

Post-Secondary Enrollment Options (PSEO) Career and Technical Education (CTE) Program

APPLICATION INSTRUCTIONS

Qualified Applicants

Only high school sophomores, juniors and seniors are eligible for admissions consideration through this PSEO process. Students admitted through this program will qualify ONLY for enrollment in a career and technical education (CTE) course.

Application Deadlines

Fall Semester	Spring Semester
Priority Deadline – April 15 th Final Deadline – June 1 st	Priority Deadline – November 1st Final Deadline – December 1st

Deadlines will be adjusted to the next business day if the deadline date falls on a weekend.

Eligibility Requirements

- Students must be enrolled in the 10th, 11th or 12th grade (includes non-public and home school)
- 10th grade students must have attained a passing score on the 8th Grade MN Comprehensive Assessment in reading, an Accuplacer reading score of 78 or higher or a placement requirement established by the college if the student did not take the MCA reading test
- 11th grade students must rank in the top third of their graduating class, or score at the 70th percentile on a nationally normed referenced test or may qualify with a GPA of 3.5 or higher
- 12th grade students must rank in the top half of their graduating class, or score at the 50th percentile on a nationally normed referenced test or may qualify with a GPA of 3.0 or higher
- Students may only enroll in CTE courses on the approved list for the first term
- Students must meet other course prerequisites or course enrollment standards established by the college. These standards include but are not limited to assessment test scores, program admission or other requirements.

PSEO CTE Admission Criteria

- Students are eligible for only one course the first semester. Progression in additional CTE courses will be evaluated by a Normandale advisor. If a student earns a grade of “C” or better in the course taken the first semester, the student will be allowed to take additional career CTE courses in subsequent semesters.
- A student who first enrolls under this provision while in the 10th grade and wishes to enroll in general education courses as an 11th or 12th grade student should contact the Normandale Office of Admissions. A student must satisfy all 3 sections of placement testing and achieve the required scores prior to enrollment. Students admitted under this provision will be required to attend an Advising and Registration session.

Complete and submit all application materials together

- A completed and signed Normandale Community College PSEO-CTE application form
- A MN Dept. of Education PSEO Program Notice of Student Registration form. Parts 1 and 2 of the form must be completed and signed.
- Official high school transcript which includes most recent semester grades
- Nationally normed referenced test (ACT, SAT, PSAT, Pre-ACT, ITED, etc) scores to determine class rank (ACT and SAT scores may also provide possible waiver of placement testing)
- Evidence of a passing score on the MCA 8th grade assessment, if not on the high school transcript (10th grade applicants only)
- Eligible applicants will be notified by letter on to complete placement testing (if needed) and Advising and Registration.



Post-Secondary Enrollment Options Career & Technical Education Course List

ACCT	2251	Financial Accounting	ENGT	1184	Fluid Mechanics**
ACCT	2252	Managerial Accounting	EXSC	1000	Aspects of Fitness
BUSN	1102	Social Media Marketing	EXSC	1128	Team Sports & Exercise
BUSN	1105	Intro to Business	HLTH	1107	Principles of Nutrition
BUSN	1157	Intro Hosp & Tourism Mgmt	HSMA	1103	Intro Hospitality & Tourism Mgmt
BUSN	1158	Convention &Mtg Planning Mgmt	HSMA	1140	Principles of Food Production
BUSN	1159	Hospitality Sales & Mktg Mgmt	HSMA	1143	Principles of Food Production
BUSN	1170	Intro to Club Management	HSMA	1162	Hotel/Lodging Mgmt
BUSN	1201	Info Tech & Software 1	HSMA	1167	Housekeeping Mgmt
BUSN	1210	Exceptional Customer Service	HSMA	1168	Housekeeping Mgmt
CIM	1000	Computer Keyboarding	HSMA	1170	Intro to Club Management
CIM	1201	Info Tech & Software 1	HSMA	1194	Independent Study
COMT	1107	Intro Computer Tech	HSMA	1900	Topics in HSMA
COMT	1173	P C Architecture	HSMA	2096	Internship HSMA
COMT	1181	Data Base Mgmt	HSMA	2097	Sr Internship HSMA
COMT	1182	Adv Database/Crystal Reports	HSMA	2098	International Internship
COMT	1184	Telecommunications	HSMA	2100	Casino Mgmt/Operations
COMT	1205	Intro Visual Basic	HSMA	2125	Business Practices/Global Marketing
CSCI	1100	Fund of Computers	HSMA	2141	Food & Bev Cont
CSCI	1101	Intro Computer/Problem Solving*	HSMA	2142	Food & Bev Mgmt
EDUC	1101	Intro to Education	HSMA	2144	Food/Bev Mgmt/Cost Control
EDUC	2101	Educational Technology	HSMA	2150	Revenue Mgmt Hospitality & Tourism
EDUC	2222	Multicultural Educ/HR	HSMA	2163	Organizatn & Administration
ENGT	1014	Safety	HSMA	2170	Hospitality Markeiting
ENGT	1018	Manufacturing Process & Production	HSMA	2172	Hospitality Sales & Mktg Mgmt
ENGT	1022	Quality Practices & Measurement	HSMA	2173	Convention & Mtg Planning Mgmt
ENGT	1026	Maintenance	HSMA	2178	Hospitality Law
ENGT	1050	Bridging Engr and Educ	VACT	1010	Found of Vacuum Science
ENGT	1153	AC/DC Circuits	VACT	1292	Intro to Vacuum Technology
ENGT	1180	Manufacturing Processes			

*Prereq: Eligible for MATH 1100.

**Prereq: MATH 1100 (C or higher) or eligible for MATH 1500



Post-Secondary Enrollment Options (PSEO) Career and Technical Education (CTE) Program Application

Please print in blue or black ink

_____ Date of application

ADMISSION INFORMATION

What term to you intend to begin taking courses? Year _____ Term (check only one) ___Fall ___Spring

PERSONAL DATA

Social Security Number _____ **Date of Birth** _____

**Providing your Social Security number is voluntary. However, your Social Security number helps ensure positive identification of your records.*

Full name _____
Last First Middle Initial

Address _____
Street Apt # County

_____ City State Zip Code

Contact (_____) _____ (_____) _____
Home Phone Cellular Phone

Email Address _____

How long have you lived in Minnesota? _____ MN residency required. Both parent and student must be living in MN.
Years Months

Are you a US citizen? ___YES___NO *Students holding a J-1, F-1 student visa or B visitor visa are not eligible for PSEO enrollment.*

If no, do you have status as ___Resident Alien ___Refugee ___Temporary Protected Status ___Other

EDUCATIONAL DATA

Most recently completed grade level: ___9th grade ___10th grade ___11th grade Other (specify) _____

High School Name _____ Expected Date of Graduation _____

Which CTE course are you considering? _____

Have you participated in PSEO or earned credits at another college? ___Yes ___No

EMERGENCY NOTIFICATION INFORMATION (required)

Full name _____
Last First Relationship to applicant

Address _____
Street City State Zip Code

Contact (_____) _____ (_____) _____
Home Phone Cellular Phone

CONFIDENTIAL INFORMATION

The following information is used for reporting and compliance purposes only. While providing this information is voluntary, it facilitates processes related to your enrollment including assessment testing, creation of your student record, financial aid, veteran’s benefits and tax purposes.

Gender: Female Male

Are you Hispanic or Latino? Yes No

(A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American or other Spanish culture, regardless of race)

Race and ethnic background – Please select all that apply:

- American Indian or Alaska Native *(A person having origins in any of the original peoples of North and South America)*
- Asian *(A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent)*
- Black or African American *(A person having origins in any of the black racial groups of Africa)*
- Native Hawaiian or Pacific Islander *(A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)*
- White *(A person having origins in any of the original peoples of Europe, the Middle East or North Africa)*

What is the highest level of education for your parent(s) and/or guardian(s)? Please respond for the primary parent(s), step-parent(s), adoptive parent(s) or guardian(s) who raised you. Check only one box for each parent/guardian.

Parent/Guardian #1

- No high school diploma
- High school diploma
- Some college
- Two-year college degree/diploma
- Bachelor’s degree or higher
- Not sure/don’t know

Parent/Guardian #2

- No high school diploma
- High school diploma
- Some college
- Two-year college degree/diploma
- Bachelor’s degree or higher
- Not sure/don’t know

SIGNATURE REQUIRED FOR ALL APPLICANTS

CERTIFICATION: Your application must be signed and dated. Misrepresentation of application information may be grounds for canceling admission or enrollment and registration at Normandale Community College.

I certify that the information I have provided on this application form and all other admission materials is complete, accurate and true to the best of my knowledge.

Applicant’s signature _____

Date _____

I understand and support my child’s participation in the PSEO Career and Technical Education Program.

Parent/Guardian’s signature _____

Date _____

Normandale Community College is asking you to provide data that includes private and confidential information under state and federal law. The college is asking for this information in order to process your application. You are not legally required to provide the information the college is requesting, however, the college may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials who have legitimate educational interests.

Under certain circumstances, federal and state laws authorize release of private information without your consent:

- To other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- To federal, state or local officials for purposes of program compliance, audit or evaluation;
- As appropriate in connection with your application for, or receipt of, financial aid;
- If the information is sought with a subpoena, court order or otherwise permitted by other state or federal law;
- To an organization engaged in educational research or an accrediting agency