

The Minnesota Legislature created the Post-Secondary Enrollment Options program, or PSEO, in 1985. Under PSEO, high school juniors and seniors enrolled in a school (including public, private, home, and charter schools) and/or American Indian controlled tribal contract or grant school can attend colleges and universities and receive both college and high school credit. The State of Minnesota pays for tuition and books. The purpose of PSEO is to enhance the high school experience by promoting “rigorous academic pursuits by encouraging and enabling secondary pupils to enroll full-time or part-time in nonsectarian courses (Minnesota Statutes 124D.09).”

The Legislature left selection criteria and implementation of the program up to the individual college. It is important to note that Century College follows the Minnesota State Colleges and Universities guidelines for PSEO. PSEO is NOT an open enrollment program; students must meet minimum criteria in order to be eligible for the program. All of the PSEO qualifications are clearly listed in this PSEO application.

ENROLLMENT STEPS

- Step 1:** Complete the Century College Assessment test. Students must meet the Minimum Score Requirements before moving onto step two.
- Step 2:** Complete and Submit the Application Materials (See page 3) - ALL materials must be submitted and packaged together. Return the application to:
Century College - Office of Admissions
3300 Century Avenue North
White Bear Lake, MN 55110
- Step 3:** Attend New Student Orientation

Deadlines:

<u>Term</u>	<u>Deadline</u>	<u>Term begins</u>
Fall Semester 2009	Wednesday, July 1, 2009	August 24, 2009
Spring Semester 2010	Tuesday, Dec. 1, 2009	January 11, 2010

The deadline is absolute. There are NO exceptions. Century College must have the application in the office on the due date BY 4:00p.m. If you submit your application by mail, it is recommended to send it Registered Mail. We are not responsible for applications that get lost in the mail. Questions should be directed to Dawn Mensing at 651-773-1795; Angie Senko at 651-779-3962 or Robert Beaver at 651-779-5744

Notice

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

You are not legally required to provide the information the college is requesting; however, the college 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: (1) to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release; (2) to federal, state and local officials for purposes of program compliance, audit or evaluation; (3) as appropriate in connection with your application for, or receipt of financial aid; (4) to your parents, if your parents claim you as a dependent student for tax purposes; (5) if the information is sought with a subpoena, to an organization engaged in educational research or accrediting agency.

Minnesota State Colleges and Universities abide by the provisions of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity. This document can be made available in alternate formats, such as large print or cassette tape, upon request.

STEP ONE:

The Assessment Test

Century College believes the best mechanism for measuring the likelihood of student readiness for college is our assessment tests in **reading, writing, and mathematics**. The assessment results in conjunction with your high school rank and/or the nationally standardized norm referenced test results (see page 3 for details) are the primary factors in determining students' eligibility for the PSEO program at Century College.

Step 1 - Complete the Century College Assessment:

I) Assessment Schedule: The Assessment test should be taken by June 15, 2009 for Fall Semester and by Nov. 16, 2009 for Spring Semester. Please contact the Assessment Coordinator at 651-779-3352 for the Assessment schedule and locations. Please keep in mind that the test may only be taken twice in a twelve-month period. Additional accommodations may be provided through the Access Center; call 651-779-3354 to see if a student qualifies for services.

Students must know their social security number and bring a photo Id.

Interpreting Your Assessment Scores

➔ **Students MUST place at college level in Reading and Sentence Skills assessment areas to be accepted into the PSEO program.**

A student must place at college level in **both reading and writing** in order to qualify for any courses outside the math department.

Application Requirements

Reading: Minimum assessment score placement in Reading 1000

Sentence Skills: Minimum assessment score placement in English 1021

Math: Minimum assessment score placement in Math course above level 1000

After completing the assessment test, enter your scores in the appropriate spaces below. Students may qualify for PSEO by taking the Computerized Placement Test. Students may take the test twice in a 12 month period.

Sentence Skills

Score: _____

Placement: English _____

Reading

Score: _____

Placement: Reading _____

Math

Score: _____

Placement: Math _____

➔ **A copy of your assessment results must be turned in with this application!**

Prior to moving to Step 2- Student Statement

I have taken the Century College assessment and have indicated my scores and placements above. I have met with my high school counselor to help determine my readiness for college coursework and my counselor and I have signed below, indicating our agreement that moving forward with the application procedure is in my best interest at this time.

Student

Counselor

NOTE: If you did not pass two of the assessment tests, you are not eligible to move to step 2.

STEP TWO: Complete the Application and Submit Your Materials

All materials listed in step two **MUST** be submitted together by the deadline. Incomplete applications will **NOT** be processed. Please complete the section (A, B, or C) that pertains to you.

Step 2 – Students meet the one of the following options and submit the application materials:

A) Students who meet the ranking requirement (Juniors - top third of class; Seniors - top half)

1. Complete and submit this application (pages two and four must be completed).
2. Complete and submit the Post Secondary Enrollment Options Program Notice of Student Registration.
3. Obtain and submit a copy of your high school transcript that includes your class rank.
4. Obtain and submit a copy of your assessment scores.

B) Students who meet the nationally standardized norm referenced test requirement but not class rank (Juniors - at or above 70th percentile; Seniors - at or above the 50th percentile)

1. Complete and submit this application (pages two and four must be completed).
2. Complete and submit the Post Secondary Enrollment Options Program Notice of Student Registration
3. Obtain and submit a copy of you high school transcripts.
4. Obtain and submit a copy of your PSAT, PLAN, ACT or SAT test results.
5. Obtain and submit a copy of your assessment scores.

C) Students who do not meet the minimum class ranking requirements or the norm referenced test requirements:

1. Letter of recommendation from a high school counselor or a high school teacher.
2. Written essay on why you will benefit from PSEO and what you can contribute to Century College as a PSEO student. The essay should be two pages, typed, double-spaced, and in 12 pt. font.
3. Complete and submit a copy of this application (pages two and four must be completed).
4. Complete and submit the Post Secondary Enrollment Options Program Notice of Student Registration.
5. Obtain and submit a copy of your high school transcripts.
6. Obtain and submit a copy of your assessment scores.

Decisions regarding option C are made according to a point system. Submission of the PSEO materials does NOT guarantee acceptance into the PSEO program.

Don't forget to fill out the PSEO Application on page four.

STEP THREE: Attend a New Student Orientation Session

Step 3 – Attend New Student Orientation

In the event that the student is accepted, Century College will send a letter to inform the student as to the date and time of the orientation session for PSEO students. This session will be held in August after non-PSEO orientations have been completed. Students who are unable to attend orientation automatically forfeit their spot in the PSEO program.

→ New Student Orientation is a **MANDATORY** student program that involves both large and small group activities.

The program is designed to get students started on the right foot at Century. The program lasts about three hours.

→ In the large group session, we cover all services, programs, and activities available to Century students. It is our attempt to inform students about everything that is available to them at Century. Critically important college policies are also discussed.

→ In the small group, students receive assistance from a counselor and are afforded the opportunity to register for courses. Students have the opportunity to ask counselors about the best way to set up a course schedule in light of overall college goals or demands such as work, high school extracurricular activities, transfer to four year colleges, etc. However, students **should** meet with their high school counselor prior to their orientation session in order to confirm any courses they may be required to take at Century to fulfill any incomplete graduation requirements.

Questions - Questions should be directed to Dawn Mensing at 651-773-1795; Angie Senko at 651-779-3962 or Robert Beaver at 651-779-5744.

PSEO Application Form

(PLEASE PRINT CLEARLY AND USE BLACK INK)

Name (Last, First, Middle) _____

Social Security Number _____ Date of Birth _____

Notice: Century College uses social security numbers for student identification purposes on student records. Providing your social security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.

Street Address _____ City _____ MN Zip _____

County _____ Home Phone _____ Cell Phone _____

High School _____

If Home schooled, what high school would you normally attend? _____

Anticipated Year of High School Graduation: _____

Citizenship (check one): United States Permanent Resident Other None of these
(Please note: foreign exchange students are not eligible for the PSEO program)

Expected Start Date (check one): Fall Semester 2009 Spring Semester 2010

What is your current educational intent at this institution?

- Complete courses, but not a degree Earn associate (two-year) degree Earn associate (two-year) & transfer
 Earn occupational certificate/diploma Complete courses & transfer without a degree

Request for Confidential Information

The information requested below is voluntary and will assist Minnesota State Colleges and Universities in evaluating student recruitment and retention policies. It will NOT be used as a basis for admission or in a discriminatory manner. You will not be subjected to adverse treatment if you do not provide any of the requested information.

Gender: Female Male

Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central America, or other Spanish culture, regardless of race)? Yes No

Race and Ethnic Background (select any that apply)

- American Indian or Alaska Native - A person having origins in any of the original peoples in of North, Central or South America and who maintains tribal affiliation or community attachment
 Asian - A person having origins in any of the original peoples of Far East, Southeast Asia or the Indian Subcontinent
 Black or African American - A person having origins in any of the black racial groups of Africa
 Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
 White - A person having origins in any of the original peoples of Europe, the Middle East or North Africa

What is the highest level of education for your parent(s)/ guardian(s)? Please respond for the parent(s), step-parent(s), adoptive parent(s), or guardian(s) who raised you. Check only one box for each parent/guardian.

Parent/Guardian #1

- No high school diploma
 High school diploma
 Some college
 Two-year college degree/ diploma
 Bachelor's degree or higher
 Not sure/ don't know

Parent/ Guardian #2

- No high school diploma
 High school diploma
 Some college
 Two Year college degree/ diploma
 Bachelor's degree or higher
 Not sure/ don't know

Applicant Signature

I hereby certify that the information provided on this application form and in all other admissions materials is complete, accurate, and true to the best of my knowledge.

Signature: _____ Date: _____

NOTE: Complete a separate form for each instructional term, **and** for each postsecondary institution attending (please print & use black ink).
ALL BOXES MUST BE COMPLETED

1 To Be Completed By The Student	Student Name (Last, First, M.I.)			<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth
	Address		City	Zip Code	Telephone Number () -
	Parent/Guardian Name			Address (if different than above)	
	Name the Postsecondary Institution you plan to attend this term:				
	Do you plan to attend more than one Postsecondary Institution this year? <input type="checkbox"/> NO <input type="checkbox"/> YES		If YES, name the other Postsecondary Institution(s):		
	Have you ever enrolled in PSEO program before now? <input type="checkbox"/> NO <input type="checkbox"/> YES		If YES, name of Postsecondary Institution(s) attended:		Dates last attended:
	Minn. Stat. § 124D.09 requires that students and parents/guardians sign a statement indicating they have received information about the program, are aware that the counseling services are available and are aware of their responsibilities regarding participating in the program. We have received the information required under Minn. Stat. § 124D.09 and are aware that the above student is enrolling in postsecondary courses.				
Signature – Parent/Guardian (if student under 18)			Signature - Student		Date

2 To Be Completed By The Secondary/Private/Home School	Name of Secondary/Home School Attending		School Classification (check one only): <input type="checkbox"/> Public <input type="checkbox"/> Nonpublic <input type="checkbox"/> Home		Name of School District of Attendance		District Type & Number
	Name of District of Student (if not living in district of attendance)			District Type & Number		MARSS Student Number (Public Students Only)	
	Is the above student eligible for program application? (See reverse side for requirements) <input type="checkbox"/> YES <input type="checkbox"/> NO			IF NOT ELIGIBLE, RETURN FORM TO STUDENT DO NOT CONTINUE PROCESSING			
	During Period of Attendance at Postsecondary Institution Students' Secondary grade level will be: <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12			NOTE: 21 YEAR-OLDS ARE NOT ELIGIBLE			
	Total WEEKLY clock hours (excluding lunch periods) that the student's secondary school is in session: _____ Clock Hours			Estimated WEEKLY clock hours (excluding study halls) that the above student will be _____ Clock Hours enrolled in SECONDARY courses for credit:			
	SECONDARY/ PRIVATE/ HOME SCHOOL VERIFICATION		I certify that the student identified in Section 1 is eligible to enroll in the Postsecondary Enrollment Options (PSEO) Program this term, that the information in this Section is accurate and applicable to the student, student is eligible for two semesters in grade 11 and 2 semesters in grade 12. If the above named school is a nonpublic school, student tuition shall be proportionally adjusted to reflect the above clock hours of postsecondary attendance.				
Secondary School Contact Person			Title		Telephone Number		Date

3 To Be Completed By The Postsecondary Institute	Name and City of Postsecondary Institution		College Student ID Number		Term of Planned Attendance (check one only): <input type="checkbox"/> Qtr 1 <input type="checkbox"/> Qtr 2 <input type="checkbox"/> Qtr 3 <input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2			
	Postsecondary Institution Contact Person			Title		Telephone Number () -		Fax Number () -
	COURSES TAKEN FOR SECONDARY CREDIT		COURSE NUMBER	COURSE CREDITS	POSTSECONDARY REGISTRATION VERIFICATION			
	1				I certify that the student indicated in Section 1 above is registered this term for the courses indicated, that all courses indicated are non-sectarian in content, are not remedial or developmental, and, that the student has indicated to me that the courses are to be taken for secondary credit.			
	2							
	3							
	4							
5								
6								
				Signature				
				Title		Date		

Upon completion of Section 3, a LEGIBLE copy of this form must be mailed within 10 days by the postsecondary institution to the Minnesota Department of Education at the above address. Additionally, copies must be returned to the student indicated in Section 1 and the secondary school of attendance indicated in Section 2.



POSTSECONDARY ENROLLMENT OPTIONS PROGRAM

STUDENT ELIGIBILITY - Refer to Minn. Stat. § 124D.09 (2004)

Any public, nonpublic, home school or American Indian-controlled tribal contract or grant student classified as an 11th or 12th grader and accepted by a postsecondary institution, may enroll either full- or part-time in nonsectarian courses or programs at an eligible postsecondary institution. Foreign students participating in cultural exchange programs are not eligible.

- A. A student must be enrolled in school in the eleventh or twelfth grade or if a non-graded alternative secondary program, must be enrolled at a level equivalent to eleventh or twelfth grade.
- B. A student who enters the program:
 - 1) At the **beginning** of the eleventh grade year may continue in the program for the equivalent of two academic high school years, except for state approved Learning Year Programs pursuant to Minn. Stat. § 124D.128, summer sessions not included.
 - 2) At the **beginning** of the twelfth grade year a student may continue in the program for the equivalent of one academic high school year.
 - 3) For purposes of determining PSEO eligibility, a full-time student must give up a class to become eligible. (Refer to Frequently Asked Questions on Minnesota Department of Education website: [http://education.state.mn.us/Accountability Programs/Program Finance/Miscellaneous Revenue/scroll down middle of page to Postsecondary Enrollment information.](http://education.state.mn.us/Accountability%20Programs/Program%20Finance/Miscellaneous%20Revenue/scroll%20down%20middle%20of%20page%20to%20Postsecondary%20Enrollment%20information.))
- C. In either case, if the student first enters the program **during** the academic year, the window of opportunity is reduced proportionally.
- D. If a student, after the beginning of the academic year, drops membership in the school for medical or other reasons, the running of the window of opportunity, under Paragraph B, is suspended until the student reestablishes membership in the school and returns to eligibility under Paragraph A. For example, a student dropped from high school membership after completing half of the eleventh grade year would retain the opportunity to enroll in a postsecondary institution over the second half of that academic year.
- E. An institution shall **not** enroll secondary pupils, for postsecondary enrollment options purposes, in sectarian, remedial, developmental, or other courses that are **not** college level.
- F. In 2003, the PSEO law was amended so that the books are now returned to the college not the high school. Section 19 Minn. Stat. 2002, § 124D.09, subdivision 20, is amended to read: Subd. 20, **TEXTBOOKS; MATERIALS.** All textbooks and equipment provided to a pupil, and paid for under subdivision 13, are the property of the pupil's **postsecondary institution.** Each pupil is required to return all textbooks and equipment to the **postsecondary institution** after the course has ended.

