



PSEO → AA Checklist

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

Meet with your PSEO Advisor

Every semester, all PSEO students are required to meet with an academic advisor in Advising & Student Transitions. If you are interested in earning an A.A. degree, you should let them know as soon as possible, so that they can help you plan to meet all of the requirements.

- ❖ The Associate of Arts degree program is intended to provide a broad liberal arts and sciences background. A.A. programs require completion of the liberal education program (40 credits within the MnTC, 3 diversity courses) 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 programs towards their degree.
- ❖ As a **junior** in high school, you should first focus on meeting your requirements to graduate with your high school diploma, but it is still important to communicate that you are interested in earning an AA degree.
- ❖ As a **senior** in high school, it is important that you meet with your academic advisor and to ensure you are meeting all of the Liberal Education requirements. Your advisor will go through these requirements with you, but they can also be accessed here: <https://catalog.stcloudstate.edu>
- ❖ *We strongly 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 AA degree program to ensure you're on track for their course sequencing and graduation timeline.*

Apply to SCSU as a Degree-Seeking Student

This should be done the Fall Semester of your senior year in high school. You cannot receive an AA degree as a PSEO student as you are a “non-degree seeking” student. Applying to the institution as a regular student puts you at a “degree seeking” status, allowing you to be awarded the AA degree.

How to Apply:

1. Fill out an application on the website or fill out a paper copy to turn in to Admissions. Both can be found here: www.stcloudstate.edu/scsu4u/admissions/

During the application process, select **AA Liberal Arts** for a degree option, and **Summer Term** for your start term.

2. Submit a new **OFFICIAL** High School transcript with your application. Transcripts can be sent to:

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

Skip the Payment Option, as your fee is paid. If you do not apply in October (*Free Application Month*), the application fee can be waived with a form filled out by a PSEO advisor upon your request.

3. Submit your ACT scores to St. Cloud State. These can be included on an official high school transcript, or sent directly from ACT to SCSU.



Note: You will receive your AA in the summer, as you cannot have a college degree without having been awarded a High School Diploma. As most schools have graduation in late May/early June, it is impossible to receive your AA in the Spring Semester, as Graduation for SCSU takes place the first week in May, before High School Graduation.

Apply for Graduation

Applying for graduation will notify Records & Registration to review your Degree Audit Report and determine if you officially qualify for the AA degree option, ensuring all Liberal Education Requirements are met and that you have earned 60 college level credits.

Apply Online Here: www.stcloudstate.edu/srfs/graduation/

This process can be completed as soon as you are admitted to St. Cloud State as a regular, 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.

Register for Commencement (Optional)

If you'd like, you can register to walk for graduation 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.

Register for Commencement here: www.stcloudstate.edu/commencement/

Send a final High School Transcript

This will tell the University you have been awarded your High School Diploma and will make you eligible to receive the AA Degree. This is a key step of the process that you must take responsibility for. You will be unable to receive the award if SCSU does not receive your final transcript which shows the date you received your 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

Send your SCSU transcript to your college/university

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 AA degree.

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

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

Advising & Student Transitions

 Centennial Hall 366  (320) 308-6075  pseo@stcloudstate.edu  www.stcloudstate.edu/advising