

## Post-Secondary Enrollment Options Application Instructions

**Please read and follow directions carefully. Incomplete applications will be returned.**

**Step 1:** Students: Complete the *Applicant Information* portion (Section 1) of the application.

**Step 2:** Parents/guardians: Complete the *Parent/Guardian Support and Acknowledgement* portion (Section 2) of the application.

**Step 3:** **High school students:** Visit your high school counselor/contact to complete the *High School / Home School* portion (Section 3) of the PSEO application as well as section 2 of the Minnesota Department of Education PSEO Notice of Student Registration Form.

**Home schooled students:** Bring the application to your home school contact (usually a parent) to complete the *High School / Home School* portion (Section 3) as well as section 2 of the Minnesota Department of Education PSEO Notice of Student Registration Form.

**PLEASE DO NOT SUBMIT ANY PSEO APPLICATION MATERIALS UNTIL YOU HAVE COMPLETED THE NEW STUDENT ASSESSMENT TEST AS INDICATED IN STEP 4.**

**Students applying for Technical Programs or courses, who meet the admission requirements, will be accepted after October 1<sup>st</sup> for Spring semester and February 1<sup>st</sup> for Fall semester on a space available basis.**

**Step 4:** Schedule an appointment for the New Student Assessment Test by contacting your intended campus of enrollment and asking for a testing appointment. This assessment will assist us in determining your readiness for college classes, so be well rested and ready to test. For practice tests and FAQ's, go to: [www.ridgewater.edu](http://www.ridgewater.edu). Click on **Future Students**, then **New Student Assessments**.

**Willmar Campus**

320-222-5982  
1-800-722-1151

**Hutchinson Campus**

320-234-8593  
1-800-722-1151

**Step 5:** When you arrive for your scheduled assessment, you must have the following materials:

1. A completed PSEO Application
2. A high school transcript (home schooled students may be exempt)
3. Photo ID

**Note:** If you do not have the above materials completed, you will not be allowed to sit for the assessment and will be asked to reschedule.

**Step 6:** After submission of all application materials, you will receive written notification of the admission decision. Application materials must be received by the deadline. Please consider sufficient time for scheduling assessment testing and meeting with High school counselors. If you have questions, please contact:

Leah Kadelbach  
Director of Enrollment Services  
320-222-5980 or 1-800-722-1151

**\*\*Please see website  
for recommended application deadlines**

# Ridgewater College

## Post-Secondary Enrollment Options Application for Admission

### Section 1: Application Information (To be filled out by student)

#### Personal Information

Print Full Legal Name \_\_\_\_\_  
Last First Middle Initial

Social Security Number\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Many colleges/universities use 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 and alumni data. Your number also may be used to create summary information about system programs through data matches with other state agencies.

Permanent Address \_\_\_\_\_  
Number and Street

City State Zip County

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

High School Currently Attending \_\_\_\_\_

HS Graduation Year \_\_\_\_\_ Status at Time of Enrollment: Junior \_\_\_\_\_ Senior \_\_\_\_\_

Are you a resident of Minnesota?  Yes  No

\* If yes, how long? \_\_\_\_ years \_\_\_\_ months \*If no, what state are you a resident of? \_\_\_\_\_

Are you a U.S. citizen?  Yes  No Permanent resident (if applicable):  
 Refugee  Resident alien

\* If not, type of visa: \_\_\_\_\_  
(International students and non-immigrants must complete a separate application form)

**Academic Data** Ridgewater College campus you are applying to:  Hutchinson  Willmar

I plan to take General Education courses to use towards my High School graduation requirements.

I plan to take Technical courses to use as electives towards my High School graduation requirements, (example: Welding, Sales and Marketing, and Cosmetology, Auto Body, etc.)

Please indicate which technical program you are applying to: \_\_\_\_\_.  
**You must contact the Admissions Office to register for the Certified Nursing Assistant (CNA) class only.**

Indicate Start Term and Year:  Fall  Spring Year \_\_\_\_\_

**Do you plan to attend:**  Full time? (12 or more college credits)  Part time? (fewer than 12 college credits)

If known, name of Post-Secondary Institutions you may plan to attend after high school graduation:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

What is your current educational intent at this institution?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Complete courses, but not a degree    | <input type="checkbox"/> Earn associate (two-year) degree               | <input type="checkbox"/> Earn associate (two-year) degree and transfer |
| <input type="checkbox"/> Earn occupational certificate/diploma | <input type="checkbox"/> Complete courses and transfer without a degree |  |

## Request for Confidential Information

Providing the following information is voluntary. This information will assist Minnesota State Colleges and Universities in evaluating student recruitment and retention policies; it will not be used as a basis for admission.

**Gender:**  Male  Female

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

### Race and ethnic background (select any that apply)

- American Indian or Alaskan Native-(A person having origins in any of the original peoples of North, Central or South America and maintains tribal affiliation or community attachment)
- Asian-(A person having origins in any of the original peoples of the 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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> No high school diploma | <input type="checkbox"/> Some college                    | <input type="checkbox"/> Bachelor's degree or higher |
| <input type="checkbox"/> High school diploma    | <input type="checkbox"/> Two-year college degree/diploma | <input type="checkbox"/> Not sure/don't know         |

#### Parent/Guardian #2

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> No high school diploma | <input type="checkbox"/> Some college                    | <input type="checkbox"/> Bachelor's degree or higher |
| <input type="checkbox"/> High school diploma    | <input type="checkbox"/> Two-year college degree/diploma | <input type="checkbox"/> Not sure/don't know         |

## Voluntary Release of Information

### Parental Information Release:

I authorize Ridgewater College to provide my parents/guardians with information related to my progress at Ridgewater College. Note: The Parental Release is not required for consideration in the PSEO program.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## Section 2: Parent/Guardian Support and Acknowledgement (To be filled out by Parent /

### Parent / Guardian Support:

I understand and support my child's participation in the Post-Secondary Enrollment Options program. As parents or guardians, we assume the responsibility for transportation and liability to and from the college. We are also aware that there will be social and academic differences from the high school setting.

By my signature below, I acknowledge that I am informed that the college cannot release to me private data from my child's education records unless he/she has voluntarily signed a release (such as the statement listed above) or such disclosure is authorized by law.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

### Section 3: High School / Home School Information (to be filled out by school contact)

Name of Secondary School \_\_\_\_\_ District Number \_\_\_\_\_

School Classification       Public       Nonpublic       Home

Class Rank: \_\_\_\_\_ out of \_\_\_\_\_ Students Grade Level will be:     Junior     Senior

Please indicate what type of yearly schedule your high school currently uses:

Quarters       Semesters       Trimesters       Home School

This student does \_\_\_\_\_ does not \_\_\_\_\_ receive special education services at the high school.

\_\_\_\_\_ High school / Home school credit is equal to \_\_\_\_\_ college credits.

High School/Home School Courses Student Needs to Graduate	Amount of College Credit	Plans to take courses at:	
		HS	PSEO

**Additional Notes/Information:**

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Signature of Secondary School Contact Person**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Phone**

**Note:** The college/university is asking you to provide information that includes private and/or confidential information under state and federal law. The college/university is asking for this information in order to process your application. You are not legally required to provide the information the college/university is requesting; however, the college/university 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 interest in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- To other schools in which you seek or intend to enroll, or and enrolled, if you are first notified of the release
- To federal, state, or local officials for purposes of program compliance, audit or evaluation
- As appropriate in connection with your application for, or receipt of, financial aid
- To your parents, if your parents claim you as a dependent student for tax purposes
- If the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law
- To an organization engaged in education research or an accrediting agency

Minnesota State abides 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 upon request by calling 800-722-1151 or through your preferred Telecommunications Relay Service.

**Notice to Students Regarding Possible Impact of Criminal Records:** If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.

# Post-Secondary Enrollment Options FAQ's

## **What is Post-Secondary Enrollment Options?**

Post-Secondary Enrollment Options (PSEO) is a program that offers high school juniors and seniors the opportunity to take college-level courses. The credits earned can apply towards both high school graduation and college degree requirements. This program was created to provide rigorous academic challenges to qualified students. District dollars cover the cost of tuition, fees and required books.

Note: The PSEO program does not pay for developmental courses (those numbered below 100), test outs, transportation, food, uniforms, tools and special fees.

## **What should students consider before applying?**

Attending college is an important life decision and should be considered carefully. PSEO students are afforded the same rights and responsibilities as all college students, and must be able to:

- Take full responsibility for managing time and assignments
- Make room for more study time outside of class, with fewer instructions on how and what to study
- Handle multiple deadlines without reminders
- Take initiative to seek help when needed

Students who try to work more than 20 hours per week tend to have great difficulty keeping up with the faster pace of college. In fact, students can expect to spend two hours outside of class in preparation for every one hour of classroom lecture. Social maturity is also important in working with older students and in handling the academic challenge of college.

## **What are the eligibility requirements?**

PSEO is available to juniors and seniors enrolled through any Minnesota public school, home school or alternative learning center who present evidence of the ability to perform college work. Such evidence includes the following:

- for juniors, class rank in the upper one-third of their class, have a 3.0 cumulative GPA or a score at or above the 70<sup>th</sup> percentile on a nationally standardized, norm referenced test;
- for seniors, class rank in the upper one-half of their class, have a 2.5 cumulative GPA or a score at or above the 50<sup>th</sup> percentile on a nationally standardized, norm referenced test

## **How do I apply?**

The PSEO application materials are included in this packet. Please read over the packet carefully and follow all instructions. You will need signatures of high school personnel and parents, so plan ahead and apply early. Doing this will ensure a timely consideration of your application.

**NOTE:** Complete an enrollment form for each instructional term and postsecondary institution the student attends. Once Sections 1, 2, and 3 are **completely** filled out, mail the enrollment form to the postsecondary institution. Do not mail this form to MDE.

**College Student ID Number:** \_\_\_\_\_

**1. TO BE COMPLETED AND SIGNED BY THE STUDENT & PARENT/GUARDIAN**

Student Name (Last, First, M.I.)                      Select Gender    M            F                      Date of Birth (MM/DD/YYYY)

Street Address:                      City:                      Zip Code:                      Telephone Number:

Postsecondary Institution This Term:                      Parent/Guardian Name:                      Address (if different than above)

Minnesota Statutes, section 124D.09, subd. 6, requires students and parent/guardian sign a statement indicating they have received information about the program, are aware counseling services are available and understand the responsibilities regarding enrollment in postsecondary courses. We have received the information required under Minnesota Statutes, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

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

**Upon completion of Section 1, pass this form to the pupil's secondary school for completion of Section 2**

**2. TO BE COMPLETED BY SECONDARY/NON-PUBLIC/HOME SCHOOL**

Secondary/Non-Public/Home School Name                      School Type – Select One                      Student's MARSS Number  
Public or Non-Public or Home School

Attending School District Name                      Attending School District #                      Resident District Name                      Resident District #

Student's grade while attending this Postsecondary Institution                      Grade 10                      Grade 11                      Grade 12  
Select grade level                      Public only

**NOTE: HIGH SCHOOL GRADUATES AND 21 YEAR OLDS ARE NOT ELIGIBLE**

Students may not enroll in PSEO courses in addition to a full high school class load. Does this student have at least one free class period during the high school day? (select one)    Yes                      No

Is the above student eligible for program application? (See page 3 for requirements) (select one)    Yes                      No

**SECONDARY/NON-PUBLIC/HOME SCHOOL VERIFICATION**

I certify the student identified in Section 1 meets the eligibility requirements outlined in Minnesota Statutes, section. 124D.09, to apply for participation in the Postsecondary Enrollment Options (PSEO) program this term, and the information in Section 2 is accurate and applicable to the student.

Secondary School Contact Name                      Contact Signature                      Email Address                      Telephone                      Date

**Directions: Upon completion of Section 2, pass this form to the postsecondary institution for completion of Section 3.**

Student Name (Last, First, M.I.)

Date of Birth (MM/DD/YYYY)

College Student ID Number

**3. TO BE COMPLETED BY THE POSTSECONDARY INSTITUTION**

Name of Postsecondary Institution

Postsecondary Institution Number

City of Postsecondary Institution

Term of planned attendance  
Select one

Semester 1

Semester 2

Qtr. 1

Qtr.2

Qtr.3

Postsecondary Institution Contact Name

Email address

Telephone

**COURSES TAKEN FOR SECONDARY CREDIT**

**COURSE NUMBER**

**COURSE CREDITS**

Course #1 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course #2 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course #3 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course #4 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course #5 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course #6 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify the student identified in Section 1 is registered this term for the courses indicated above, all courses are non-sectarian in content, are not remedial or developmental, and the student has indicated to me the courses are to be taken for secondary credit.

Signature-Postsecondary Institution Contact Person

Title

Date

**REQUIRED UNDER MINNESOTA STATUTE, SECTION 124D.09, SUBD. 5**

"If an institution accepts a secondary pupil for enrollment under this section, the institution shall send written notice to the pupil, the pupil's school or school district, and the commissioner within ten days of acceptance. The notice must indicate the course and hours of enrollment of that pupil."

The postsecondary institution must mail a copy of this form, **within** ten days of acceptance, to the following address: Minnesota Department of Education, Division of School Finance, 1500 Highway 36 West, Roseville, MN, 55113.

**Additionally, copies of the completed form must be sent, within ten days of acceptance, to the student indicated in Section 1 and the secondary school of attendance indicated in Section 2.**

**POSTSECONDARY ENROLLMENT OPTIONS PROGRAM**  
STUDENT ELIGIBILITY - Minnesota Statutes, section 124D.68 and section  
124D.09

An 11<sup>th</sup> or 12 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 institution to enroll in nonsectarian courses offered by that postsecondary institution.

A 9<sup>th</sup> or 10<sup>th</sup> 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, subd. 10 courses according to agreements, if

- (1) The school district and the eligible postsecondary institution providing the course agree to the student's enrollment or
- (2) The course is a world language course currently available to 11<sup>th</sup> and 12<sup>th</sup> grade students, and consistent with section 120B.022 governing world language standards, certificates, and seals.

Career and Technical Education (CTE) courses offered by a Minnesota state college or university

A 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> 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 enroll in a career or technical education course offered by a Minnesota state college or university. A 10<sup>th</sup> grade pupil applying for enrollment in a career or technical education course must have received a passing score on the 8<sup>th</sup> grade Minnesota Comprehensive Assessment (MCA) in reading as a condition of enrollment. A current 10<sup>th</sup> grade pupil who did not take the 8<sup>th</sup> grade MCA in reading may substitute another reading assessment accepted by the enrolling postsecondary institution

A. Limit on Participation:

- 1) A pupil who first enrolls in grade 9 may not enroll in postsecondary courses for more than the equivalent of four academic years.
- 2) A pupil who first enrolls in grade 10 may not enroll in postsecondary courses for more than the equivalent of three academic years.
- 3) A pupil who first enrolls in grade 11 may not enroll in postsecondary courses for more than the equivalent of two academic years.
- 4) A pupil who first enrolls in grade 12 may not enroll in postsecondary courses for more than the equivalent of one academic year.
- 5) If a pupil in grade 9, 10, 11, or 12 first enrolls in a postsecondary course for secondary credit during the school year, the time of participation shall be reduced proportionately.

B. For purposes of determining PSEO eligibility:

- 1) An academic year is equivalent to a school year. A school year is defined as July 1 through June 30.
- 2) 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.
- 3) If a district determines a pupil is not on track to graduate, the limit on participation does not apply to that pupil
- 4) A pupil who has graduated from high school cannot participate in a program under this section.
- 5) A pupil who has completed course requirements for graduation but who has not received a diploma may participate in the program.

C. An institution shall **not** enroll secondary pupils, for postsecondary enrollment options purposes, in sectarian, remedial, developmental, or other courses that are **not** college level unless the student is an alternative education student participating in an approved full-time early/middle college program designed with a well-defined pathway to allow the student to earn a certificate or degree.

D. All textbooks and equipment provided to a pupil, and paid for under Minnesota Statute, section 124D.09, 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.

For more information on the program and requirements, view the [Postsecondary Enrollment Options School Finance](#) webpage at MDE > Districts, Schools and Educators > School Finance > Postsecondary Enrollment Options.