

Post Secondary Enrollment Option (PSEO) Procedure Overview

Spectrum works hard to provide post-secondary options for students through our C@SH (College @ Spectrum High School) program on campus. In many cases, these 21 courses are the same courses offered at the college. In all cases, they are provided on Spectrum's campus, by Spectrum-certified instructors, in a very supportive high school environment with full college credit.

On occasion, students choose to take college courses off campus through PSEO. The following information is a general outline of a PSEO student's process. It is not an all-inclusive list.

DIRECTIONS:

1. Parents and students should **Read** this entire packet of information, initial each section, and sign at the end. Students and Parents should complete this packet before scheduling to meet with a school counselor.
2. **Contact** the college (most have a PSEO section on their website) and follow their enrollment procedures and deadlines. [Here are some PSEO-eligible institutions.](#)
3. **Fill out** the Notice of Student Registration (NOSR) Form, which can be found on the Spectrum website, and prepare a wish list at the end of this packet with desired PSEO courses.
4. **Sign up** with your current grade level counselor for a meeting.

Parent Student

_____ **1. Qualifications:** For most schools, students must rank in the upper $\frac{1}{3}$ of their high school class if participating in junior year, while seniors must rank in the upper $\frac{1}{2}$ of their course. See the NOSR Form for sophomore eligibility. Students should check with the college of their choice for admissions guidelines. Colleges determine admission to their PSEO programs- not the high school. These requirements may be class rank, GPA, and specific score minimums on nationally standardized, norm-referenced tests like the ACT, PSAT, or SAT.

_____ **2. Deadlines:** PSEO institutions set their application deadlines and timelines for admission. In addition, there are deadlines for course enrollment, course drops, and course withdrawals. It is the student's responsibility to understand and meet these requirements. PSEO law states that students must notify Spectrum High School by May 30 that they will be enrolling in PSEO for the following school year.

_____ **3. Counseling Meeting:** Students are required to schedule a meeting with their high school counselor to determine graduation requirements as specified in the student handbook. Colleges cannot guarantee that students will get the classes they need or want. Students must bring this form, a wish list of courses, a NOSR Form with the student section completed, and any other paperwork the counselor must complete.

_____ **4. College Classes in School:** The Spectrum High School course catalog lists the C@SH and AP courses that allow students to earn college credit while remaining on Spectrum's campus. ***Talk with your high school counselor about the differences between C@SH courses and PSEO!***

_____ **5. Application Process:** The following items are part of enrolling in PSEO courses:

- College Application – designation as PSEO student (no fee)
- High School Transcript
- NOSR Form- students complete the student section. Students must complete a new form for registration before each semester.
- Students with a 504 or IEP can work with the PSEO institution's Disability Services for accommodations. Please contact your 504/ IEP case manager to assist you in providing these accommodations to the PSEO institution.
- Contact the college/university, follow their enrollment procedure and deadlines, and fill out any other required paperwork.

_____ **6. Selecting a college:** Here is a list of eligible institutions <https://education.mn.gov/MDE/Fam/dual/PSEO/040787>

Parent Student

_____ _____ **7. Release of information:** Students must file a release of information for parents to access grades or attendance information. *Spectrum highly encourages students and parents to communicate about the need for this level of accountability to increase the student's ability to be successful.*

_____ _____ **8. Testing:** The post-secondary institution you are attending may require you to take a placement test like the Accuplacer to determine readiness for college-level courses. Students may not take developmental/remedial classes at college through PSEO.

_____ _____ **9. Future Plans:** PSEO students must ensure that coursework fulfills preparation standards for the college(s) they plan to attend after graduation. Students must complete the regular admissions application process for acceptance into post-secondary schools even if they are attending that school in the PSEO program.

_____ _____ **10. Course Registration:** Regular (non-PSEO) college students will have priority in registering; you may not get your first choice. Be prepared to register for other courses that fit your graduation requirements. Some colleges/universities restrict the amount and type of classes for which students may register. Students must pay for remedial courses. Speak directly with a college counselor at the PSEO institution about any questions regarding course offerings and processes, including course prerequisites.

_____ _____ **11. Two Systems (Calendars/Schedules):** When enrolling in PSEO, remember that college and high school calendars and schedules do not match. You are responsible for arranging an appropriate schedule to work with both systems and attend all required meetings.

_____ _____ **12. PSEO Credits:** Students receive both high school and college credits. Students can take credits required for Spectrum High School graduation at their PSEO college at the equivalent of 0.25 high school credits for every college credit.

_____ _____ **13. Changes in College Classes:** Please choose your college classes carefully and only plan to take those classes you plan to complete. As a reminder, college transcripts are permanent. You must report changes in your college program or failure to receive a credit to your counselor at the high school. If you choose to drop a class at college, you must consult your high school counselor before you drop the class. Drop deadlines are typically within the first 5 days of college classes. Spectrum High School drop policy: **If you drop a class after the drop date of the PSEO institution, you will receive an F grade on your high school transcript.**

Parent Student

_____ _____ **14. Credits for Graduation:** You must fulfill Spectrum High School graduation requirements as specified in the student handbook to be able to participate in the graduation ceremony. Check with your school counselor to ensure your coursework counts towards graduation requirements.

_____ _____ **15. Credit Load:** You can enroll in PSEO part-time (taking classes at Spectrum and the college) or full-time (taking all classes at the college). 4 college semester credits = 1 SHS credit. Enrolling in at least 12 college credits is advantageous if you want to do full-time PSEO to stay on track for graduation from Spectrum.

_____ _____ **16. Credit Transferability:** Many Minnesota colleges accept credit transfers of PSEO courses similarly. They would accept C@SH credits and credits from another college - however, some do not. Students should check with the college they plan to attend after high school to see if their PSEO credits will apply toward their chosen college degree (Transferology.com is also a valuable tool for this).

_____ _____ **17. PSEO is College:** Once you have registered for classes, you start a college transcript, including dropping out or failing a course. You will be treated as any other college student - not as a high school student.

_____ _____ **18. Tuition, Books, and Fees** related to the course the PSEO Program covers. According to the postsecondary institution's policy, students should return books at the end of the semester. Cost for lost or damaged items will be charged to the student and may limit the student's ability to register for future classes. Costs of room, board, transportation, course fees, and parking fees are the student's responsibility.

_____ _____ **19. Transportation:** Families are responsible for transportation to/from the college for PSEO courses. Transportation reimbursement is available for qualified families; more information is here:
<https://education.mn.gov/MDE/dse/schfin/Trans/rep/005668>.

_____ _____ **20. College Schedule:** Students should submit a **PDF** of the actual College schedule (with course names, numbers, meeting dates and times, and credit amounts) to the high school counseling office before the start of the semester. When Spectrum receives the college schedule, the student will be removed from high school class rosters. **If we do not receive a college schedule before the start of the semester, you will be placed into Spectrum coursework and expected to attend.**

Parent Student

_____ _____ **21. Spectrum Communication:** PSEO students are responsible for reading school emails and checking in on announcements on their own. Daily school announcements are posted on the school website. Information about senior pictures, graduation practice, required attendance day at Spectrum, etc., are examples of this.

_____ _____ **22. Senior Capstone:** Senior Capstone is a requirement for all Spectrum High School students, including students participating in PSEO. Students are expected to attend Senior Capstone on campus at Spectrum unless their PSEO class schedule prohibits it. Students with a schedule conflict are responsible for notifying their school counselor and requesting an Independent Study Senior Capstone for the semester. The teacher will facilitate the independent study via Schoology.

_____ _____ **23. PSEO Transcripts:** PSEO students are responsible for checking their high school transcript to ensure that it correctly reflects their grades in their post-secondary institution. If a PSEO student notices an error, they must provide their high school counselor with an official transcript from their post-secondary institution indicating their grade.

_____ _____ **24. Graduation Ceremony:** PSEO students on track for graduation, per the Student Handbook, may participate in the Spectrum graduation ceremony but will receive a diploma once grades are received from the post-secondary institution.

_____ _____ **25. Extracurricular Activities:** PSEO students are welcome to participate in Spectrum extracurricular activities. College classes should be scheduled around activities. Students must remember that commuting time may conflict with scheduled activities. *Note: Students attending C@SH classes at Spectrum often find it a much more convenient way to participate in activities.*

_____ _____ **26. Testing:** PSEO students must make arrangements to take state or national standardized tests through Spectrum. Check your email and school website for communications regarding upcoming test dates.

_____ _____ **27. Grades earned in college classes** are the grades that will go on your high school transcript. Any “F” or “W” on a college transcript will be recorded as an “F” on the Spectrum High School transcript.

_____ _____ **28. AA/MNTC planning:** If you are a full-time PSEO student, you should utilize the college advisors to plan your AA/MNTC. If not, your school counselor can work with you to develop a plan, but ultimately you are responsible for planning and completing the AA/MNTC program.

____ 29. **College and Career Center:** PSEO students are welcome to utilize the College and Career Center at Spectrum to have a space to study and get access to computers and the internet.

I have read and understood the above PSEO guidelines and notifications. I know that a PSEO student is expected to:

- be a responsible, self-starting, and independent learner
- be ready for college-level coursework
- maintain obligations and schedules at both the PSEO institution and Spectrum High School

Student Name

Signature

Date

Parent/Guardian Name

Signature

Date

Fill out before meeting with a high school counselor

Post-secondary institution(s):

- 1.
- 2.

Full-time or part-time PSEO student:

Wish list with credit amounts:

Post-Secondary institution requirements and deadlines (write in and check if complete):

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