

## REGISTERING FOR CLASSES

### *What information do I need before I register for classes?*

Meet with your high school counselor before each semester to find out which courses you should register for at St. Cloud State University. Because PSEO students register on a space available basis after our degree-seeking students, you should have as many course alternatives as possible.

Please keep in mind that many popular courses fill early. You may want to have a backup plan in case you are unable to get the schedule you were hoping for. By planning ahead with your high school, you will be sure to have a full schedule of courses.

Don't forget. You must submit a Notice of Student Registration form for each semester you wish to participate. You, a parent (if under 18) and a high school official must sign this form. We require these forms be submitted prior to registration.

### *When do I register?*

PSEO students are allowed to register for courses on a space available basis. Thus, PSEO students register after regularly enrolled and new entering degree-seeking students. You will be notified with the exact dates and times of your registration as they become available each semester.

\*\*Students participating in ITV courses will not register via the online system. Please contact the ITV Coordinator in the Center for Continuing Studies at (320) 308-3081 to facilitate your enrollment into an ITV course.

## COVERING COSTS

The PSEO program covers all applicable course tuition, fees and textbooks. It also covers consumable supplies that are required specifically for a class, such as art supplies, film, etc. The program does not supply general school supplies such as notebooks, pens, pencils, or non-consumable supplies such as calculators, instrument rental, uniforms, etc. On-campus housing and parking costs are not covered by the program.

Textbooks used through the PSEO program are property of St. Cloud State University. These books must be returned to the on-campus bookstore during finals week.

## BENEFITS

Besides the benefit of free college credits, PSEO students at St. Cloud State University are also eligible for many of the same services as our degree seeking students. You will be able to participate in clubs and organizations, attend athletic events, use the library facilities, and much more!

Those PSEO students who plan on attending St. Cloud State University after graduation are eligible for a number of benefits, including application fee waivers. Please contact an admissions staff member for further details on these benefits prior to application.

## ADDITIONAL INFORMATION

For more information and a copy of our PSEO student handbook, please visit our webpage: [www.stcloudstate.edu/scsu4u/pseo](http://www.stcloudstate.edu/scsu4u/pseo)

### CONTACT US

St. Cloud State University  
Office of Admissions - PSEO Team  
Administrative Services 115  
720 4th Avenue South  
St. Cloud, MN 56301



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ST. CLOUD STATE UNIVERSITY™

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# Guide to Post Secondary Enrollment Options (PSEO)



ST. CLOUD STATE UNIVERSITY™

## WELCOME

Thank you for your interest in the PSEO program at St. Cloud State University! We are excited you have chosen our University to pursue your educational aspirations. This is an opportunity for you to move ahead with academic challenges not typically available in most secondary schools and expand your horizons. We hope that you will fully explore the opportunities provided by your high school and work closely with your counselor and your family as you decide on your approach to the PSEO program.

Included in this booklet are the application for admission into the PSEO program and a general guideline for PSEO participation.

It is important for you to be aware of the following data privacy issues before completing your application.

The University is asking you to provide information that includes private and/or confidential information under state and federal law. The University is asking for this information in order to process your application.

*You are not legally required to provide the information the University is requesting;* however, the University may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty, who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- To other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release
- To federal, state or local officials for purposes of program compliance, audit or evaluation
- As appropriate in connection with your application for, or receipt of, financial aid
- To your parents, if your parents claim you as a dependent student for tax purposes
- If the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and to an institution engaged in educational research or accrediting agency

St. Cloud State University abides by the provisions of Title IX federal legislation forbidding discrimination on the basis of sex, race, color, gender, religion, marital status, creed, status with regard to public assistance, membership/activity in a local commission, status as a Vietnam-era veteran, age, ancestry, disability, national origin, sexual orientation or citizenship.

## APPLICATION

To apply to the PSEO program at St. Cloud State University, students must complete the enclosed PSEO Application and a Notice of Student Registration (NOSR) form. Send these materials, along with an official high school transcript to:

St. Cloud State University  
Office of Admissions, AS 115  
720 - 4th Ave. South  
St. Cloud, MN 56301

## REQUIREMENTS

To be eligible to participate in the St. Cloud State University PSEO program, students must meet the following criteria:  
Juniors must be ranked in the top one-third (33%) of their high school class  
Seniors must be in the top one-half (50%) of their high school class

Students may also gain admission by earning strong composite test scores:

ACT: 25  
SAT: 1140  
PSAT: 163

Before enrolling in the PSEO program, please visit with your high school guidance counselor to ensure you meet the requirements and will be able to stay on track for high school graduation. Your counselor will also need to assist with the application process.

## ASSESSMENT

Students admitted to the St. Cloud State University PSEO program must submit placement scores (ACT, SAT or Accuplacer) to determine appropriate course placement before registration. Scores may affect enrollment in the courses and early testing is recommended.

## TIMELINES

To be eligible for participation in the PSEO program, all applicants must follow these strict deadlines:

Fall Admission: June 1\*  
Spring Admission: November 1\*

\*We strongly encourage you to apply early, as it typically takes 2 weeks to process applications.

## PARTICIPATION REQUIREMENTS AND GENERAL POLICIES

To participate in the program, new PSEO students must attend a mandatory orientation session. We offer multiple dates for your convenience. Parents/family members are welcome to attend. This session will discuss policies and procedures of the program as well as provide an opportunity for students and families to ask questions and meet the PSEO staff. Students must attend an orientation prior to registering for their first semester courses.

The official form of communication for St. Cloud State University is the campus HuskyNet email. PSEO students must register for and utilize their St. Cloud State University email account to be informed of upcoming events, deadlines and notices.

To continue your participation, PSEO students must earn a minimum 2.0 cumulative GPA in their St. Cloud State University courses. Students who fall below the minimum requirement will no longer be eligible for participation and will need to make arrangements to return to their high school.

Students will also be required to submit a new Notice of Student Registration form each semester of attendance **prior** to registration.

PSEO students must abide by the policies and procedures set forth in the St. Cloud State University Student Code of Conduct and those listed in the PSEO participation contract. Students will also be responsible for following the PSEO policies and guidelines set forth in the PSEO Student Handbook.

## FREQUENTLY ASKED QUESTIONS ABOUT PSEO COURSE REGISTRATION

*How many classes can I take each semester?*

PSEO participants may enroll in just one class or up to full time (17 credits), depending on personal and academic goals. You cannot exceed full-time status with a combination of high school and college classes. Check with your high school officials for specifics on the number of college courses allowed each term. This limit is set by each high school.

*Do I have to take a placement exam?*

Placement testing for new students at St. Cloud State University consists of the Accuplacer (for basic English and math placement) and tests determined by one's intended major, such as Nursing and Chemistry. Accuplacer is required for some students due to ACT subtest scores in reading and/or English. Students are also able to place into college level math courses and those higher than their ACT subtest score would indicate by taking the Math Accuplacer exam.

*I see that most St. Cloud State University classes are 3 credits. How does that convert to high school credits?*

The credit equivalency is determined by your high school.

*Do credits taken through PSEO count as college credits?*

Yes. As a PSEO student you begin creating a college transcript that will stay with you throughout your educational career. If you are planning to attend a college or university other than St. Cloud State University after high school graduation, work with that college/university to ensure your courses are appropriate for transfer.

*Remember: The grades you earn will stay with you and become a part of your permanent college record!*

*Which courses can I register for?*

PSEO students are allowed to take "100" and "200" level courses. These courses are designed for first year and second year college students and are generally introductory level classes. Students looking to take upper division courses (300 and 400 level) must obtain special permission from the PSEO Coordinator and faculty member after registration.

*\*Please note that St. Cloud State University offers a few courses that are numbered below 100 (such as Math 070 and 072). The PSEO program does **not** cover the cost of these lower level courses as they are considered preparatory in nature.*

*Additional Course Restrictions*

PSEO students are not allowed to register for independent study courses. Additionally, some courses may require departmental or instructor permission.

*Am I allowed to take math courses?*

Yes. Mathematics placement at St. Cloud State University is designed to assist you in starting your mathematics study at the appropriate level. Because research shows that students who enter courses at the proper level are more successful in college, a satisfactory ACT math score is required for enrollment in entry-level mathematics or statistics courses (MATH 112, 113, 115, 171, 193, 196 and STAT 193, 219, 229). Students that have not taken the ACT exam will need to either (i) earn a sufficient score on the Accuplacer mathematics placement test or (ii) provide documented evidence of successful completion of prerequisite course work before they may enroll in one of these courses. Students desiring to enroll directly in a calculus course must take and earn a satisfactory score on the calculus readiness test.

*Will I have an academic advisor?*

Your high school guidance counselor is your primary advisor. The PSEO staff will provide academic advising with regard to St. Cloud State University courses and the Minnesota Transfer Curriculum. Students are eligible to meet with department faculty for additional information about courses and requirements after their first contact with PSEO staff.

*Can I take online courses?*

PSEO students may enroll in one online course in their first semester with the program. After successful completion of their first course, ("B" or above) students may be eligible for additional online coursework.