

Postsecondary Enrollment Options (PSEO) Student Application Checklist

| IMPORTANT DATES | Fall Semester | Spring Semester |
|---|---------------|-----------------|
| Final Application Deadline | May 31 | November 30 |
| New & Transfer Student Class Registration Begins | Late March | Early November |
| Current Saint Paul College PSEO Student Class Registration Begins | Early March | Mid-October |

Students are encouraged to submit their complete application materials before class registration begins in order to have the most course options. The closer to the PSEO application deadline students submit materials, the fewer course options they have.

Check one:

- I am a new Saint Paul College PSEO applicant (must complete all steps outlined below).
- I am a returning Saint Paul College PSEO student (only complete Steps 2 & 4).

Name: _____ High School: _____

Check off each step when complete.

- Step 1: Apply to Saint Paul College using your legal name, online at saintpaul.edu/apply**
Record your 8-number Tech ID/Student ID (not StarID) provided in email from the College:
_____ (Use this number when “Student ID” is requested throughout PSEO application process.)
- Step 2: Complete the following forms:**
Both forms are available on our PSEO webpage, saintpaul.edu/PSEO. Forms must be submitted in Microsoft Word or PDF formats.
 1. PSEO Notice of Student Registration form for the intended year. This form must be signed by you, your guardian, and your high school counselor.
 2. PSEO Book & Expectations ContractMicrosoft Office Lens can be used to convert documents to PDFs. Download the free app on the [App Store](#) or [Google Play](#).
- Step 3: Gather the following document(s) based on grade level:**
PSEO Sophomores:
 1. Official high school transcript showing a cumulative unweighted GPA of 2.8 or greater
 2. 8th grade Minnesota Comprehensive Assessment scores showing passing Reading score (850+)PSEO Juniors & Seniors:
 1. Official high school transcript showing a cumulative unweighted GPA of 2.8 or greater
- Step 4: Email all required documents before the PSEO application deadline to:**
PSEO@saintpaul.edu

Allow 5-10 business days once completed PSEO application is submitted for decision notification via email. Please do not submit applications via mail or in person at this time.

Instructions: Complete an enrollment form for each instructional term and postsecondary institution (PSI) the student attends. Once Sections 1 and 2 are completely filled out, the next step is to work with the enrolling postsecondary institution to complete Section 3. Note: Only postsecondary institutions submit this form to the Minnesota Department of Education (MDE).

MDE College Student ID Number: _____

1. Student and Parent/Guardian Complete and Sign This Section

Male Female Unreported

Student Name (Last, First, M.I.) _____
Birthdate (MM/DD/YYYY)

Address _____
City _____
ZIP Code _____
Phone

Postsecondary Institution This Term _____
Parent/Guardian Name _____
Address (if different from student)

Public School Students: Minnesota Statutes 2024, section 124D.09, subdivision 7, to assist the district in planning a pupil must inform the district by October 30 or May 30 of each year the pupil’s intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.

Date I/we notified the district the intent to enroll in PSEO, either semester, school year 2025-26.

All Students: Minnesota Statutes 2024, section 124D.09, subdivision 6, requires: students and parent/guardian sign a statement indicating they have received Postsecondary Enrollment Options (PSEO) information (including transportation reimbursement for qualified students); are aware counseling services are available; understand PSEO course responsibilities. We have received the information required under Minnesota Statutes 2024, Section 124D.09, and are aware the student above is enrolling in postsecondary courses.

My signature(s) below indicates I/we are aware that if I/we have not notified the enrolling district by May 30, 2025 or October 30, 2025, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

Student Signature _____
Student Email

Parent/Guardian Signature (if student is under age 18) _____
Date

2. To be Completed by Secondary/Nonpublic/Home School

Secondary/Nonpublic/Home School Name Public Nonpublic Home School _____
Public School SSID*Number

School Type (Select one)

Attending Public School District Name _____
Attending Public School District Number (xxxx-xx)

Student grade level during the 2025-26 school year. (Select one): Grade 10 Grade 11 Grade 12

Eligibility Note: High school graduates are not eligible.
Students may not enroll in PSEO courses in addition to a full high school class load. Students must also give up one period in their high school day. Does this student have at least one free class period during the high school day? Yes No

Is the above student eligible for program application? (See Page 3-4 for requirements) Yes No

My signature certifies the student in Section 1 meets the eligibility requirements, pages 3-4, for PSEO participation this term, and information in Section 2 is accurate and applicable. The public-school student notified the enrolling public-school district of intent to enroll in postsecondary by May 30 or October 30, for PSEO enrollment during the following academic term, or the public-school district has waived the deadline requirements.

Secondary School Contact Name _____
Contact Signature _____
Email _____
Phone _____
Date

Student Name (Last, First, M.I.) _____ Date of Birth (MM/DD/YYYY) _____ MDE College Student ID Number _____

3. To be Completed by the Postsecondary Institution

Name of Postsecondary Institution _____ PSI Number (xxxx-xx) _____ City of Postsecondary _____

Term of Attendance (Must Select one) Semester 1 Semester 2 Qtr 1 Qtr 2 Qtr 3

Postsecondary Institution Contact Name _____ PSI Contact Email _____ Telephone _____

| Courses Taken for Secondary and Postsecondary Credit | Course Number | Course Credits |
|--|---------------|----------------|
| Course #1 _____ | | |
| Course #2 _____ | | |
| Course #3 _____ | | |
| Course #4 _____ | | |
| Course #5 _____ | | |
| Course #6 _____ | | |

Minnesota Statutes 2024, section 124D.09, subdivision 7, requires public school students to inform the district by October 30 or May 30 of each year of the pupil’s intent to enroll in postsecondary courses during the following academic term to assist the district in planning. A pupil is bound by notifying or not notifying the district by October 30 or May 30, unless the public-school district has waived the deadline as indicated in Section 2 of this form. Only public school students who have met this requirement are eligible for PSEO funding.

Minnesota Statutes 2024, section 124D.09, subdivision 5, requires the institution to send written notice to the student and the student’s school or district. The notice must indicate the course and hours of enrollment of that pupil.

My signature below indicates all statements below are true.

1. The student identified in Section 1 is registered this term for the courses indicated above, all courses are nonsectarian in content and are not remedial or developmental.
2. Tenth grade students during their first semester of PSEO participation may take only one Career or Technical Education (CTE) course.
3. The student has indicated to me the courses above are to be taken for both secondary credit and fulfill the student’s high school graduation requirements.
4. MDE may request a data sampling of postsecondary institution NOSR forms as part of a PSEO desk audit request.

Signature – Postsecondary Institution Contact _____ Contact: Email Address _____ Date _____

*SSID stands for State Student Identification Number (i.e. MARSS Number)

Public, Nonpublic and Home School Student Eligibility – 11th or 12th Grade, Minnesota Statutes 2024, section 124D.09, subdivision 4 and 5.

An 11th or 12th grade pupil enrolled in a Minnesota public, nonpublic, home school or American Indian controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may apply to an eligible postsecondary institution (PSI) to enroll in nonsectarian courses.

An 11th or 12th grade pupil who is not enrolled in a public school district and includes students attending nonpublic schools and students who are home schooled. A nonpublic or home school student must continue to submit the Letter of Intent to Continue to Provide Instruction to the resident school superintendent in order to participate in PSEO (even if the student is beyond age 17).

Public, Nonpublic and Home School Student Eligibility – 10th Grade CTE Pathway, Minnesota Statutes 2024, section 124D.09, subdivision 4 and 5(a).

A 10th grade public, nonpublic or home school student may enroll in one career or technical education course offered by an eligible institution during the first term of enrollment. A 10th grade student must have received a passing score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading as a condition of enrollment.

A current 10th grade pupil who did not take the 8th grade MCA in reading may substitute another reading assessment accepted by the enrolling PSI. If the 10th grade student received a "C" or better in the career or technical education course, the institution must allow the student to take additional postsecondary courses at that institution, not to exceed the limits in subdivision 8.

Career Technical Education (CTE) Course Definition and Payment

- CTE courses do not include Study Skills, First Year Experience, Career Development Skills or College Success courses.
- For the purpose of PSEO reimbursement for CTE courses taken by 10th grade students, MDE will only pay for courses that are part of a career and technical education program that is not also included in the Minnesota Transfer Curriculum.
- A "career or technical course" is a course that is part of a career and technical education program that provides individuals with coherent, rigorous content aligned with academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current and emerging professions and provide technical skill proficiency, an industry recognized credential, and a certificate, a diploma, or an associate degree.
- The Minnesota Transfer Curriculum consists of general education courses and goal area definitions and competencies designed for transfer among Minnesota public colleges and universities.

Public School Student Eligibility – 9th or 10th Grade, Minnesota Statutes 2024, section 124D.09, subdivision 5(b).

A 9th or 10th grade pupil enrolled in a district or an American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may apply to enroll in nonsectarian courses offered under 124D.83, subdivision 10 courses according to agreements, if:

1. The school district and the eligible PSI providing the course agree to the student's enrollment; or
2. The course is a world language course currently available to 11th and 12th grade students, and consistent with section 120B.022 governing world language standards, certificates, and seals.

Limit on Participation, Minnesota Statutes 2024, section 124D.09, subdivision 8.

1. A pupil who first enrolls in grade 9 may not enroll in PSEO courses for more than the equivalent of four academic years.
2. A pupil who first enrolls in grade 10 may not enroll in PSEO courses for more than the equivalent of three academic years.
3. A pupil who first enrolls in grade 11 may not enroll in PSEO courses for more than the equivalent of two academic years.
4. A pupil who first enrolls in grade 12 may not enroll in PSEO courses for more than the equivalent of one academic year.
5. If a pupil in grade 9, 10, 11, or 12 first enrolls in PSEO during the school year, participation shall be reduced proportionately.
6. If a pupil is in a learning year or other year-round program and begins each grade in the summer session, summer sessions shall not be counted against the time of participation.
7. If a school district determines a pupil is not on track to graduate, the limit on participation does not apply to that pupil.
8. A pupil who has graduated from high school cannot participate in a program under this section.
9. A pupil who has completed requirements for graduation but who has not received a diploma may participate in the program.

Academic Year

For purposes of determining PSEO eligibility, an academic year is equivalent to a school year and is defined as July 1 through June 30.

Early Middle College Program – Minnesota Statutes 2024, section 124D.09, subdivision 9(b).

An institution must not enroll secondary pupils, for PSEO purposes, in remedial, developmental, or other courses that are not college level except when a student eligible to participate and enrolled in the graduation incentives program under section 124D.68 enrolls full time in a middle or early college program designed with a well-defined pathway to allow the student to earn a certificate or degree.

Fees; Textbooks; Materials – Minnesota Statutes 2024, section 124D.09, subdivision 20.

All textbooks and equipment provided to a pupil, and paid for by the department, are the property of the pupil's PSI. Each pupil is required to return all textbooks and equipment to the PSI after the course has ended.

Participation in High School Activities – Minnesota Statutes 2024, section 124D.09, subdivision 11(a).

A school district must allow a student enrolled in a course under this section to remain at the school site during regular school hours.

Access to Building and Technology – Minnesota Statutes 2024, section 124D.09, subdivisions 11(a) and 11(b).

A school district must allow a student enrolled in a PSEO course to remain at the school site during regular school hours. A school district must adopt a policy that provides a student enrolled in PSEO with reasonable access during regular school hours to a computer and other technology resources the student needs to complete coursework for a PSEO course.

Postsecondary Enrollment Options (PSEO) Book & Expectations Contract

This contract outlines the expectations Saint Paul College has of all PSEO students. Students and parents (if student is under age 18) must read, sign, and date this contract. The definition of PSEO students includes all forms of PSEO including but not limited to traditional PSEO, Concurrent Enrollment, PSEO by Contract, Career and Technical education, grant-paid college credit bearing courses, and Gateway to College. See [PSEO Reference Guide](#) for definitions of PSEO programs.

1. Upon application to Saint Paul College, [student data laws](#) apply to the student and Saint Paul College must have a valid [Release of Information form](#) completed by the student to discuss their student records with any person other than the student (this includes parents and guardians) regardless of the student's age.
2. PSEO students must complete PSEO Orientation by the stated deadline in their acceptance email to register for classes and enroll in Saint Paul College PSEO. PSEO Orientation must also be completed by students who have been in the program before but not enrolled for one or more fall or spring semesters.
3. Registering for courses and programs not approved for PSEO at Saint Paul College will result in students being charged for the tuition, fees, and associated supplies or being dropped from PSEO ineligible courses. See [Excluded Programs & Classes list](#).
4. PSEO students are subject to all [Saint Paul College student policies](#) unless otherwise told. Violations of the Student Code of Conduct can lead to consequences such as Probation, Behavioral Contracts, Loss of Privileges, and even Suspension or Expulsion from the College and/or PSEO program.
5. Students needing accommodations should reach out to [Access and Disability Resources](#) once enrolled.
6. PSEO is an opportunity for Minnesota resident high school students to earn dual credit for both high school and college. Saint Paul College can drop or prevent students from enrolling in classes that do not fulfill their high school graduation requirements.
7. PSEO students are expected to attend class on time, stay for the duration of class, communicate with instructors in a timely manner when late, absent, or in need of assistance and participate, listen, and engage in class. Repeated behavioral concerns in and out of the classroom can lead to removal from the PSEO program.
8. Students are expected to check their [Saint Paul College email](#), [D2L Brightspace](#) (online learning platform), and any other platforms instructors use for coursework on a weekly basis while enrolled in PSEO.

9. Saint Paul College may request to a student's high school that the student be enrolled back in high school courses while a semester is in progress if course grade or progress data indicate the student will not or cannot pass their college course with a grade of D or higher. This is to keep students on track for graduation.
10. PSEO grades are part of a student's permanent college transcript and may factor into a student's high school transcript and GPA (Grade Point Average). Students should expect that grades earned at Saint Paul College can be used for admissions decisions at future colleges or universities.
11. PSEO students must meet [Satisfactory Academic Progress \(SAP\)](#) (cumulative 2.0 GPA and cumulative 66.67% completion rate based on college course work) to be in good academic standing at Saint Paul College.
12. Students on academic warning, suspension, or probation that require enrollment in 9 or more college credits or grade(s) of B to meet [SAP](#) at Saint Paul College will not be permitted to continue in PSEO at Saint Paul College.
13. PSEO applicants or students on academic warning, suspension, or probation at Saint Paul College or another institution, those in violation of conduct standards at Saint Paul College or another institution or in violation of expectations listed in this document can only enroll in traditional PSEO at the approval of Saint Paul College PSEO staff.
14. All textbooks and supplies (including but not limited to items labeled not to return once opened, books students write in, workbooks, loose bound textbooks, hotspots, Chromebooks, calculators, Library materials, cameras, musical equipment, and supplies for the Career and Technical programs) must be returned to the Bookstore or appropriate department by the last day of the semester or once a student is no longer enrolled in the class(es) the supplies were for. Students will be charged for materials that are late, not returned, missing, or damaged. Account holds and late fees may be added to a student's account to prevent future registration or release of college transcript until charges are paid. Students may also be dropped from their college courses.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

New PSEO Student

Returning PSEO Student

