



STEP Academy PSEO Information Guide

What is PSEO?

Postsecondary Enrollment Options (PSEO): The PSEO program is a dual credit program that allows high school students to simultaneously earn high school and college credit through enrollment in and successful completion of college-level courses on a college campus or online. Students may take PSEO courses on a full- or part-time basis. The PSEO program provides students with a greater variety of class offerings as well as 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.

Who can do PSEO?

Postsecondary institutions determine admission standards to participate in specific PSEO programs and courses. School districts do not make this determination. The postsecondary institution also determines the eligibility of a PSEO student to continue in the program if his/her grade(s) falls below a certain threshold.

Generally, students in grades 11 and 12 can participate in PSEO if they have a 2.8 GPA or higher, are in the top half of their class, meet required scores on the Accuplacer (placement test used by colleges to determine student's abilities in math, reading, and writing.) and have at least one open period in their high school course schedule.

Interested and eligible 11th- and 12th-grade students should contact the postsecondary institution to find out their eligibility requirements, which courses are offered and what the application process is at that institution. This information can typically be found on the college or university's website.

Postsecondary institutions determine the number of postsecondary courses a student can take. This could be one or more courses as allowed by the postsecondary institution.

School districts must allow students to enroll in high school courses in addition to any number of postsecondary courses. High school students are always eligible to enroll in high school courses in addition to any number of postsecondary courses as long as the student has at least one free period at the high school. Refer to the Participation Limits section for additional information.

School districts cannot set a minimum number of high school classes as a prerequisite for participating in PSEO. The high school sets the graduation requirements; however, a school district cannot require a student to take a certain number of courses at the high school in order to take a PSEO class.

School districts cannot set a minimum OR limit the number of PSEO courses the student can take. The district receives aid based on the number of credit-bearing class hours a student takes at the high school, not how many courses a student takes at the college.

How much does PSEO cost?

PSEO is **FREE** to high school students. The cost of tuition and books is paid for by the state. Students are only responsible to pay for their general supplies (i.e. paper, pencils, etc.) and their transportation.

PSEO students may be charged fees for the following:

- Equipment. If the equipment required for a course becomes the property of the pupil after the course has ended, the postsecondary institution may charge the student for this equipment.

- Not returning textbooks or materials. Each pupil is required to return all textbooks and materials to the postsecondary institution after the course has ended. Postsecondary institutions may charge the student a fee for the late return or no return of textbooks or materials. Textbooks or materials not returned may be charged to the student at the used price.
- Placement retest. Depending on a postsecondary institution’s policy for placement testing, a student may be charged for retesting.

How do the Credits Work?

Students can earn both high school and college credit in PSEO. At the end of each semester the college will mail student grades to STEP. Once verified, the PSEO Coordinator will put these credits into the students’ high school transcript. **PSEO students’ must meet the high school credit requirements for graduation.** Students must meet with the PSEO Coordinator to complete a credit check and a course plan prior to registering each semester to ensure they are taking courses that will meet graduation requirements and are on track to graduate on time.

Credit Equivalents: College credits and STEP credits are NOT calculated the same way. The conversion of postsecondary college credits to high school credits has to be at least a 4:1 ratio, not any less. Whatever is considered one year of high school credit in a district for a subject area is equivalent to at least four college credits.

STEP Credits	College Credit
0.25 credits (Quarter)	1 credit
0.50 credits (Semester)	2 credits
0.75 credits	3 credits
1.0 credits (Yearlong Course)	4 credits

If students take a course that is 3 credits they will only earn 0.75 at STEP and will need to take another course in that subject area to fulfill the 1.0 credit requirement.

What are the Graduation Credit Requirements?

ELA	ELA 9 1cr	ELA 10 1cr	ELA 11 1cr	ELA 12 1cr	4 total credits
Social Studies	Civics 1cr	U.S. History 1cr	World History 1cr	Economics 0.5cr	3.5 total credits
Math	Intermediate Algebra - or- Algebra II 1cr	Intermediate Geometry -or- Geometry 1cr	Algebra II (if not taken in 9 th grade) or Algebra III or other higher level math.		3 total credits
Science	Physical Science 1cr	Biology 1cr	Chemistry 1cr		3 total credits
STEM/Art	See current course offerings.				2 total credits
Foreign Language	See current course offerings.				2 total credits
Physical Education	0.5cr	Health and Wellness	0.5cr		1 credit
Electives	See current course offerings.				5.5

Students must complete 24 total credits to Graduate.

Choosing to Participate

The decision to participate in PSEO is an important one, and students should start planning early. The student will be expected to be a responsible, self-starting independent learner. Students and parents should seek out additional information and counseling at the high school and at the postsecondary institution to ensure that they are making the best educational choice.

*Students and parents should consider the following:

- **High School Graduation Requirements:** Students should meet with their high school PSEO Coordinator and review the courses needed to graduate. Enrollment in an incorrect PSEO class could result in delayed high school graduation, so careful planning and communication with the high school is very important. STEP Academy PSEO students focus on completing required graduation credits during their junior year of PSEO. Senior year, the first semester is used to finish any required high school credits. Second semester the student works on completing their associate degree or takes courses that are required for their chosen major.
- **Academic Ability:** Is the student ready for college-level course work? College courses are more independent and students will do the majority of the work outside of regular class time as most classes are dedicated to full lectures and discussions.
- **Maturity:** Is the student mature, responsible and self-disciplined enough to be successful in a college setting? Some courses include online course work and it is the responsibility of the student to check the online portal to locate, and complete many course assignments and tests.
- **Scheduling and Transportation:** Will the student be able to manage schedules at two locations if they are not taking all of their courses at the college and have the transportation means to get to each location?
 - STEP Academy does not provide transportation to students who are taking courses at STEP and at a college. Students taking courses at STEP must leave once they are done with their STEP Academy courses for the day. Students are not allowed to stay at STEP Academy to do school work or wait for the bus at the end of the day.
 - Students who are in PSEO may NOT come to STEP unless they have a pre-arranged meeting with the PSEO coordinator or a specific staff member or are coming for a club/activity meeting. Coming to hang out or see friends is not allowed. All students in the building must be assigned to a teacher for attendance purposes should an emergency occur and a student needs to be located. Thus having students in the building who are not taking courses at STEP are not permitted to be in the building.
 - Students can make appointments with the PSEO coordinator using the STEP Academy website under the Students tab, Counselor link.

How to Apply:

Students and parents should attend the STEP Academy PSEO information session. At this session, information on enrolling, course planning, graduation requirements, supporting student success as a PSEO student, and other key details will be presented. 10th grade CCR students will also be covering this information and outlining their course plans as a potential PSEO student for the following school year.

Talk to the high school PSEO Coordinator. Students should consult with their high school PSEO Coordinator about their interest in postsecondary courses and which requirements are still needed for graduation. The PSEO Coordinator will help students come up with a plan.

Be aware of postsecondary admissions requirements and deadlines. **It is the postsecondary institution that determines admissions requirements into their postsecondary courses – not the high school.** Postsecondary institutions also set their own application deadlines and timelines for admission. For example, fall semester application deadlines range from April-June the previous academic year, while spring semester application deadlines range from October-December.

Students MUST submit a notice of registration form to the STEP Academy PSEO Coordinator for EACH SEMESTER they participate in PSEO. This form can be found on the PSEO page of the STEP Academy website and a paper copy can be obtained from the PSEO Coordinator's office.

Many postsecondary institutions create admissions guidelines for PSEO students based on class rank, GPA and/or specific score minimum on a nationally standardized, norm-referenced test (like the ACT, PSAT or SAT). *See page 9 of this packet for specific requirements by school.*

Most schools allow an appellate process for students who do not meet those criteria; in general, students must provide documentation or proof of their readiness and ability to perform college-level work, as determined by the postsecondary institution. In addition to program admissions requirements, students need to meet the college course prerequisites.

Discuss and determine transportation options. Districts are not obligated to provide transportation for PSEO students between the high school and the postsecondary institution. If requested by the parents or guardians, school districts must reimburse low-income families for certain transportation costs incurred traveling to and from courses held on college campuses. The PSEO Coordinator will help students configure schedules to support carpooling when possible. Parents who are able, are encouraged to create a carpool plan to help transport students, especially those who are attending STEP in the morning for a math or science class. Students who take courses at STEP part-time are required to leave immediately after their classes. PSEO students are not allowed to stay at STEP unless they are enrolled in a course for credit. PSEO students are also not allowed to be at STEP to “visit” friends or teachers. PSEO students are only to be at STEP for a course they are enrolled in or to meet with the PSEO coordinator.

Decide where to enroll – and which courses to take. There is no list of available PSEO courses available across the state. Students should locate the list of PSEO courses offered by the postsecondary institution where they would like to enroll. Refer to the list of PSEO Participating Institutions approved to offer PSEO in Minnesota. A PSEO course registration guide is provided on page 6. These courses have been pre-approved by the STEP Academy PSEO coordinator and will cover required graduation requirements. Students should use this guide when registering for courses.

Most postsecondary institutions on the list have their own PSEO webpage and contact information for PSEO coordinators on the college campus. These contacts can help families navigate the admissions process, find or explain classes and schedules, and provide general information. Many colleges offer PSEO orientation nights or informational sessions. Participation in PSEO is based on space availability in the desired course. *See page 5 for school contact information.*

Notify your district of your intent to enroll in PSEO by May 30. PSEO law states that students should notify their district of their intent to enroll in PSEO courses during the following school year by May 30.

Testing:

All PSEO students are required to take state standardized tests given at their grade level. Students are responsible for reporting to STEP on the days the tests are given. If for any reason a student cannot report for testing on the day it is given by STEP Academy, they must make an appointment with Mrs. Tholen to make up the test during the testing window. The testing schedule can be found on the STEP Academy website.

11th grade tests:

- MCA Math
- MCA Science if currently taking biology for the first time.
- ACT

12th grade tests:

- MCA Science if currently taking biology for the first time.

Postsecondary Enrollment Options (PSEO) Reference Guide [PDF]. (2017, August 01). Roseville: Minnesota Department of Education.

College Contact Information

School	PSEO Mailing Address	Website
St. Paul College	ST. Paul College PSEO 235 Marshall Ave. St. Paul MN, 55102	http://saintpaul.edu/admissions/pseo
MCTC	Minneapolis Community and Technical College Attn: PSEO Coordinator 1501 Hennepin Ave. Minneapolis MN, 55403	https://www.minneapolis.edu/Admissions/How-to-Appl y/PSEO-Student
Normandale	Normandale Community College Attn: Office of Admissions 9700 France Ave. S. Bloomington MN, 55431	http://www.normandale.edu/admissions/pseo-program
Inver Hills	Inver Hills Community College PSEO Admissions 2500 80 th St. E. Inver Grove Heights MN, 55076	https://www.inverhills.edu/DegreesAndPrograms/CollegeForHSS tudents/PSEO.aspx
University of Minnesota	U of M PSEO Admissions 15 Church St. SE Room 107 Minneapolis MN, 55445	https://cce.umn.edu/post-secondary-enrollment-options-pseo
Metro State University	Undergraduate Admissions Metropolitan State University 700 East Seventh St. Saint Paul, MN 55106	http://www.metrostate.edu/admissions/undergraduate/post-secondary-(pseo)

PSEO Enrollment Check List

New PSEO Students:

- Meet with STEP Academy PSEO Coordinator to determine eligibility and complete a credit check form.

- Take Accuplacer tests in Math and Reading. Some colleges may also require the writing test.
 - Use the free study app online to prepare yourself for the test.
 - <https://accuplacerpractice.collegeboard.org/login>

- Complete PSEO Notice-of-Registration form and turn in to STEP PSEO Coordinator by the following dates:
 - Enrolling in spring semester of current school year- October 31st.
 - Enrolling in fall semester of next school year- May 15th.

- Apply to PSEO program at chosen college and complete all additional forms as necessary.

- Meet with PSEO Coordinator prior to course registration to select courses that will meet graduation requirements and develop a course schedule.

- Fill out course schedule google form on PSEO page of STEP Academy website. This informs the PSEO Coordinator on which courses are being taken that semester and the credit value of each course. This helps to ensure your credits are being tracked and entered into your transcript correctly. You can resubmit this form any time you make a change to your course schedule.
 - <https://stepacademymn.org/students/pseo-information/>

- Join Remind group for PSEO students to receive important reminders and information. This is mandatory so that the PSEO coordinator can ensure you are getting important information when you need it. It also allows you to contact the coordinator directly at any time if you have questions.
 - See PSEO webpage to join your specific class based on graduation year.
 - <https://stepacademymn.org/students/pseo-information/>

Returning PSEO Students:

- Complete PSEO Notice-of-Registration form and turn in to STEP PSEO Coordinator. This needs to be done for **EACH** semester you are enrolled as a PSEO student for both Fall and Spring semesters. You will also complete a mandatory credit check before the notice of registration form will be signed by the PSEO coordinator.
- Meet with PSEO Coordinator prior to course registration to select courses that will meet graduation requirements.
- Fill our course schedule form on PSEO page of STEP Academy website.
 - <https://stepacademymn.org/students/pseo-information/>
- Repeat first 3 steps above prior to each semester.

Timeline for PSEO

February (10th grade or 11th graders who are NEW to PSEO going into their 12th grade year.)

- Meet with STEP Academy PSEO Coordinator to determine eligibility, complete a credit check form, fill out and submit PSEO Notice of Registration Form.

March-April-May (all grades)

- Meet with PSEO Coordinator counselor to plan fall semester courses.

August (all grades)

- Submit fall course schedule using the *PSEO Course Schedule* google form on the STEP Academy PSEO web page.

September (11th & 12th grade)

- Meet with PSEO Coordinator to plan spring semester courses.
- Fill out and submit Notice of Registration Form for spring semester and complete credit check.

February-March (11th grade current PSEO students)

- Meet with PSEO Coordinator to plan fall semester courses for 12th grade school-year, complete Notice of Registration form for fall semester, and complete a credit check.

Planning Guide of Example Schedules- *These schedules are simply examples to help students and parents plan each semester, courses do not have to be taken in the order outlined in these schedules below.*

Inver Hills	Fall Semester	Spring Semester
Junior Year	<ul style="list-style-type: none"> • ENG 1108: Writing and Research Skills • MATH 1118: College Algebra I • HIST 1106: World Civilizations to 1500 • ECON: 1105 Principles of Macroeconomics - or- ECON 1106: Principles of Microeconomics 	<ul style="list-style-type: none"> • CHEM 1010: Introductory Chemistry • ENG 1114: The Research Paper • COMM 1100: Interpersonal Communication • Art/STEM/Foreign Language Class
Senior Year	<ul style="list-style-type: none"> • Art/STEM/Foreign Language Class • Science Course (See requirements for Associate Degree) • Electives 	Courses to complete Associates Degree or for students chosen major.

St. Paul College	Fall Semester	Spring Semester
Junior Year	<ul style="list-style-type: none"> • ENGL 1711: Composition 1 • MATH 1730: College Algebra • HIST 1760: History of World Civilizations to 1500 • ECON 1720: Macroeconomics –or- ECON 1730: Microeconomics 	<ul style="list-style-type: none"> • CHEM 1700: Chemistry Concepts or CHEM 1711 Principles of Chemistry I • HIST 1761: History of World Civilizations from 1500 • ENGL 1712: Composition 2 • COMM 1720: Interpersonal Communication
Senior Year	<ul style="list-style-type: none"> • Science Course (See requirements for Associate Degree) • Art/STEM classes • Foreign Language Class 	Courses to complete Associates Degree or for students chosen major.

Normandale	Fall Semester	Spring Semester
Junior Year	<ul style="list-style-type: none"> • ENGC 1101: Freshman Composition • MATH 1100: College Algebra and Probability • HIST 1101: History of World Civilizations 1 • ECON 2201: Principles of Microeconomics or ECON 2202: Principles of Macroeconomics 	<ul style="list-style-type: none"> • COMM 1111: Interpersonal Communication • CHEM 1020: Introductory Chemistry • ENGL 1000: Introduction to Literature • ART/STEM
Senior Year	<ul style="list-style-type: none"> • Science Course (See requirements for Associate Degree) • Art/STEM classes • Foreign Language Class 	Courses to complete Associates Degree or for students chosen major.

Course Selection Guide:

The following courses meet state standards to earn credit for high school graduation. Please check the PSEO page of the STEP Academy website or use the link below to access the PSEO page created by Mrs. Tholen to help you through your PSEO career, for any updates. Colleges often change courses from year to year and some courses may not be included on the list. Please check with the PSEO Coordinator if you have questions about a class to ensure it meets graduation requirements.

STEP Academy PSEO Page:

<https://stepacademymn.org/students/pseo-information/>

Mrs. Tholen's PSEO Website:

<https://sites.google.com/stepacademymn.com/step-academy-pseo/home>

Eligibility Check Form

My Information	Inver Hills	Normandale	St. Paul College	MCTC	Metro State	U of M
Cumulative GPA: _____	11 th : 3.0+ 12 th : 2.5+	11 th : 3.0+ 12 th : 2.5+	11 th : 2.8+ 12 th : 2.8+	11 th : 3.0+ 12 th : 2.5+	11 th : 3.25+ 12 th : 3.0+	11 th : 3.6+ 12 th : 3.6+
Class Rank: _____	11 th : Top 1/3 12 th : Top 1/2	11 th : Top 1/3 12 th : Top 1/2	11 th : Top 1/3 12 th : Top 1/2	11 th : Top 1/3 12 th : Top 1/2	11 th : Top 1/3 12 th : Top 1/2	11 th : NA 12 th : NA
My Accuplacer Test Scores: Reading: _____ Math: <input type="checkbox"/> CLM: _____ <input type="checkbox"/> EA: _____ Writing: _____	Reading: 78+ Math: -CLM: 50+ AND -EA: 76+ Writing: NA	Reading: 78+ Math: -CLM: 50+ AND -EA: 76+ Writing: 86+	Reading: 78+ Math: -CLM: 50+ Writing: NA	Reading: 78+ Math: -Algebra & Function: 237+ Writing: NA	Reading: 78+ Math: -CLM: 50+ -EA: NA Writing: 78+	They use their own placement test for math and do not test for reading.
Number of attempts to take the placement test.	Students that are applying to the PSEO Program can take the Accuplacer two times prior to the fall admission deadline. If you do not place high enough to take classes through PSEO, you can take the Accuplacer twice prior to each PSEO admission deadline.	Students are allowed to take the placement test twice in a 12 month period.	2 attempts per calendar year.			
Do I meet all eligibility requirements based on my information above?	<input type="checkbox"/> Yes <input type="checkbox"/> No, I did not meet the following requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No, I did not meet the following requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No, I did not meet the following requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No, I did not meet the following requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No, I did not meet the following requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No, I did not meet the following requirements:

Key: CLM= College Level Math EA= Elementary Algebra NA= Not Applicable