



## 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?**

Applicants can meet eligibility requirements based on cumulative GPA, class rank or percentiles on nationally standardized, norm referenced test such as ACT, SAT, PSAT, Pre-ACT the Stanford Achievement Test or Iowa Assessments.

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.

#### High school seniors:

- A cumulative high school GPA of 2.5 or higher, or
- Rank in the top half of the graduation class, or
- Score at or above the 50<sup>th</sup> percentile on one of the nationally standardized, norm referenced tests mentioned above

A student who begins at the beginning of 12<sup>th</sup> 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. Applicants must also demonstrate college-level reading course placement to be eligible to register for courses under the PSEO program. A cumulative high school GPA of 2.6 provides college-level reading. To see Other measures besides GPA can be used to determine course placement see the separate question below on "How course placement is determined".

#### High School juniors:

- A cumulative high school GPA of 3.0 or higher, or
- Rank in the top half of the graduation class, or
- Score at or above the 70<sup>th</sup> percentile on one of the nationally standardized, norm referenced tests mentioned above

A student who starts at the beginning of 11<sup>th</sup> grade is eligible to participate for two academic years. Applicants must also demonstrate college-level reading course placement to be eligible to register for courses under the PSEO program. How course placement is determined is covered in a separate question below.

### High School Sophomores (CTE program eligibility):

- Must have attained a passing score on the 8th Grade Minnesota Comprehensive Assessment (MCA) in reading
- If no 8th grade MCA reading score is available, another reading score assessment can be substituted if accepted by Normandale
- 10th graders with a disability who did not receive a passing score on 8th grade MCA because of their disability can access the 10th Grade Alternate PSEO Eligibility Options Policy at [MDE PSEO Program](#).

Students who did not meet the CTE program eligibility can reapply for the general education program for 11<sup>th</sup> grade. See eligibility requirements for 11<sup>th</sup> graders listed above.

A student who starts at the beginning of 10<sup>th</sup> grade is eligible to participate for three academic years.

Students are eligible of only one course in the first semester. Earning a grade of “C” or better in that course allows for enrollment in any post-secondary courses approved for PSEO in subsequent semesters. Contact your assigned advisor regarding course selection and registration.

## **APPLYING FOR ADMISSION**

### **What do I need to apply?**

Submit the following:

- Complete the Normandale Community College Online PSEO Application form (available on the PSEO web page).
- A current high school transcript that includes cumulative high school GPA
- 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).
- Homeschooled students only – Records of immunization
- If applicable to determine eligibility, course placement or transfer of credit, submit the following:
  - Test scores (if available) ACT, SAT, PSAT, Pre-ACT the Stanford Achievement Test or Iowa Assessments.
  - 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 course placement
3. Complete Orientation and 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 emails with information on how to complete each step. Applicants should check their personal email account (provided on the application) frequently and 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, Normandale does charge 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.

**Do I need to reapply each semester?**

No, once you've been accepted to the program, you do not need to reapply each semester. However, students do need to re-submit a new 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), prior to registering for classes under the PSEO program for the next semester. These forms should be submitted to [StudentServices@normandale.edu](mailto:StudentServices@normandale.edu)

Your PSEO status will end with your high school graduation date. PSEO participants can choose to continue taking classes at Normandale and apply for financial aid after they graduate from high school. The student record remains active and students can continue to register for courses, however, tuition and fees and textbooks are the students responsibility.

**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.

## **COURSE PLACEMENT**

**What is course placement?**

It is a process to determine a student's readiness for college-level courses and to help assure a student's success upon entering Normandale. More information is available on the [Understanding Course Placement](#) page on the Normandale website.

**How is course placement determined?**

- Course placement is determined by using one or a combination of the following placement measures:
- Cumulative High School GPA
- ACT, SAT or MCA score results
- Advanced Placement (AP) or College -Level Examination (CLEP)
- Transcripts of completed college-level coursework

**What measures provide college-level reading placement?**

Cumulative High School GPA: 2.6

ACT Reading Sub-Score: 21

SAT ERBW Score: 480

MCA 10<sup>th</sup> Grade Reading Score: 1047

ACCUPLACER Next Gen Reading Scores: 250

Multiple Measure Combinations:

ACT Reading Sub-Score: 19-20 and HS GPA 2.5 - 2.59

SAT ERBW Score: 440-479 and HS GPA 2.5 – 2.59

ACCUPLACER Next Gen Reading Scores: 226 – 249 and HS GPA 2.5 - 2.59

**What measures provide college-level math placement?**

Math course placement is determined by cumulative high school GPA and completion of high school math coursework with grade of “C-” or better can provide access to higher level math courses.

HS GPA	+ HS Math Course with grade C- or higher	Or ACT Math or MCA	College-Level Math Course
2.7 - 2.79		MCA 1047	MATH 1080 Intro to Statistics
2.8	HS Algebra 2	MCA 1158 ACT 22 - 24	MATH 1100 College Algebra
2.8 - 3.29	HS Pre-Calculus or higher-level math	ACT 25 -26	MATH 1500 College Pre-Calculus
3.3 or higher	HS Pre-Calculus or higher-level math	ACT 27 or higher	MATH 1510 College Calculus

Applicants will receive a link in their acceptance email to self-report high school math courses completed or in progress. This step must be completed prior to orientation and course registration.

**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 course placement. 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.

**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 11<sup>th</sup> 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 course restrictions for PSEO students?**

PSEO students must take courses that count toward both high school graduation requirement and college credit. Some courses are not available:

developmental courses (courses numbered below 1000 that are not college level).

Study abroad programs or courses that involve overnight travel

### **Can I take courses at more than one post-secondary institution?**

Yes, but 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 at a PSEO Student.

### **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.

### **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.

**Do I have to come to class if my high school is on break?**

Yes, you are expected to attend classes even if the high school is not in session.

**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?**

- Your textbooks and materials will be automatically selected for you based on your course registration.

- Once your course schedule is final, you will schedule appointment on the Normandale Bookstore website to pick up your books. Textbooks and materials are not prepared until an appointment is scheduled.
- You will always pick up your books in person. 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.
- 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 Payment and Billing Office for reimbursement. The Payments and Billing 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.