Normandale. The number of college credits that equal high school credits will depend on your high school's grading system terms and graduation requirements. You should work closely with your high school counselor when making decisions about course selection to be sure you are meeting your high school graduation requirements.

Is there maximum number of credits I can take?

A Normandale counselor's signature is required if a student wants to register for more than 18 credits in one semester.

Are there any course restrictions for PSEO students?

PSEO students cannot take developmental courses (courses numbered below 1000 that are not college level). PSEO students are not eligible for courses with extra fees. The Minnesota Department of Education will only cover expenses billed by the institution(s) to which the PSEO student has been admitted. PSEO students will be responsible for any tuition, fees and supplies for courses at any institution to which they are not admitted.

Can PSEO students take online or evening courses?

Yes, PSEO students are eligible for online, evening and weekend courses.

What if I need to drop or withdraw from a course?

Before dropping or withdrawing from a course it is important to understand how these decisions will affect satisfactory academic progress at the college as well as high school graduation requirements. You should work closely with your high school counselor and a Normandale counselor or advisor before deciding to drop or withdraw from a course.

Each semester there are established deadlines for dropping or withdrawing from courses. If you decide to make a change in your course schedule, you are responsible for dropping or withdrawing from your course with the college by the established deadline. You will not be charged for a course you drop or withdraw.

What if I need to take time off from my classes?

You are expected to attend your classes, even if your high school is not in session. Most instructors have their own attendance policy. If you need to miss class, you should talk to each of your instructors.

GRADES

How will my high school get my grades?

At the end of each semester, Normandale will forward your Normandale transcript to your high school guidance office. You will be able to view your grades online through eServices.

If I fail a course will I have to pay for it?

All PSEO classes must be taken for a letter grade. You cannot take a class as a pass/fail grade. PSEO students are expected to meet the same standards for satisfactory academic progress as a non-PSEO student. PSEO students need to maintain a 2.0 GPA and complete 67% of the credits. Students who fall below these requirements will be placed on academic warning for the following semester. Remember, the grades you earn will be permanently posted on your college transcript. You will not be charged if you fail a course.

Can I retake a course for a better grade?

You can retake a course and the PSEO program will pay for it as long as you are eligible for the program and you have not been awarded prior college credit for the course. If you were awarded college credit for the course (received a grade of "D" or higher), you cannot retake the course.

TUITION, TEXTBOOKS AND SUPPLIES

How does my tuition get paid?

The cost for all course tuition, fees and required textbooks are covered under the PSEO program. It also covers consumable supplies that are required specifically for a class, such as art supplies, film, etc. Any materials required for the course, including but not limited to, calculators, software and consumables (i.e., art supplies used during a course) must be provided by the postsecondary institution. Textbooks and materials provided to the student are the property of the postsecondary institution and must be returned by the student after the course has ended.

The program does not cover general school supplies such as notebooks, pens, pencils, etc., or non-consumable supplies such as, instrument rental, uniforms, etc. You must submit a new Minnesota Department of Education (MDE) PSEO Program Notice of Student Registration form each semester prior to registering for classes under the PSEO program for payment of the tuition, fees, textbooks and supplies.

Do I have to pay for my textbooks?

Required textbooks and supplies are paid for by the PSEO program. Your textbooks are the property of Normandale Community College. All textbooks and supplies must be returned to the college at the end of each semester by an established deadline. If you do not return the textbooks you will be billed. All bills must be paid before you can register in a future semester or have a transcript released to another institution.

How do I get my textbooks?

You will always pick up your books in person. (Do not use the online textbook purchasing service.) Only you, the student, can pick up your textbooks because you will be asked to sign a textbook agreement form. You will need to bring a photo ID and printed copy of your class schedule to the Textbook Depot. When you pick up your books you will also receive important information about the textbook return policy. This will include when and how to return your books if you change your classes and when to return your books at the end of the semester. Students who drop or withdraw from a course must immediately return textbooks and supplies to the Textbook Depot.

What if I need additional supplies?

Reimbursement may be available for required books and supplies not available through the Normandale Campus Store. Sales tax and textbook shipping costs (if applicable) are not reimbursable. Students must keep their original receipts and turn them into the Business Office for reimbursement. The Business Office staff will issue you a new book voucher, which you will use to itemize your purchased supplies. You must attach your original receipts to the voucher. Your reimbursement check will be sent within two weeks. (Students will have to return all supplies after the semester if they choose to be reimbursed.)

OTHER QUESTIONS

Does Normandale provide transportation to college for my PSEO classes?

Transportation costs to and from the college are not covered by the PSEO program and are the responsibility of the student. However, some PSEO may be eligible for assistance with transportation costs. To be eligible, a student's family must be under the federal poverty guidelines. Students who qualify should work with their school district on the reimbursement process. More information is available at the MN Dept. of Education website (<http://education.state.mn.us/MDE/fam/dual/pseo/index.htm>).

Where do I park?

PSEO students can park in any lot that is open for student parking. A parking permit is not required.

Can I participate in Normandale student clubs and organizations?

Yes, PSEO students are encouraged to get involved in the student clubs and organizations.

What if I miss class?

You will be expected to attend all your class sessions at the college. Even on days when the college is in session and your high school may not be in session. For example, your high school spring break may occur at a different time than Normandale's spring break. Attendance rules are set by each instructor and vary from class to class. If you know you are going to miss class, you must make arrangements with each of your college instructors.