

So your student wants to take college courses, what should you know?

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn college credit while still in high school, through enrollment in and successful completion of college-level courses. With traditional PSEO, these courses are generally offered on the campus of a postsecondary institution; some courses are offered online. Postsecondary institutions are not allowed to charge PSEO students for tuition, textbooks or support services. Students may be charged for equipment that becomes their property when the course or program is completed.

Most PSEO courses are only open to high school students during their 11th- and 12th-grade year, with each participating college and university setting their own requirements for enrollment into the PSEO courses and programs. Students may take PSEO courses on a full- or part-time basis, beginning in their 11th-grade year of high school.

There are two types of courses offered in Swanville.

The first is called Post Secondary Enrollment Options (PSEO). This allows students in grades 10-12 to take college courses and receive both high school and transferable college credits. The classes we offer here in Swanville are typically taught by Central Lakes College instructors and are available through the college campus, online or via ITV. These are always college credit classes, ranging from 3 to 5 credits typically. These usually do not meet every day. On days not in session, students may work on homework for their class or choose to leave campus and go home, with signed parent permission. There are also many online options, which are taught remotely, via Zoom, etc.

The second type are called CIS, or College in the Schools. Exceptional, college credentialed high school instructors teach CIS courses. These classes meet on a daily basis.

In either case, CLC admission requirements must be met. What are these?

- Seniors need a GPA of 2.5 or higher.
- Juniors need a GPA of 3.0 or higher.
- Sophomores need a GPA of 3.0 or higher. Additionally for a CIS class they must be in the upper 1/10th of their class or above the 90th percentile on nationally standardized, norm-referenced test or have a recommendation letter from the HS Principal.

For all students, Minnesota State College and University policy requires them to take the Accuplacer Placement Test. The Accuplacer provides students with information relating to basic math and reading skills. There is a minimum cut score to be admitted, however some courses also require a certain score for registration for that particular class.

Additional items to consider:

- Are you ready for the college rigor that these classes will demand?
- Which CLC courses will meet high school graduation requirements and keep me on track to graduate?
- What type of learner are you? Do you need a teacher physically present? Are you self-motivated?
- College courses place more emphasis on student responsibility than high school courses. Are you organized? Are you good at managing your time?
- The grades you receive in your PSEO/CIS courses are part of your permanent college transcript. The college GPA that you earn will be a major factor as you apply to other colleges and majors in your future. It will also be used as you apply for scholarships and financial aid.

- For each hour spent in class, plan on 2 to 3 hours of study time assigned outside of class per week.

Add/ Drop Policies

PSEO students will be subject to the same add/drop/withdraw windows as other CLC students; CIS students may make a change in their schedules only through the tenth day of the class. Dropped classes do not appear on the transcript.

Withdrawal policy

PSEO students have from the 11th day of the semester through 10 days prior to the start of final exams to withdraw from a class. If you choose to withdraw from a course it will be a non-completed course and will appear as a "W" on your college academic transcript. CIS students may withdraw from courses after the tenth class day through the 60th day of the high school's calendar. A grade of "W" will be recorded on the college transcript.

CLC does not count a "W" when calculating your college GPA; therefore a "W" does not adversely affect your GPA. A "W" does, however, count as a non-completed course and the policy for PSEO students states that you complete 67% of your attempted credits to remain in good standing as a CLC student. If you do not meet this requirement, you will be placed on academic warning with the college. This can also affect future enrollments at other MNSCU colleges. It may also affect financial aid. If a student drops a college class after the first week of either quarter of the semester, the class will be recorded as an "F" on the high school transcript, this follows the handbook which states that students have one week to drop a class or they will receive an "F."

PSEO and CIS students must maintain a 2.0 GPA and a course completion rate of 67% to remain eligible to enroll in future courses.

All students must adhere to the CLC Student Code of Conduct. In the college environment, there are high expectations for student behavior while on campus, online and in the classroom, whether at CLC or in the ITV classroom. Most instructors will treat cases of plagiarism and cheating by assigning the student an "F" for the course.

IT IS CRITICAL for success that students regularly check their Brightspace (D2L), CLC email and eServices to check their registration status, that they are in the correct classes and for any class documents, correspondence, etc.

Course Syllabus

The first step toward success in any college class is to carefully read the course syllabus, because in addition to assignments, a course syllabus will contain vital information on course expectations, key dates, class attendance, textbook(s), other course resources and grading criteria. Think of the syllabus as the course roadmap. **Keep** your syllabus (along with exams, papers, reports, etc.) after the course has ended. If you decide to go to a college other than CLC, having syllabi available for the classes you take through PSEO/CIS may help you to secure credit recognition.

As a parent or legal guardian, you may be accustomed to having direct access to educational information about your child's progress, grades, and discipline. With your child in college and regardless of their age, CLC is bound under completely different data privacy laws than K-12 schools. CLC must adhere to Federal data privacy laws that govern colleges (FERPA) which states that they are not allowed to release

any information about your son/daughter without the student's written consent. In practical terms, this means that you will only see your child's grades if your child shows them to you. All mail, including progress reports and Early Alert notices will be addressed directly to your son or daughter. This is probably the biggest transition that parents/guardians must adjust to as their child becomes a college student. A written Release of Information form is available at <http://www.clcmn.edu/registration/forms.html> and can be submitted anytime allowing CLC advisors, instructors and staff to communicate with you. We suggest that you talk to your son or daughter about signing this release form right away-it is much easier to have this on file beforehand.

Helpful hints:

- Check with your son or daughter to be sure they are checking their grades online D2L, emails and that they have thoroughly read the syllabus.
- CLC does not mail out end of term report cards. Students may log into E-Services and access the final grade under grades and transcripts.
- Encourage your son/daughter to self-advocate. Learning is a cooperative effort, and asking for help is a vital part of the effort. Instructors, advisors and high school/college staff will all be able to point your student in the right direction.