



JCC High School PSEO Information Sheet

Postsecondary Enrollment Options (PSEO) is a program that allows high school students to earn high school and college credit while in high school. Each college or university sets its own admission requirements. All PSEO grades earned are reflected on college and high school transcripts. Turning this sheet in is the first required step in notifying your high school of your interest in participating in PSEO for the next school year. **This sheet must be turned in each year you want to participate in PSEO. It is due to your high school counselor no later than May 30th of the current school year if you are interested in PSEO for fall and/or spring of the upcoming school year. If the May 30th deadline is missed, students will not qualify to participate in PSEO for the upcoming school year.**

Most 4-year universities require Seniors to be ranked in the top ½ of their class or have a minimum cumulative grade point average of 3.0/4.0 or achieve an ACT composite of 21. Juniors must rank in the top 1/3rd of their class or have a minimum cumulative grade point average of 3.3/4.0 or achieve an ACT composite of 24. Sophomores must be ranked at least in the top 10% of their class. Meeting these requirements to participate in PSEO has demonstrated student success.

Currently, MN West Community & Technical College requires high school Seniors and Juniors to have a minimum cumulative grade point of 2.6/4.0. If a student has lower than a 2.6 cumulative grade point average, the student can contact MN West to take the Accuplacer. Sophomores must have earned a score of 850 on the 8th grade reading MCA. Eligible Sophomores may take only one career related college-level course from a list of choices for their first semester in PSEO.

All JCC High School graduation requirements must be met in order to earn a high school diploma. JCC students must earn required and elective credits. JCC Seniors must have all requirements for graduation met by the Senior deadline given in order to participate in the formal graduation ceremony for their class. Graduation status is reviewed with students at least twice every year in the classroom. **Any PSEO course being used to substitute for a required class must have prior approval or it could count as elective credit only.** Earning a high school diploma must be a high school student's first priority.

A PSEO student has full access to the college campus and all of the resources available. It is critical the staff taking attendance at JCC High School know where students are in case of an emergency when you are in our school building. PSEO students are required to sign in and out in the front office whenever they enter or leave the high school building. PSEO students must report to a supervised area in the high school.

A full-time PSEO student can take 12-16 college credits max each semester. College courses taught by JCC teachers count for college and high school credit. These courses must be counted into the number of college credits a PSEO student is taking per semester. This means counting those credits at the college credit amount given and into the 16 credit max each semester. Talk to your school counselor to clarify the credit count.

PSEO hours will be assigned to your high school schedule according to what class size allows. This means you may not be able to have PSEO before or after lunch or at the beginning or end of the day. Balancing class sizes in your high school takes priority over any convenience of scheduling for PSEO.

Taking PSEO courses means the high school student is accepting the responsibility of being a college student. Colleges/Universities do not operate on our schedule. The grades earned through PSEO start your official college transcript and are transferable to many post-secondary institutions. The PSEO grades earned go on your high school transcript and calculate into your cumulative grade point average which determines your high school class rank. **Withdrawing from a college course after the 10 day college drop period will give you a “W” on your college transcript and be an “F” on your high school transcript. This is why not taking too many credits is very important. You do not want a “W” on your college transcript and certainly do not want an “F” on your high school transcript. High school students have earned failing grades in PSEO courses and have started college on academic probation/suspension.** Taking more than two PSEO classes in a semester can be a heavy workload. If you have issues in a PSEO course, work to resolve them immediately with the college professor/instructor and/or your PSEO Advisor.

Have a discussion with your parents/guardians about PSEO. While PSEO does offer college courses with little expense to the student, it must be taken seriously. Your college courses are your responsibility along with the consequences associated with making the decision to go PSEO. Staff at colleges/universities communicate with the PSEO student, not your parents/guardians. Grades are sent at the end of the semester to the high school and are added to the high school transcript and into the cumulative GPA.

REMEMBER as a PSEO student you are assigned a PSEO Advisor. After you apply and are accepted to the college, your PSEO Advisor will contact you by email, explaining how to register for courses and how to order books. You can call, email or use the monitor in the Counseling Center to communicate with your Minnesota West PSEO Advisor.

If after reading this you believe you are ready to take PSEO classes, here are the steps to follow:

1. Sign and turn in this pink JCC HS PSEO Information sheet to your high school counselor by May 30th of the current year to participate in PSEO for the upcoming school year. Next, ask for a PSEO registration form. MN West uses the PSEO Student Registration Form while other colleges/universities use the Notice of Student Registration Form (NOSR).

PLEASE NOTE: If you miss the May 30th deadline to notify our school district of your intention to take PSEO courses during the upcoming school year, you will not be approved to have JCC High School pay for courses. No exceptions.

2. Give the completed white PSEO registration form to your high school counselor by June 1st for Fall PSEO and/or December 15th for Spring PSEO. Once the form is turned in, it will be forwarded to the college within three days. Pay attention to when your college courses start. Colleges/Universities do not follow the high school calendar.
3. If it is your first time taking a college course at a certain college/university, you must apply online to the college/university. You do not pay an application fee. You will be asked to create a StarID and password. (You may already have a StarID if you have taken a Reach or Concurrent Enrollment class.) You only want one StarID associated with your name.

4. Once you are accepted as a PSEO student, you will receive an email from the PSEO Advisor. The process for registration will be sent through email from your PSEO Advisor. Communications from a college/university will go to your email so check it regularly. Do not use your JCC email. D2L is used for online classes. Watch “Intro to Online Learning” and “New Student Orientation” prior to the start date of your class. Pay close attention to the syllabus for each course you are taking.
5. You do not pay for books. Instructions on how to order books should be emailed to you prior to the start of the semester from your PSEO Advisor. If you do not get the email, contact the college bookstore. All books and equipment provided to you in the PSEO program must be returned undamaged within 10 business days of dropping a course to the MN West bookstore on the Worthington campus. All text and equipment must be returned to the Jackson campus on set dates after the end of the college semester. Students return their own materials. Books and materials not returned by the deadline will be charged to your JCC High School account.
6. To have PSEO time built into your high school schedule, you must confirm your PSEO courses with your school counselor by listing them on the PSEO registration form. Until you do this, you may have high school classes listed on your schedule. If you decide to drop or withdraw from a PSEO course, notify your school counselor immediately. You must be a full-time student according to JCC High School policy. To avoid attendance issues or risk of not graduating with your class, communicate with your school counselor any time you make a change in your original PSEO course schedule.

Turning this sheet in indicates you understand the information. Return this sheet to your school counselor and request a white PSEO Registration form. Complete and return that form by the priority deadline of June 1st for fall and/or December 15th for spring to participate in PSEO.

Name of College/University for PSEO: _____

Printed Student Name

Student's Signature

Date

Printed Parent/Guardian

Parent/Guardian Signature

Date

School Counselor Received Signed Notice on _____
Student meets requirements to participate in PSEO for the upcoming school year – Yes / No