



2021-2022 PSEO Information for High School Counselors/Contact

PSEO Application Window is Open!

www.ridgewater.edu/PSEO

We started the online application for our mid-year PSEO applicants who applied for Spring Semester and it went well! We will continue with the new process for 2021-2022 PSEO applicants. Please toss your paper applications as those will no longer be needed (if you need an updated paper application as an alternative format, please contact Amelia – contact info below). Instead we will be utilizing our online application portal for PSEO applicants. The application process is found under “**PSEO Application Process**” at the link above. Once students complete the online application, they will need to send in the following forms and documentation via mail or email. Forms can be found on the [Counselor and Student Resources](#) page on the PSEO website.

- **Credit Balance Supplement Form** – to be completed by a school counselor or other contact.
(Sophomore applicants will complete a Sophomore Supplement Form rather than this Credit Balance Form)
- **Program Notice of Student Registration Form** (NOSR/MDE Billing form)
- **Official High School Transcript** – Please mail an official copy or send via secure online system.
- **Accuplacer Testing** – Typically, students are required to complete the Accuplacer Test to determine placement into college-level English or Math courses. Due to COVID-19, Accuplacer testing is not currently available at Ridgewater. If a student has placement scores on file with you (ACT, SAT, MCA, and/or Accuplacer), please include that documentation. However, if a student does not have placement scores available, we may be able to place them using alternative measures

Note: Applications will not be considered complete or reviewed until students submit the documentation above.

PSEO Webpage Updated

This fall we revamped our PSEO page at www.ridgewater.edu/pseo to make it more user friendly. Please check it out and direct your interested students for more information. You and your students can find step-by-step application, orientation, and registration steps under “**PSEO Application Process**”. We will keep this page updated with any COVID-19 changes if needed (see steps on next page).

How to Apply & Enroll in Ridgewater PSEO

A complete application includes the online PSEO application, Notice of Student Registration form, and additional documentation listed in step 4 of the process below. Applications will not be reviewed and processed until all materials are received.

- Step 1: Review Eligibility
- Step 2: Approvals Needed
- Step 3: Apply Online
- Step 4: Submit Additional Documentation & Complete Testing
- Step 5: Await Notification
- Step 6: Attend Orientation & Meet with Your Academic Advisor
- Step 7: Maintain your Eligibility

To participate in PSEO it is important to submit materials by the **required deadlines**.

APPLY ONLINE ➤

CONTACT PSEO ➤

NEW! PSEO Handbook

We are excited to share that we have a brand new PSEO handbook available as a PDF on our website. This is going to be a great resource for students, parents, and high schools in navigating Ridgewater's PSEO program. The handbook has valuable information to help students determine if PSEO is right for them and how to apply, complete orientation, and register for classes. It also provides current PSEO students and families helpful information to navigate through expectations and policies of Ridgewater College. We have even included a FAQ section. The handbook will be live by the end of the day today. You can find the handbook on the [Counselor and Student Resources](#) page on the PSEO website. Please share this with students and families as you see fit.

PSEO Info Sessions (optional):

Ridgewater's PSEO Info sessions will be held virtually on Monday, February 1st and Monday, April 5th both at 6pm. At these optional info sessions, we will be discussing what the PSEO program is, who qualifies, what it covers, and how to apply and enroll.

Interested students can RSVP today at www.ridgewater.edu/pseo

High School PSEO Contacts List

We are trying to keep an updated contact list of high school staff who work with PSEO. Could you please click the link below and review your school's information? If you are comfortable, please update any missing or incorrect information. Otherwise, you are welcome to review the information and send any updates or corrections and we will update it for you. We will use this list to send updates. We have also included Ridgewater PSEO Staff contact information to this document for high schools to reference.

https://mnscu-my.sharepoint.com/:x/g/personal/cp0149vi_minnstate_edu/EXb2FVm8jS1BvuerrXqZ738BIJfQwBtrG2n6s64z2nRYzQ?e=Ehdqbu

2021-2022 Academic Year Registration for Current PSEO students

High school Juniors that plan to continue PSEO through their senior year will be able begin registration appointments on Tuesday, March 2nd. Students will be encouraged to schedule an appointment with advisors Nellie Schmalz and Kelley McClure-Mork right away to guarantee registration priority. Information will be emailed to students 2-3 weeks before that date.

All returning students will need to turn in a complete **2021-2022 Notice of Student Enrollment Form** (NOSR/MDE Billing form) for Fall 2021 and Spring 2022. Minnesota Department of Education requires us to turn in a new billing form for **each** semester a student attends here as PSEO. Please find a copy of this form on our PSEO webpage or on the MDE website through the link below.

[Link to 2021-2022 NOSR form versions on MDE website](#)

Fall 2021 Semester forms: For current PSEO students, we will start collecting these with advising and registration appointments with a deadline of Friday, May 28th, 2021. For new PSEO students, this form is included in the PSEO application packet and is collected as they apply.

Spring 2022 Semester forms: In October 2021, we will be emailing all PSEO students and high school counselors from non-contracted schools a copy of the form with a deadline of December 1st, 2021.

RC Credit Balance Form

This form has been shared with students for help in determining what high school requirements they have remaining. This is not a required form for returning students in most cases but is offered to help PSEO students track their progress towards high school graduation. A copy of the form can be found here on the [Counselor and Student Resources](#) page on the PSEO website.

Additional changes for the 2021-2022 academic year

- Application window will begin February 1st 2021 with a priority deadline of Friday, May 28th, 2021
- **NEW** Process Improvement – We will be updating high schools on or around August 1st of which students have applied, been accepted, and have registered so you are able to compare records.
- **NEW** Process Improvement – Advisors will be cc'ing high school counselors on student communication regarding registration.
 - This will help keep you in the loop and reduce the amount of back and forth when students misplace or lose information. While ownership is still on the students to double check their schedule with the school, this will serve as a backup to make sure information is timely and documented. Keep in mind that students' schedules are not finalized until the 10th business day of the semester.



PSEO - Student Services

Ridgewater College

Willmar | Hutchinson

320-222-5971

pseo@ridgewater.edu

www.ridgewater.edu/PSEO

Regular Office Hours Mon-Fri 8-4:30

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