

COMPLETE YOUR A.A. DEGREE THROUGH PSEO

PSEO students may have the opportunity to earn an Associates of Arts (A.A.) degree. If you are interested in completing an A.A. degree during your time as a PSEO student at St. Cloud State, here are the steps that you should take in preparation.

STEP 1: SCHEDULE AN ADVISING APPOINTMENT

When? Fall semester of your senior year in high school. During this appointment, a PSEO staff member will confirm you are meeting all of the requirements of an A.A. degree and explain the steps to graduate. Visit Microsoft Bookings to schedule an A.A. degree appointment with a PSEO staff member:

- As a reminder, the A.A. degree program provides a broad liberal arts and sciences background. A.A. programs require completion of: the liberal education program and additional credits to total at least 60 credits, excluding credits in courses numbered below 100. Students may count AP credits, or college credits earned through other concurrent enrollment courses towards their degree. Your advisor will go through these requirements with you, but they can also be accessed here:
<https://catalog.stcloudstate.edu/libed/libed>
- Completing an A.A. degree does not guarantee that you have met the requirements to graduate from high school. Remember, these requirements should be prioritized over your A.A. degree requirements.
- We encourage you to work with the Admissions Office of the university you plan to earn your degree from, as they may suggest pre-requisite courses to include within your A.A. degree program to ensure you're on track for their program.

STEP 2: APPLY AS A DEGREE SEEKING STUDENT

When? Fall semester of your senior year in high school. PSEO students are classified as “non-degree seeking” students and cannot be granted a degree. Applying to SCSU as a degree seeking student will allow you to be awarded a degree.

Apply online here: <https://www.stcloudstate.edu/apply/default.aspx>

Please note:

- For start term, select Summer Term[^].
- For application type, select First Year, Returning, or Transfer Student.
- For educational intent, select earn Associate's Degree.
- For academic program, select Liberal Arts and Sciences.

*This application also requires students to submit another official high school transcript. Please email pseo@stcloudstate.edu in order to have this requirement waived.

[^]PSEO students select summer term because you cannot be awarded your A.A. degree until you have officially graduated from high school, which occurs after spring semester at SCSU.

There is no fee to apply as an undergraduate student. Although there is space to submit ACT scores, this is not a required to complete the application.

STEP 3: COMPLETE GRADUATION FORM

When? Spring semester of your senior year in high school. Completing the graduation form will notify Records & Registration to review your degree audit report and confirm you have satisfied all of the requirements of an A.A. degree, including all Liberal Education Program requirements and at least 60 college level credits have been earned.

Submit your graduation form here: www.stcloudstate.edu/srfs/graduation/

- Sign in with your Star ID and password and select “Submit Undergraduate Application”
- Confirm your full legal name and address are correct in e-Services (this is where your diploma will be mailed)
- Select “Summer August” term. This will ensure your final high school transcript is received in time to officially award your A.A. degree

This process should be completed as soon as you are admitted to St. Cloud State as an undergraduate, degree seeking student. Note: there is a \$30 graduation fee that is not waived, as all students must pay this fee to receive their official degree award.

You may also indicate your interest in participating in the commencement ceremonies in the second half of the application. If you'd like, you can register to walk at commencement at SCSU. Registering for and participating in the commencement program does not guarantee you have earned your degree. You still need to complete the other processes and program requirements. Students are responsible for covering the costs associated with commencement, including their cap and gown purchases. These are not covered under PSEO.

Information regarding the commencement ceremonies can be found here: www.stcloudstate.edu/commencement/

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STEP 4: SEND YOUR FINAL HIGH SCHOOL TRANSCRIPT TO SCSU

When? After you've graduated from high school. This will tell the University you have been awarded your high school diploma and will make you eligible to receive the A.A. degree. This is a key step of the process that you must take responsibility for. You will not be awarded your A.A. degree if SCSU does not receive your final transcript which shows the date you received your high school diploma.

Send an OFFICIAL high school transcript to St. Cloud State Admissions. Transcripts can be sent to:

115 Admissions Office
St. Cloud State University
720 Fourth Ave. South
St. Cloud, Minnesota 56301-4498

STEP 6: SEND YOUR SCSU TRANSCRIPT TO YOUR FUTURE COLLEGE/UNIVERSITY

When? After your A.A. degree has been awarded to you. You are responsible for sending official transcripts from SCSU to the college or university you will be attending. This is how your credits will be transferred. Your transcript will state you have been awarded an A.A. degree.

*Please note that universities have individual policies regarding transfer credits and A.A. degrees. Each institution determines if/how those credits are accepted in transfer.

Fill out a transcript request here: www.stcloudstate.edu/srfs/transcripts/

