



ST. CLOUD STATE UNIVERSITY

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: Meet with an Academic Advisor

When? As soon as possible. In order to register for courses, PSEO students aren't required to meet with an academic advisor. However, if you are interested in completing your A.A. degree through your PSEO coursework, please let us know ASAP! We have academic advisors in Advising & Student Transitions here to help plan your course workload to meet all of the requirements of an A.A. degree.

- The A.A. degree program provides a broad liberal arts and sciences background. A.A. programs require completion of: the liberal education program (40 credits within the MN Transfer Curriculum, 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 courses 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 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.*

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

Step 2: Apply as a Degree Seeking Student

When? During the 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 your A.A. degree.

How to Apply:

- Go to the www.stcloudstate.edu/scsu4u/admissions to fill out an application. For degree option, select A.A. Liberal Arts and for start term, select Summer Term.*
- 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

*PSEO students select summer term because you need to have a high school diploma before being awarded your A.A. degree.

Note: 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: Apply for Graduation

When? After you apply to SCSU as a degree seeking student. Applying for graduation will notify Records & Registration to review your Degree Audit Report (DARS) 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.

Note: After applying as a degree-seeking student, you need to make sure your major is changed to Liberal Arts & Sciences, A.A. to ensure the correct DARS is sent and evaluated by Records & Registration. If you still need to change your major, please do so here:

www5.stcloudstate.edu/Advising/AdvisorChangeMajor

Apply for Graduation 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)
- Input the calendar year and term of degree completion. If you are finishing your AA with summer courses, select the session of your last course. If you are finishing your A.A. with spring courses, select **Summer Session I. This will ensure your high school transcript is received in time to officially award your A.A. degree**

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.

Step 4: Register for Commencement (Optional)

When? During the spring semester of your senior year of high school. 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/

Step 5: 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 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

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 AA 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/