

## 2022-2023 PSEO Information for High School Counselors/Contacts

### PSEO Application Window opens Tuesday February 1<sup>st</sup>!

[www.ridgewater.edu/PSEO](http://www.ridgewater.edu/PSEO)

We will continue with the online application for 2022-2023 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.

**Please submit each student's forms together in one submission packet. This will help process applications more smoothly and quickly.**

- **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** – Students may be required to complete the Accuplacer Test to determine placement into college-level English or Math courses. This will be determined as PSEO application is processed

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

Application window will begin February 1<sup>st</sup> 2022 with a priority deadline of May 30, 2022

### PSEO Webpage Updated

We continue to update our PSEO page at [www.ridgewater.edu/pseo](http://www.ridgewater.edu/pseo) to make it more user friendly and to provide information to both high schools and applicants and their families. 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**".

#### 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](#) ▶

# Updated PSEO Handbook

Our PSEO Handbook has been updated for the 2022-2023 school year. This continues 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 - including the FAQ section. 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.

## Virtual PSEO Info Session (optional):

Ridgewater's PSEO Info session will be held virtually on Monday, March 7<sup>th</sup> at 6pm. At this optional info session, 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](http://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](https://mnscu-my.sharepoint.com/:x/g/personal/cp0149vi_minnstate_edu/EXb2FVm8jS1BvuerrXqZ738BIJfQwBtrG2n6s64z2nRYzQ?e=Ehdqbu)

## 2022-2023 Academic Year Registration for Current/Continuing PSEO students

High school Juniors that plan to continue PSEO through their senior year will be able begin registration appointments on Tuesday, March 15<sup>th</sup>. 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. A couple of important things for students to be aware of:

1. Appointments are first-come, first serve. During peak times, it is not uncommon for advisor availability to be 2-3 weeks out.
2. Appointments will be available for both in-person and virtual. Masks will be required for in person appointments.

All returning students will need to turn in a completed **2022-2023 Notice of Student Enrollment Form** (NOSR/MDE Billing form) for Fall 2022 and Spring 2023. 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 NOSR form versions on MDE website](#)

**Fall 2022 Semester forms:** For current PSEO students, we will start collecting these with advising and registration appointments with a deadline of May 30<sup>th</sup>. 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 2022, 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 1<sup>st</sup>.

### 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.



**PSEO - Student Services**  
**Ridgewater College**  
**Willmar | Hutchinson**

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[www.ridgewater.edu/PSEO](http://www.ridgewater.edu/PSEO)  
Regular Office Hours Mon-Fri 8-4:30