2023-2024 PSEO Information for High School Counselors/Contacts

PSEO Application Window opens Tomorrow, Wednesday February 1st!
www.ridgewater.edu/PSEO

We will continue with the online application for 2023-2024 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.

Note: 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 1st 2023 with a priority deadline of May 30, 2023

PSEO Webpage Updated

As of this morning, we have our PSEO page up to date at www.ridgewater.edu/pseo. All forms and links are updated for the upcoming school year. Please check it out and direct your interested students here 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.
Updated PSEO Handbook

Our PSEO Handbook has been updated for the 2023-2024 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 6th 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

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 use this list to send updates. We have also included Ridgewater PSEO Staff contact information to this document for high schools to reference.

https://mnsu-my.sharepoint.com/:x:/g/personal/cp0149vi_minnstate_edu/EXb2FVv8jS1BvuerrXqZ738BJfQwBtrG2n6s64z2nRYzQ?e=Ehdqbu

PSEO Staff Updates

We have welcomed 3 new people to our PSEO Team!

- **Amanda Koblitz** (PSEO Admissions) will be working along with Cynthia Moreno to process incoming PSEO Apps.
  - Hutchinson Campus - amanda.koblitz@ridgewater.edu or 320-234-8510.
- **Laura Morales** (PSEO Advising) has moved into the PSEO Academic Advisor role (replacing Kelley McClure-Mork).
  - Willmar Campus - laura.morales@ridgewater.edu
- **Meridith Hartley** (PSEO Records) will be your new contact regarding NOSR forms, schedules, and transcripts (replacing Ellery Knight).
  - Hutchinson Campus - meridith.hartley@ridgewater.edu or 320-234-8592.

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<tr>
<th>Ridgewater College PSEO Team</th>
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<td>Jen Hewerdine</td>
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<td>Cynthia Moreno</td>
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<td>Amanda Koblitz</td>
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<td>Meridith Hartley</td>
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<td>Nellie Schmalz</td>
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<td>Laura Morales</td>
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<td>Karen Stulen</td>
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Unsure who to contact? Start with pseo@ridgewater.edu This inbox is monitored by the entire Ridgewater PSEO Team.
2023-2024 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 Wednesday, March 15th. Students will be encouraged to schedule an appointment with advisors Nellie Schmalz and Laura Morales 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.

All returning students will need to turn in a completed **2023-2024 Notice of Student Enrollment Form** (NOSR/MDE Billing form) for Fall 2023 and Spring 2024. 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 2023 Semester forms:** For current PSEO students, we will start collecting these with advising and registration appointments with a deadline of May 30th. For new PSEO students, this form is included in the PSEO application packet and is collected as they apply.

**Spring 2024 Semester forms:** In October 2023, 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.

**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.