**PSEO Student Enrollment Checklist**

**for New PSEO students**

**Your PSEO Advisor as of 3/1/2023 is Maya Bledsoe.**

Minnesota West Community & Technical College

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**Admission/Enrollment Checklist**:

\_\_\_\_\_ Complete a pink, two sided, JCC High School PSEO Information sheet each year & return it with signatures to your high school counselor no later than May 30th of the current school year to participate in PSEO for fall and/or spring PSEO in the next school year. No exceptions.

\_\_\_\_\_ Complete a **PSEO Student Registration Form** for either fall or spring semester and return it to your high school counselor. This is the form indicating JCC pays for PSEO.

\_\_\_\_\_ Your high school transcript will be sent to your PSEO Advisor within three days from when you turn in your PSEO Student Registration Form. Turning in the form is your permission to release your official transcript.

\_\_\_\_\_ YOU MUST **Apply to Minnesota West** or nothing will happen:

<https://www.mnwest.edu/get-started/apply>

*“Prospective Students” -> “Apply Now” -> “Apply Now – Complete eApplication”)*

NOTE: When you apply online, you will be asked to create a StarID and Password. You will need these! Once all of the steps above are completed, **you will be contacted by your PSEO Advisor on the rest of the process.** If you do not hear anything within 2 weeks or at least a month before classes begin, contact your PSEO Advisor.

**Once you receive notice from the college that you are accepted:**

\_\_\_\_\_ Sign up for a **PSEO Orientation Session** so you know what it takes to be successful at

the college level as a high school student.

\_\_\_\_\_ **Register for PSEO classes**

1. JCC High School students can take up to 16 college credits per semester. This credit total includes college in the schools (CIS) courses taught at JCC that you are taking. If you are considering taking a required high school course through PSEO instead of at JCC, make sure your school counselor approves it ahead of time or it may not count toward your required credits for graduation. Sophomores’ first PSEO course must be chosen from a list of courses.
2. Questions about PSEO should be should be answered by your PSEO Advisor.
3. Find the class that you want to take on our Class Schedule and write down the Course ID # https://eservices.minnstate.edu/registration/search/advanced.html?campusid=209
4. **Register for classes**

[www.mnwest.edu](http://www.mnwest.edu) -> “Current Students” -> “Student Account/Email Login” -> “e-Services Student Account” -> Log in with StarID and Password -> “Courses & Registration” -> “Quick Add (Register) -> Select the appropriate Semester -> Add Course IDs -> “Register” -> Enter StarID Password -> “Register”)

1. If registration was successful, a green box will appear saying so.

If registration was not successful, a red “X” will appear below the course that was unsuccessful with an explanation. *Further action is needed*. Please contact your Academic Advisor if that happens.

\_\_\_\_\_ Access your **Minnesota West Email**

For instructions on *how* to access your email as well as *what* your email is, please go here: <https://www.mnwest.edu/images/technology-services/Getting-Started-With-Student-Email.pdf>

NOTE: All and any communication from the college will go to your Minnesota West email, not your personal email. It is very important that you access your MN West email regularly as that is how the college as well as your instructors will communicate with you.

If you have any issues accessing your email, please contact the Communication Center at 800-658-2330 for assistance.

\_\_\_\_\_ Access **D2L**

[www.mnwest.edu](http://www.mnwest.edu) -> “Current Students” -> “Online Courses – D2L” -> Log in with StarID and Password)

**D2L** is the platform where you will do any online courses. To learn how to navigate the site, please take the “Intro to Online Learning” Course in your D2L dashboard.

\_\_\_\_\_ **Order books online** at: <http://worthingtonbookstoremnwest.com/Home>

NOTE: Book Purchasing doesn’t open until 3 weeks before the semester starts. Instructions on how to order your books will be emailed to you in the near future.