



**2024-2025 ACADEMIC YEAR**

# PSEO

**POSTSECONDARY ENROLLMENT OPTIONS  
STUDENT HANDBOOK**



POSTSECONDARY  
ENROLLMENT OPTIONS  
ST. CLOUD STATE UNIVERSITY

We are excited that you have chosen to enroll in the PSEO program at St. Cloud State University. This unique program allows students to challenge themselves with college coursework while completing high school graduation requirements. You are joining a group of over 400 PSEO students and a campus community of over 10,000 Huskies.

In our inclusive and vibrant campus community, you'll have the opportunity to learn from, and conduct research alongside professors who are also renowned researchers in their fields. With so many academic programs to choose from, holding nearly every available national accreditation, you can design an educational experience like none other — and one that is centered around you. We encourage you to engage in our campus traditions and activities that form the bonds that bring us together as a strong Husky community.

We are excited to assist you in this journey and congratulate you for taking this opportunity!

- Your PSEO Team

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## NEW STUDENT AGREEMENT FORM

As a St. Cloud State University (SCSU) Post-Secondary Enrollment Options (PSEO) student I understand that I must adhere to the following policies and expectations to remain eligible for the program, including the SCSU Student Code of Conduct and the SCSU PSEO program policies:

- ✓ I understand that I am responsible for reading, understanding, and following all the guidelines and procedures listed in the PSEO student handbook and my signed student agreement form. I understand updates to program policies and procedures will be provided on the PSEO student D2L and to me via my SCSU email.
- ✓ I understand that I am responsible for my own attendance in my courses and my personal academic progress and success. I will take initiative to ask questions and seek assistance from the PSEO staff, my faculty members and student support services.
- ✓ I understand that I must submit my Notice of Student Registration Form (3-part NOSR form) each semester prior to registration. I understand that if I do not submit the form that I may be responsible for the charges or that my classes may be dropped. I will maintain a copy of my NOSR form to avoid any issues with submission or billing.
- ✓ I understand that I am responsible for scheduling an appointment with a PSEO team member each semester to discuss upcoming course registration if I have questions.
- ✓ I understand that I must maintain a minimum cumulative SCSU GPA of 2.0 and a credit completion rate of 66.67% to continue my participation in the program. Failure to do so will result in my immediate and permanent academic disqualification from the PSEO program at St. Cloud State University. I understand that I must make my own arrangements to return to my high school for subsequent terms.
- ✓ I understand that I may register for I00 and 200 level courses, which are typically introductory courses and courses for which I meet the minimum posted requirements/pre-requisites. I understand that 300 and 400 level courses are upper division courses and are typically major-based courses, and that a discussion with the faculty member before enrolling is appropriate and expected.
- ✓ I understand any course numbered below “100” is not covered by PSEO as they are considered developmental coursework and not college-level work.
- ✓ I understand the official form of communication for SCSU and the PSEO program is my SCSU email. I agree to check my SCSU email account regularly to ensure receipt of important announcements. I am responsible for information included in the messages.
- ✓ I understand what costs are covered and not covered by the SCSU PSEO program. Attempts to charge personal items and items not covered by the program may result in dismissal from the program, and the reversal of charges to the student’s account.
- ✓ I understand that all books and materials charged to and/or reimbursed by SCSU are property of the University. I agree to return all books/materials charged to and/or reimbursed by SCSU to the Husky Bookstore (in Centennial Hall) during finals week. I understand a hold will be placed on my account and that I must pay replacement costs for all items not returned on time.
- ✓ I understand that if I wish to continue my education at SCSU after high school graduation, I must apply using the Undergraduate Application for Admission, submit an official high school transcript following the deadlines for admission, scholarships and financial aid.
- ✓ I understand that I must submit a completed application for degree admission by March 1st in order to receive all benefits available to PSEO students who continue their education at SCSU. Students in good standing, having earned 15+ SCSU credits through on campus courses by the end of spring term of their senior year may be eligible for early registration opportunities. I understand that if I plan to continue at SCSU, I am required to participate in an Advising & Registration Program.
- ✓ I understand that as a PSEO student I must meet the same conduct and academic expectations of a degree-seeking University student; status as a PSEO student is not an excuse for poor academic performance or conduct issues.
- ✓ I understand St. Cloud State University will notify my high school of my semester enrollment and academic performance as long as I do not have a financial hold on my account. I understand that my course registration and term grades will be submitted once per term to my high school by SCSU.

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Student name

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Student signature

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Parent/Guardian Signature

*(required if student is under the age of 18)*



## PSEO STUDENT CHECKLIST

### RETURNING PSEO STUDENTS:

- Meet with your PSEO Advisor to discuss registration if needed
- Ensure your NOSR is submitted by the semester deadline for the PSEO program to pay your tuition & fees (June 1 for fall, Nov 1 for spring)
- Check your SCSU email address regularly for updates
- Purchase your required materials & books at the Husky Bookstore using the PSEO Account
- Purchase a parking permit if needed following registration
- Purchase a meal plan or Blizzard Bucks if needed

### NEW PSEO STUDENTS:

- Activate your StarID (your username and password for all Minnesota State campuses) at <https://starid.minnstate.edu>
- Complete the online PSEO Advising & Registration program by logging into your D2L Brightspace with your StarID & password
- Schedule and complete your initial 1:1 or group advising appointment with a PSEO staff member
- Register for courses when the new PSEO student registration window opens and you've completed the steps above
- Purchase a parking permit if needed following registration
- Purchase a meal plan or Blizzard Bucks if needed
- Check your SCSU email address regularly for updates
- Complete the Respect & Responsibility (Part 1 only for PSEO students) training in D2L
- Attend PSEO Welcome Day where you can meet the PSEO Team and get ready for your first semester!

More information on this checklist can be found in your admission letter, on the PSEO website, and on the PSEO Students Handbook D2L.



# FINANCING YOUR EDUCATION

## PSEO PROGRAM OFFICE

Miller Center 140  
320-308-5758  
[www.stcloudstate.edu/pseo](http://www.stcloudstate.edu/pseo)

### PAYING TUITION & FEES

Your PSEO aid will be applied to your account five business days after the first class day and after the drop/add period if you have a current Notice of Student Registration (NOSR) form on file with the PSEO Program Office. Students who do not have a current semester NOSR on file may not participate in PSEO programming and will be responsible for all tuition & fees.

If you maintain a balance on your account after the final due date for the term, you will be prevented from registering for future semesters until your balance is paid.

#### PSEO PROGRAM PAYS FOR:

- Tuition & course related fees for eligible courses
- Required consumable supplies such as paint, film, and lab materials as required for eligible courses
- Required textbooks
- Recreation center fall/spring semester membership (full-time students only)
- Bus transportation in the city of St. Cloud (free with your St. Cloud State University student ID)

#### PSEO STUDENT IS RESPONSIBLE FOR:

- Non-consumable supplies such as calculators, athletic/music uniforms, instrument rentals, and lab goggles
- Basic school supplies such as pens, paper, notebooks, etc.
- Housing/meal plan costs
- Parking & transportation costs (check with your high school/district about mileage reimbursement opportunities)
- Extra/co-curricular activities
- Computers (check with your high school about tablets/laptops)
- Tuition & course related fees not supported by the PSEO program to include developmental/remedial coursework (courses below the 100 level and ENGL 190), independent study courses, internships courses, field experiences, TA courses, education abroad programming, and clinical experiences.

## BUSINESS SERVICES OFFICE

Administrative Services 123  
320-308-4012  
[www.stcloudstate.edu/srfs](http://www.stcloudstate.edu/srfs)

### HOW TO PAY MY BILL

- **Online:** (recommended): [www.stcloudstate.edu/srfs](http://www.stcloudstate.edu/srfs)  
Master Card, VISA or e-check
  - Click on “e-Services Sign-in” on the top right
  - Key in StarID number and password
  - Click on “Bills and Payment” on the left
- **By phone:** 320-308-4012 between the hours of 8:00 a.m. and 4:00 p.m. -- Master Card, VISA, Discover or American Express.  
Note: During peak periods, there may be a long hold due to the high volume of calls.
- **In person:** Administrative Services Building, Room 123 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday
- **Send check:** SCSU Cashiers, 720 4th Ave S., St Cloud MN 56301-4498 (Please include your SCSU student ID# when sending payment)

## FINANCIAL AID OFFICE

Administrative Services 106  
(320) 308-2047  
[www.stcloudstate.edu/financialaid](http://www.stcloudstate.edu/financialaid)

### APPLYING FOR FINANCIAL AID

PSEO students do not qualify for financial aid as they have not yet graduated from high school. The information below is for those students preparing for college after high school graduation. See more on the Attending College After High School Graduation page.

Undergraduate students will apply for financial aid (grants, work study, and loans) using the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Remember to file the FAFSA each year since things might change in your family situation (income, number in college, or household size).

**Already Applied for Aid?** Your official award notification will be posted to your student e-Services when it's complete. You'll receive an email at your St. Cloud State account once it's ready. Read the terms and conditions carefully and follow the steps to accept any aid that requires a response (e.g. work study and loans).

## PSEO ADVISING & REGISTRATION

### PSEO PROGRAM OFFICE

Miller Center 140

320-308-5758

[www.stcloudstate.edu/pseo](http://www.stcloudstate.edu/pseo)

### WHO IS MY ADVISOR?

PSEO students will be assigned to the PSEO Office for academic advising. Students who make substantial progress towards earning a degree may transition to academic advising with another department with expertise in the area of study, but the PSEO Office will continue to be available to any PSEO student during their time in high school.

To learn who has been assigned to you as an academic advisor, go to [stcloudstate.edu/advising](http://stcloudstate.edu/advising) and click on the “Look Up Advisor” button at the top of the page.

### HIGH SCHOOL GRADUATION REQUIREMENTS

PSEO students are responsible for maintaining satisfactory academic progress at their high school. Each high school’s graduation requirements vary, and the high school determines how St. Cloud State University courses transfer to meet (or not meet) their high school’s graduation requirements. PSEO students must actively communicate with their high school and guidance counselors to inform their PSEO advisor about their course needs, we will ask you to complete the PSEO High School Balance Sheet included in this handbook each semester with your high school guidance counselor.

### ASSOCIATE OF ARTS (AA) DEGREE

PSEO students planning to pursue the Associate of Arts (AA) degree program will complete the Liberal Education Program and additional credits to total at least 60 credits, excluding credits in courses numbered below 100. Students should plan to enroll in an average of 15 credits per semester for two years. Please see the PSEO AA Checklist in this handbook for more information.

### POSTSECONDARY ENROLLMENT OPTIONS (PSEO)

Postsecondary Enrollment Options (PSEO) programming is made possible through the Minnesota PSEO Act. Many of the policies and procedures of the program are mandated by the State of Minnesota or established through St. Cloud State University as interpreted by Minnesota State Colleges & Universities or the institution.

#### PSEO STUDENTS ARE EXPECTED TO:

- Follow the St. Cloud State University Student Code of Conduct
- Check your SCSU email account & the PSEO Student Handbook D2L regularly
- Be responsible for your own academic success and reach out for support when needed
- Track your high school graduation requirements & maintain communication with your high school using the PSEO High School Balance Sheet
- Maintain satisfactory academic progress as defined by the PSEO Program Office
- Submit a new NOSR each semester to the PSEO Program Office

#### THE PSEO TEAM CAN BE EXPECTED TO:

- Help PSEO students clarify their educational goals
- Provide advising & registration assistance
- Explain university academic policies, academic requirements, and PSEO program policies
- Encourage students to be responsible for their own academic success
- Provide referrals to additional campus resources
- Send semester schedules and transcripts to high schools

#### EAB'S NAVIGATE & PSEO MICROSOFT BOOKINGS

EAB’s Navigate is a student success management platform we use to keep track of our interactions with students. Students can also use this platform to look up their Student Success Team members.

Microsoft Bookings allows students to self-schedule appointments with a PSEO team member. Choose either in-person or virtual Zoom when scheduling your appointment through Bookings. <https://scsu.mn/3b0Wbt4>



## PSEO ADVISING & REGISTRATION

### ACADEMIC PERFORMANCE STANDARDS

PSEO students are required to maintain the minimum standards for satisfactory academic progress.

To maintain good academic standing you must maintain:

- At least a 2.00 cumulative GPA (grade point average)
- A cumulative percentage of credits completed of 66.67 percent
- If you are not in good academic standing your financial aid eligibility could be affected.
- Learn more about Satisfactory Academic Progress and what constitutes a completed credit at

[www.stcloudstate.edu/srfs/policies/sap.aspx](http://www.stcloudstate.edu/srfs/policies/sap.aspx)

#### GRADE POINT AVERAGE (GPA) SCALE

A+	4.0	A	4.0	A-	3.67
B+	3.33	B	3.0	B-	2.67
C+	2.33	C	2.0	C-	1.67
D+	1.33	D	1.0	D-	.67
		F	0		

*The GPA calculation used to determine satisfactory academic progress is based only on St. Cloud State coursework.*

### STUDENT HANDBOOK / STUDENT CODE OF CONDUCT

Learn about your rights, responsibilities, privileges, policies, and procedures you are expected to follow as a member of the St. Cloud State community at [www.stcloudstate.edu/studenthandbook](http://www.stcloudstate.edu/studenthandbook).

### STUDENT LIFE AND DEVELOPMENT

Atwood Memorial Center 219

320-308-3111

[sld@stcloudstate.edu](mailto:sld@stcloudstate.edu)

[www.stcloudstate.edu/sld](http://www.stcloudstate.edu/sld)

### RESPECT & RESPONSIBILITY TRAINING

St. Cloud State University offers a welcoming campus environment in which students can explore their academic, personal, and social goals while engaging positively with the Husky community. In support of this aspiration, all new students are required to complete the course: Respect & Responsibility Training.

This D2L course addresses stalking, dating and domestic violence, and sexual assault. Shortly before the semester begins, instructions for the course will be sent to new students via their Huskynet account (St. Cloud State University email). Students are encouraged to complete the course prior to their arrival on campus. By Minnesota State law, the course must be completed no later than 10 days into the semester.

The Women's Center at (320) 308-5958 or [womenscenter@stcloudstate.edu](mailto:womenscenter@stcloudstate.edu) can provide assistance with the course. Learn more at [www.stcloudstate.edu/sld/respect.aspx](http://www.stcloudstate.edu/sld/respect.aspx)

Students who do not complete this program will not be able to register for courses the following semester.



## PSEO ADVISING & REGISTRATION

### PSEO PROGRAM OFFICE

Miller Center 140

320-308-5758

[www.stcloudstate.edu/pseo](http://www.stcloudstate.edu/pseo)

### GRADES

Tracking college grades is very different from high school. Professors may not have running grade totals, so it is the student's responsibility to understand expectations for each course based on the syllabus. Remember that the grades PSEO students earn become a permanent part of their academic record.

At the end of each semester, grades will be posted online. Students have access to view grades at that time. The PSEO Program Office will send transcript reports to individual high schools on behalf of the student, however this may not align with the high school's schedule or needs. We encourage students to work with their high schools to ensure grades are received in an appropriate time frame.

#### NOTICE OF STUDENT REGISTRATION (NOSR)

Students are responsible for submitting a Notice of Student Registration Form for each semester to the PSEO Program Office. A new form is created by the Minnesota Department of Education each academic year and posted on the SCSU PSEO Website. Fall semester NOSR forms are due June 1 and spring semester NOSR forms are due Nov 1. Students that do not submit their NOSR form by the deadline may be responsible for all charges or may be dropped from their courses.

### SUMMER COURSES

PSEO programming is not available during the summer in Minnesota. High school students interested in summer courses must apply as a Special High School Student to be eligible for registration. Students are responsible for all associated summer tuition, fees, and textbook costs. 12th graders who have graduated from high school may be officially admitted into the University for summer term depending on their goals, and may be eligible for financial aid programs as well.

### DROPPING A COURSE

Dropping a course by the deadline means the course is removed from a student's schedule and the course does not appear on their transcript. PSEO students have 10 business days to drop a course from their schedule to avoid any academic or financial penalties. Drops can be completed through the e-services system by the student.

### WITHDRAWING FROM A COURSE

Students may still withdraw from a course after the drop period and before the withdrawal deadline. All withdrawals are recorded on a student's transcript as a "W". Withdrawals do not factor into the student's GPA, but does factor into a student's Satisfactory Academic Progress. Work closely with your advisor and high school counselor before withdrawing from a course to ensure that it is your best option.

### COURSE LOAD

PSEO students may enroll in up to 18 credits each semester (11th & 12th graders only, 10th graders should refer to their admission terms). Students enrolling full-time generally register for 12-15 credits.

### RESTRICTED COURSES

PSEO students may not register for independent study courses, internship courses, field experiences, TA courses, courses abroad, and courses below the 100 level (or any course with developmental components). PSEO students must meet all pre-requisite and placement requirements for courses. PSEO students may not be able to take courses that are "MAJOR STUDENTS ONLY" or "BY PERMISSION ONLY". Upper level courses at the 300/400 level should not be taken to complete high school graduation requirements. PSEO students should speak with the professor and their advisor before registering for an upper level course.

#### REGISTRATION HOLDS

A hold may be placed on a student's account for failure to comply with various university policies or meet established deadlines. Holds may affect a student's ability to register and more.



## REGISTRATION RESOURCES

### INSTRUCTIONS TO REGISTER FOR A COURSE

[www.stcloudstate.edu/srfs/registration/guide.aspx](http://www.stcloudstate.edu/srfs/registration/guide.aspx)

1. In e-Services, click “Courses & Registration” on the left panel
2. Click “Search for a Course”
3. Change “Semester” to appropriate term of registration
4. Change “Subject” to the subject of the course being searched
5. Enter the 3-digit Course Number to the right of “Subject”
6. Click the “Search” button
7. Click the Add (+) symbol for the desired course
8. The course will then be added to your Wish List
9. Click “Review My Plan”
10. Click the box(es) next to the course ID#
11. Click “Select Course(s) to proceed to Register”
12. Enter your StarID password in the box
13. Click “Register” (a confirmation screen will appear, indicating you are registered for the course)
14. Repeat steps 1-13 to register for more courses

NOTE: Under “Search for a Course” you can click “Expand/Collapse for Advanced Search” to narrow your course search by specific goal areas, times, days, etc. To use the Advanced Search feature the subject and course number fields must be blank

### HOW TO CHECK FINAL GRADES

[www.stcloudstate.edu/srfs/registration/guide.aspx](http://www.stcloudstate.edu/srfs/registration/guide.aspx)

1. Go to eServices Sign-In
2. Enter your StarID and your Password.
3. Click on Login
4. Click on “Academic Records”
5. Click on “Check Grades”
6. Select the Year/Term in which you wish to check your grades from the drop down menu and click on “Get Grades”

### NEED TO MAKE CHANGES TO YOUR SCHEDULE?

If you have questions about your schedule or you would like to change your schedule, please do not hesitate to contact your PSEO advisor. You can access your schedule by signing into e-Services.

### INSTRUCTIONS TO DROP/WITHDRAW FROM A COURSE

[www.stcloudstate.edu/srfs/registration/guide.aspx](http://www.stcloudstate.edu/srfs/registration/guide.aspx)

1. In e-Services, click “Courses & Registration” on the left panel
2. Click “View/Modify Schedule”
3. Change semester if necessary
4. Click on “X” to the left of course from which you would like to drop/withdraw
5. Enter your StarID password in the box
6. Click on “Drop/Withdraw” in blue box
7. A confirmation showing “Drop/Withdraw Successful” will appear
8. NOTE: PSEO students are strongly encouraged to discuss withdrawal options with their high school counselor and PSEO Advisor.

### HOW TO ACCESS YOUR DEGREE AUDIT REPORT (DARS)

[www.stcloudstate.edu/srfs/registration/guide.aspx](http://www.stcloudstate.edu/srfs/registration/guide.aspx)

1. In e-Services, click on “Academic Records” on the left
2. Click on “Degree Audit” on the left
3. Click on “Request a Degree Audit” in the middle of the page
4. Log in again with your Star ID and password
5. Click on “Run Declared Program” or “Select a Different Program” and, once processed, “View Audit” under the “View” column

### IF A COURSE YOU WANT IS FULL

Remain diligent in checking the online registration system for open seats. Students can make changes to their schedules through several days into the semester, so an opening could occur at any time during that period.

Check e-Services for the “Add to Wait List” feature.

Try to contact the professor in person, by stopping by their office, by phone, or by e-mail to politely inquire whether they anticipate being able to allow any additional students into the class. This may not be possible, but the professor may be able to offer other suggestions.

# PSEO HIGH SCHOOL BALANCE SHEET



POSTSECONDARY  
ENROLLMENT OPTIONS  
ST. CLOUD STATE UNIVERSITY

Student name:

High School:

Graduation Year:

Notes:

The PSEO High School Balance Sheet should be completed with your high school counselor to track your progress and determine which courses are still needed to meet your high school graduation requirements. Completing this form will help the PSEO Team prepare accurate course recommendations for you each semester you participate in PSEO.

REMAINING HIGH SCHOOL GRADUATION REQUIREMENTS:	COMPLETE AT HIGH SCHOOL (HS) OR PSEO:	# HS CREDITS NEEDED	# SCSU CREDITS NEEDED	POSSIBLE SCSU COURSES TO SATISFY HIGH SCHOOL GRADUATION REQUIREMENTS: Please discuss all possible options with your high school guidance counselor. The high school determines which SCSU courses meet high school graduation requirements. Check all possible courses that will meet requirements, not just your preference.
<b>Language Arts:</b> <input type="checkbox"/> Literature <input type="checkbox"/> Composition/Writing <input type="checkbox"/> Speech/Comm. Studies	<input type="checkbox"/> HS <input type="checkbox"/> PSEO			<input type="checkbox"/> ENGL 184 Intro to Literature (3cr) <input type="checkbox"/> CMST 192 Intro to Comm. Studies (3cr) <input type="checkbox"/> CMST 211 Public Speaking (3cr) <input type="checkbox"/> ENGL 191 College Composition & Rhetoric (4cr) <input type="checkbox"/> ENGL 202 Myth, Legend, and Sacred Lit. (3cr) <input type="checkbox"/> ENGL 215 American Indian Literature (3cr) <input type="checkbox"/> ENGL 216 African American Literature (3cr) <b>Other:</b>
<b>Mathematics:</b> <input type="checkbox"/> Mathematics <input type="checkbox"/> Statistics	<input type="checkbox"/> HS <input type="checkbox"/> PSEO			<input type="checkbox"/> MATH 103 Mathematical Thinking (3cr) <input type="checkbox"/> MATH 106 Finite Mathematics (3cr) <input type="checkbox"/> MATH 112 College Algebra (3cr) <input type="checkbox"/> MATH 115 Precalculus (5cr) <input type="checkbox"/> MATH 112 College Algebra + MATH 113 Trigonometry (6 cr) (Precalculus sequence) <input type="checkbox"/> MATH 201 Elements of Mathematics I (3cr) <input type="checkbox"/> MATH 221 Calculus I (4cr) <input type="checkbox"/> STAT 103 Statistical Thinking (3cr) <input type="checkbox"/> STAT 219 Statistical Meth. I for Soc. Sci. (3cr) <input type="checkbox"/> STAT 239 Statistical Meth. I for Nat. Sci. (3cr) <b>Other:</b>
<b>Science:</b> <input type="checkbox"/> Biology <input type="checkbox"/> Lab? <input type="checkbox"/> Chemistry <input type="checkbox"/> Lab? <input type="checkbox"/> Physics <input type="checkbox"/> Lab? <input type="checkbox"/> Earth Science <input type="checkbox"/> Lab? <input type="checkbox"/> Other:	<input type="checkbox"/> HS <input type="checkbox"/> PSEO			<input type="checkbox"/> AHS 104* Intro to Atmospheric Sci. (3cr) <input type="checkbox"/> AHS 106 Natural Haz. & Human Society (3cr) <input type="checkbox"/> AHS 109* Intro to Environ. Geology (3cr) <input type="checkbox"/> ASTR 106* Concepts of Solar System (3cr) <input type="checkbox"/> ASTR 107 Concepts of Stars & Universe (3cr) <input type="checkbox"/> BIOL 101* Environment & Society (3cr) <input type="checkbox"/> BIOL 102* The Living World (3cr) <input type="checkbox"/> BIOL 103* Human Biology (3cr) <input type="checkbox"/> BIOL 104* Human Disorders (3cr) <input type="checkbox"/> BIOL 152* Organismal Diversity (4cr) <input type="checkbox"/> BIOL 202* Human Anat. & Phys. I (4cr) <input type="checkbox"/> CHEM 151* Gen., Org., & Biological Chem. (5cr) (Pre-nursing students only) <input type="checkbox"/> CHEM 160* Preparatory Chemistry (4cr) <input type="checkbox"/> CHEM 207* Forensic Science (3cr) <input type="checkbox"/> CHEM 210* General Chemistry I (4cr) <input type="checkbox"/> GEOG 111 Intro to Global Geography (3cr) <input type="checkbox"/> GEOG 272* Physical Geography (3cr) <input type="checkbox"/> PHYS 103* Concepts in Physics (3cr) <input type="checkbox"/> PHYS 208 Energy & Environment (3cr) <input type="checkbox"/> PHYS 231* General Physics I (4cr) <b>Other:</b>

\*Indicates course includes lab

## PSEO HIGH SCHOOL BALANCE SHEET

REMAINING HIGH SCHOOL GRADUATION REQUIREMENTS:	COMPLETE AT HIGH SCHOOL (HS) OR PSEO:	# HS CREDITS NEEDED	# SCSU CREDITS NEEDED	<b>POSSIBLE SCSU COURSES TO SATISFY HIGH SCHOOL GRADUATION REQUIREMENTS:</b> Please discuss all possible options with your high school guidance counselor. The high school determines which SCSU courses meet high school graduation requirements. Check all possible courses that will meet requirements, not just your preference.
<b>Social Studies:</b> <input type="checkbox"/> World History <input type="checkbox"/> U.S. History <input type="checkbox"/> Pol. Sci./Government <input type="checkbox"/> Economics <input type="checkbox"/> Global Studies <input type="checkbox"/> Other:	<input type="checkbox"/> HS <input type="checkbox"/> PSEO			<input type="checkbox"/> CPSY 262 Human Growth & Development (3cr) <input type="checkbox"/> ECON 110 Personal Finance (3cr) <input type="checkbox"/> ECON 205 Principles of Macroeconomics (3cr) <input type="checkbox"/> ECON 206 Principles of Microeconomics (3cr) <input type="checkbox"/> GLST 190 Global Society & Citizenship (3cr) <input type="checkbox"/> HIST 106 Global History I (3cr) <input type="checkbox"/> HIST 109 Race in America (3cr) <input type="checkbox"/> HIST 110 Western Civilization I (3cr) <input type="checkbox"/> HIST 111 Western Civilization II (3cr) <input type="checkbox"/> HIST 140 America to 1865 (3cr) <input type="checkbox"/> HIST 141 United States Since 1865 (3cr) <input type="checkbox"/> HIST 197 Democratic Citizenship (3cr) <input type="checkbox"/> PHIL 111 Multicultural Philosophy (3cr) <input type="checkbox"/> PHIL 194 Critical Reasoning (3cr) <input type="checkbox"/> POL 101 Pol. Ideologies & Institutions (3cr) <input type="checkbox"/> POL 111 American National Government (3cr) <input type="checkbox"/> POL 191 Intro to Pol. & Legal Reasoning (3cr) <input type="checkbox"/> POL 192 Issues & Events in American Pol. (3cr) <input type="checkbox"/> PSY 115 Intro to Psychology (3cr) <input type="checkbox"/> PSY 240 Developmental Psychology (3cr) <input type="checkbox"/> SOC 111 Social Problems (3cr) <input type="checkbox"/> SOC 160 Principles of Sociology (3cr) <b>Other:</b>
<input type="checkbox"/> Fine Arts	<input type="checkbox"/> HS <input type="checkbox"/> PSEO			<input type="checkbox"/> ART 131 Intro to Visual Arts of the World (3cr) <input type="checkbox"/> FS 260 Art of Film (3cr) <input type="checkbox"/> MUSM 100 Intro to Musical Concepts (3cr) <input type="checkbox"/> MUSM 125 Music in World Culture (3cr) <input type="checkbox"/> Music Performance (instrument, choir, etc.) <input type="checkbox"/> MUSM 126 History of Rock & Roll (3cr) <input type="checkbox"/> TH 148 Acting for Everyone (3cr) <input type="checkbox"/> TH 231 Introduction to Theatre (3cr) <input type="checkbox"/> TH 270 American Musical Theatre (3cr) <b>Other:</b>
<input type="checkbox"/> Careers	<input type="checkbox"/> HS <input type="checkbox"/> PSEO			<input type="checkbox"/> COLL 111 Career Planning (2cr) <input type="checkbox"/> BIOL 222 Careers in Ecology & Evolution (2cr) <input type="checkbox"/> GENG 101 Ethics & the Engineering Prof. (3cr) <input type="checkbox"/> HBS 211 Career Essentials (1cr) <input type="checkbox"/> PSY 119 Psychology as a Disc. & Profession (1cr) <b>Other:</b>
<input type="checkbox"/> Languages	<input type="checkbox"/> HS <input type="checkbox"/> PSEO			<input type="checkbox"/> Spanish <input type="checkbox"/> Japanese <input type="checkbox"/> French <input type="checkbox"/> Chinese <input type="checkbox"/> German <input type="checkbox"/> American Sign Language
<input type="checkbox"/> Other	<input type="checkbox"/> HS <input type="checkbox"/> PSEO			
<input type="checkbox"/> Other	<input type="checkbox"/> HS <input type="checkbox"/> PSEO			
<input type="checkbox"/> Electives	<input type="checkbox"/> HS <input type="checkbox"/> PSEO			

# ST. CLOUD STATE CLASS SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8-9 a.m.	8-9 a.m.	8-9 a.m.	8-9 a.m.	8-9 a.m.
9-10 a.m.	9-10 a.m.	9-10 a.m.	9-10 a.m.	9-10 a.m.
10-11 a.m.	10-11 a.m.	10-11 a.m.	10-11 a.m.	10-11 a.m.
11 a.m. - 12 p.m.	11 a.m. - 12 p.m.	11 a.m. - 12 p.m.	11 a.m. - 12 p.m.	11 a.m. - 12 p.m.
12 p.m. - 1 p.m.	12 p.m. - 1 p.m.	12 p.m. - 1 p.m.	12 p.m. - 1 p.m.	12 p.m. - 1 p.m.
1-2 p.m.	1-2 p.m.	1-2 p.m.	1-2 p.m.	1-2 p.m.
2-3 p.m.	2-3 p.m.	2-3 p.m.	2-3 p.m.	2-3 p.m.
3-4 p.m.	3-4 p.m.	3-4 p.m.	3-4 p.m.	3-4 p.m.
4-5 p.m.	4-5 p.m.	4-5 p.m.	4-5 p.m.	4-5 p.m.
5-6 p.m.	5-6 p.m.	5-6 p.m.	5-6 p.m.	5-6 p.m.
6-7 p.m.	6-7 p.m.	6-7 p.m.	6-7 p.m.	6-7 p.m.
7-8 p.m.	7-8 p.m.	7-8 p.m.	7-8 p.m.	7-8 p.m.
8-9 p.m.	8-9 p.m.	8-9 p.m.	8-9 p.m.	8-9 p.m.

My courses help meet which requirements? \*Note\* Some courses may fulfill more than one requirement

Liberal Education/College Major Courses	High School Graduation Courses	Elective Courses

MY ADVISOR RECOMMENDED I REGISTER FOR THE FOLLOWING COURSES:	ALTERNATE COURSE



## PREPARING FOR CLASSES

### PSEO PROGRAM OFFICE

Miller Center 140  
320-308-5758

[www.stcloudstate.edu/pseo](http://www.stcloudstate.edu/pseo)

### TEXTBOOK PURCHASING

About two weeks before the first day of classes, students may charge required textbooks directly to the PSEO account at the bookstore. If you want to purchase other items, you must pay for those on your own. Students are not allowed to secure books/ materials for anyone other than themselves and may not obtain materials for courses they are not enrolled in under the program.

### TEXTBOOK REIMBURSEMENTS

PSEO students may ONLY be reimbursed for required course packets and books that are not available at the Husky Bookstore on the SCSU campus. Availability will be verified with the Bookstore prior to reimbursement approval. Sales tax and textbook shipping costs are not reimbursable. If you have questions about whether an item is reimbursable, please ask [pseo@stcloudstate.edu](mailto:pseo@stcloudstate.edu) before purchasing.

### TEXTBOOK RETURNS

All books and materials purchased through the PSEO program are property of St. Cloud State University. This includes materials purchased at the bookstore with the PSEO account and materials that students are reimbursed for by St. Cloud State University. Students must return their books in good condition to the on campus Husky Bookstore prior to or during buy-back week during finals. Failure to return books by the deadline and unreasonable damage will result in charges up to 50% of the original purchase price to the student's account. This will create an immediate financial hold on the student's account, which will prevent transcript release to the high school and may cause registration issues for the next semester. Students must follow all PSEO bookstore return policies. Instructions and a list of materials to return will be emailed to all enrolled PSEO students prior to the end of each term. Students who drop or withdraw from a course must immediately return textbooks and supplies received from the bookstore.

### PLACEMENT TESTING

Centennial Hall  
320-308-7378

[www.stcloudstate.edu/placementtesting](http://www.stcloudstate.edu/placementtesting)

### PLACEMENT TESTING

Placement testing is not required of all students. Each course may have difference placement and or prerequisite requirements. The PSEO Team will discuss placement testing needs with all new PSEO students during their 1:1 initial advising appointments. Returning PSEO students can also consult with their academic advisor to see if placement testing would be necessary for their desired schedule. If you know you will need placement testing, you can schedule a test with Placement Testing through Navigate or the PSEO Office through Bookings: <https://scsu.mn/3b0Wbt4>

### READING PLACEMENT TESTING

ENGL 191 College Composition & Rhetoric is a common English course taken by PSEO students. All students will need a placement score to register for this course. Other English & Communication Studies courses may not need placement testing.

### MATH PLACEMENT TESTING

Many math, statistics, and science courses will require a math placement score.

### CHEMISTRY PLACEMENT TESTING

This placement test may be needed for chemistry courses at St. Cloud State University. Please discuss chemistry placement with your PSEO advisor.

## PREPARING FOR CLASSES

### DEPARTMENT OF RESIDENTIAL LIFE

**Hill Hall 251  
320-308-2166**

[www.stcloudstate.edu/reslife](http://www.stcloudstate.edu/reslife)

#### STUDENT HOUSING

Choosing to live on campus as a PSEO student is a significant responsibility. Students should first discuss this option with their family, determining the student's maturity, ability to live independently and cost implications. Students will be entirely responsible for all room and board payments, and are ineligible for financial aid. Students who live in the residence halls must purchase a meal plan their first semester. Those considering off-campus housing should understand that those arrangements are not coordinated nor controlled by the University.

Students who live on campus must abide by the policies set forth by the Office of Residential Life and the St. Cloud State Student Code of Conduct. This includes making all payments for your room and board fees, plus any additional incurred expenses. Arrangements for payments must be made prior to subsequent semester course registration and transcript release.

Housing assignments are made on a space-available basis and applications can be accessed online on the department website.

#### DINE ON CAMPUS

PSEO students who do not live on campus may purchase meals plans or Blizzard Bucks, Campus Cash, or use cash/check/debit cards to purchase meals and refreshments on campus. PSEO students who are interested in purchasing residential meal plans should contact Residential Life. These costs are not covered by the PSEO program.

Students are also free to bring food to campus and utilize the lounge areas for dining. Microwaves are available in many facilities.

### SPORTS FACILITIES & CAMPUS RECREATION

**Halenbeck Hall S102  
320-308-3325**

[www.stcloudstate.edu/campusrec](http://www.stcloudstate.edu/campusrec)

#### SEMESTER MEMBERSHIPS

Campus Recreation organizes and provides a comprehensive array of programs that include intramural sports, sport clubs, open recreation, fitness programs, outdoor programs, aquatics, and other recreational activities.

Full time PSEO students (registered for 12+ semester credits) are eligible for a free semester membership, please contact the PSEO Program Office for more information.

### PUBLIC SAFETY DEPARTMENT

**Public Safety Center  
320-308-3453**

[www.stcloudstate.edu/publicsafety](http://www.stcloudstate.edu/publicsafety)

#### PARKING & TRANSPORTATION

PSEO students may purchase parking permits from the SCSU Public Safety Office for SCSU lots on a space available basis. Students may also purchase City of St. Cloud street permits. Other transportation options include off-campus parking, parking in campus pay lots, or utilizing the Metro Bus Program in St. Cloud (free for SCSU students with a campus ID card). Please note parking and transportation costs are not covered by the PSEO program and are the responsibility of the student.

PSEO students may be eligible for assistance with transportation costs. To be eligible, a student's family must qualify with federal income guidelines. Students who qualify will work with their school district on the reimbursement process. More information is available at the Minnesota Department of Education's web site.

# STUDENT TECHNOLOGY RESOURCES

## CAMPUS CARD

Miller Center 102  
 (320) 308-1683  
[huskytech@stcloudstate.edu](mailto:huskytech@stcloudstate.edu)  
[www.stcloudstate.edu/huskytech](http://www.stcloudstate.edu/huskytech)

### CAMPUS CARD – YOUR OFFICIAL CAMPUS ID

The Campus Card is so much more than an ID card. You will use this card to access:

- Secure doors on campus
- University Library materials
- Recreational facilities
- Campus sporting events and student performances

#### **Other uses for the Campus Card include:**

- Campus Cash – Store funds on your Campus Cash account that can be used throughout campus
- Husky Dining – Swipe your card at campus eateries to access your Husky Bucks or Meal Plan. Students save by loading their card with money because they don't pay sales tax.
- Printing – Swipe your Campus Card at any on-campus printer. We add \$8 to your student print account each semester to get you started
- Riding the bus – Swipe your card to ride the Metro bus for free

### EMERGENCY AND SAFETY INFORMATION

St. Cloud State has two safety-related notification systems. Star Alert is an emergency notification system, while Safe @ St. Cloud, a mobile app, offers access to safety resources you can use throughout your student career.

#### **Star Alert**

Star Alert is a free emergency notification system that sends you notices by text and email about campus-related emergencies and weather closings. You will be automatically enrolled in Star Alert through your official St. Cloud State email and cell phone number on file. You can add additional cell phone numbers or email addresses, including those of family members, through your e-Services account.

Learn more about Star Alert at

[www.stcloudstate.edu/emergency/staralert.aspx](http://www.stcloudstate.edu/emergency/staralert.aspx)

#### **Safe @ St. Cloud**

A mobile app that includes easy access to campus safety resources, quick-call and GPS features that connect you to the Public Safety's mobile blue light, safety escorts and friend walk services. Safety messages are also sent out via the app. Download Safe @ St. Cloud on IOS or Android.

## INFORMATION TECHNOLOGY SERVICES

Miller Center 102 (Library)  
 (320) 308-7000  
[huskytech@stcloudstate.edu](mailto:huskytech@stcloudstate.edu)  
[www.stcloudstate.edu/its](http://www.stcloudstate.edu/its)

### ACCESSING TECHNOLOGY ON CAMPUS

#### **What does my Student Technology Fee provide?**

A component of your tuition and fees, the Student Technology Fee, provides funding for many of the computing and technology services on campus including:

- Five free versions of Microsoft Office per student. Access through Apps Anywhere
- \$8 in printing in on-campus labs per student each semester. Access with your Campus Card.
- Free Wi-Fi access across campus. Log in with your StarID and password.

#### **StarID**

Your StarID is an individual ID provided by the Minnesota State system. Your StarID and password gives you access to:

- Wi-Fi
- Network file space
- Web space
- Academic coursework
- Technology-related resources in myHuskyNet

#### **MyHuskyNet (single-sign on)**

MyHuskyNet is a student portal that can be accessed from the top of any SCSU webpage. Once you login with your StarID and password you will find links to resources such as:

- St. Cloud State Email
- D2L Brightspace
- Personal File/Web Space
- E-Services
- Apps Anywhere – several different applications available for free to all students including the Microsoft Office suite

#### **D2L Brightspace**

Many of your classes will make use of D2L Brightspace, a web-based learning management system where you may:

- Access course content
- Upload assignments
- Take quizzes
- Participate in discussions
- Listen to course lectures

## STUDENT TECHNOLOGY RESOURCES

### St. Cloud State Email

Your St. Cloud State email is the official form of communication for the University. You can access your email from the myHuskyNet portal login, at the top of any SCSU webpage. Check your email regularly starting now, so that you don't miss important announcements and information regarding:

- Financial Aid
- Course registration
- Housing information
- Public Safety and campus security
- Student Government elections
- Health Services
- Technology
- And more!

### INSTRUCTIONS FOR STUDENTS ACCESSING MICROSOFT OFFICE 365

To log into Office 365:

1. Go to [office.com](https://office.com)
2. Log in with your [StarID@go.minnstate.edu](mailto:StarID@go.minnstate.edu) username and your StarID password

More information about Office 365 can be found on St. Cloud State University's website:  
[www.stcloudstate.edu/its/office-365/](http://www.stcloudstate.edu/its/office-365/)

### INSTRUCTIONS TO ACCESS E-SERVICES, ST. CLOUD STATE'S COURSE REGISTRATION SYSTEM

1. Go to the St. Cloud State homepage:  
[www.stcloudstate.edu](http://www.stcloudstate.edu)
2. Click on the "myHuskyNet" link at the top of the page
3. Enter your StarID and password
4. Click "e-Services" on left menu

### E-Services

In order to register for courses, view academic records and conduct university business, St. Cloud State, as part of the Minnesota State system, uses e-Services to provide a one-stop service experience for students. Features include:

- Account Management: update your contact information and opt-in to texting
- Courses and Registration: register, drop/withdraw, or view courses
- Academic Records: find your unofficial transcript, your degree audit portal, and transfer review.
- Financial Aid: view your financial aid award or what next steps you need to complete in the financial aid process.
- Housing and Dining
- Bills and Payment: view your bill and make an online payment
- Student Employment: where you can log your hours if you work on campus

### PROTECTING YOUR ST. CLOUD STATE UNIVERSITY EMAIL/OFFICE 365 ACCOUNT WITH MULTI-FACTOR AUTHENTICATION

Multi-factor Authentication (MFA) requires more than one method of verifying your identity to confirm that it is really you logging into your SCSU email/Office 365 account. This protects you and our SCSU community by preventing cybercriminals from accessing your account. Multi-factor authentication for your SCSU email/Office 365 account will confirm your identity by verifying:

- Something you know (your username & password)
- Something you have (a trusted device – such as a mobile phone).

Instructions for setting up multi-factor authentication when you are automatically prompted to enroll:

1. Identify which devices/verification methods you will use for your multi-factor authentication, and keep those devices nearby so you can authenticate as needed.
  - o It is recommended to set up at least two different verification methods and, if at all possible, two different devices.
2. Log into Office 365 online at <https://login.microsoftonline.com/?whr=minnstate.edu>
  - o Students use your [StarID@go.minnstate.edu](mailto:StarID@go.minnstate.edu) and StarID password
3. If you are prompted with a screen that says "More Information Required", click on the blue "Next" button. This should launch a tool called the "MFA Setup Wizard". Follow the prompts that appear to complete your enrollment.

More detailed instructions for multi-factor authentication enrollment and updates can be found on the SCSU Knowledge Base:

<https://services.stcloudstate.edu/TDClient/1919/Portal/KB/?CategoryID=21514>

More information about Office 365 multi-factor authentication as a service can be found on the SCSU website: [www.stcloudstate.edu/its/office-365/mfa.aspx](http://www.stcloudstate.edu/its/office-365/mfa.aspx)

*For any questions or issues with multi-factor authentication, please contact our HuskyTech/IT department. Contact information for HuskyTech can be found online at [www.stcloudstate.edu/its/huskytech/default.aspx](http://www.stcloudstate.edu/its/huskytech/default.aspx)*



# RECORDS AND REGISTRATION

## OFFICE OF RECORDS AND REGISTRATION

**Administrative Services 118**  
**(320) 308-2111**  
[www.stcloudstate.edu/srfs](http://www.stcloudstate.edu/srfs)

### RECORDS AND REGISTRATION

The Office of Records and Registration is your source for information about:

- Student records/official transcripts
- Enrollment and degree verifications
- Diplomas and graduation
- Course schedules and course registration
- Transfer credit evaluation
- Veterans educational benefits
- Teacher licensure application processing
- Degree Audit Reports

### TRANSFER CREDITS

Transfer credits will be discussed during your initial advising appointment when you are admitted to the PSEO program. If you completed additional credits after this appointment, please reach out to our office at [pseo@stcloudstate.edu](mailto:pseo@stcloudstate.edu) to determine whether it would benefit you to have those credits evaluated. Transferology.com is another great, free resource to students to review public transfer equivalencies between college and universities.

### HOW HAVE MY CREDITS TRANSFERRED?

You can view your transfer credits on your Degree Audit Report (DARs), which tracks how you are progressing toward completing your degree.

Your transfer credits may be marked “SEE DEPT” on your degree audit if the transfer credits may be equivalent to a course required for your major or minor but need further review by the academic department.

#### *Credit transfer questions?*

If you have questions about how your credits have transferred or about the Degree Audit Report, submit an inquiry through the Transfer Review process. Login to e-Services. Click on the Transfer Review portal under “Academic Records.”

### DEGREE AUDIT REPORT

The Degree Audit Reporting System (DARS) is an online program that provides progress-toward-degree information for students. The degree audit report for students will typically list liberal education requirements, credits taken at St. Cloud State, and credits accepted in transfer. After acceptance to a major program of study, the degree audit report will indicate the requirements needed to complete a degree program. PSEO students remain “undeclared” until closer to or after high school graduation. PSEO students can still run “what if” degree audits for future planning. For instructions on how to access your Degree Audit Report, see page 9.

### REGISTRATION CODE/REGISTRATION WINDOW

PSEO students do not need a registration code to register for their courses, but do need to complete a new Notice of Student Registration form for each semester they participate in the PSEO program.

Students are assigned a registration window (specific day and time for registration) based on whether they are a new or returning PSEO student. Students can find their assigned registration window by logging into e-Services.

## COMPLETE YOUR A.A. DEGREE THROUGH PSEO

PSEO students may have the opportunity to earn an Associates of Arts (A.A.) degree. If you are interested in completing an A.A. degree during your time as a PSEO student at St. Cloud State, here are the steps that you should take in preparation.

### STEP 1: SCHEDULE AN ADVISING APPOINTMENT

When? Fall semester of your senior year in high school. During this appointment, a PSEO staff member will confirm you are meeting all of the requirements of an A.A. degree and explain the steps to graduate. Visit Microsoft Bookings to schedule an A.A. degree appointment with a PSEO staff member:

- As a reminder, the A.A. degree program provides a broad liberal arts and sciences background. A.A. programs require completion of: the liberal education program and additional credits to total at least 60 credits, excluding credits in courses numbered below 100. Students may count AP credits, or college credits earned through other concurrent enrollment courses towards their degree. Your advisor will go through these requirements with you, but they can also be accessed here:  
<https://catalog.stcloudstate.edu/libed/libed>
- Completing an A.A. degree does not guarantee that you have met the requirements to graduate from high school. Remember, these requirements should be prioritized over your A.A. degree requirements.
- We encourage you to work with the Admissions Office of the university you plan to earn your degree from, as they may suggest pre-requisite courses to include within your A.A. degree program to ensure you're on track for their program.

### STEP 2: APPLY AS A DEGREE SEEKING STUDENT

When? Fall semester of your senior year in high school. PSEO students are classified as “non-degree seeking” students and cannot be granted a degree. Applying to SCSU as a degree seeking student will allow you to be awarded a degree.

Apply online here: <https://www.stcloudstate.edu/apply/default.aspx>

Please note:

- For start term, select Summer Term<sup>^</sup>.
- For application type, select First Year, Returning, or Transfer Student.
- For educational intent, select earn Associate's Degree.
- For academic program, select Liberal Arts and Sciences.

\*This application also requires students to submit another official high school transcript. Please email [pseo@stcloudstate.edu](mailto:pseo@stcloudstate.edu) in order to have this requirement waived.

<sup>^</sup>PSEO students select summer term because you cannot be awarded your A.A. degree until you have officially graduated from high school, which occurs after spring semester at SCSU.

*There is no fee to apply as an undergraduate student. Although there is space to submit ACT scores, this is not a required to complete the application.*

### STEP 3: COMPLETE GRADUATION FORM

When? Spring semester of your senior year in high school. Completing the graduation form will notify Records & Registration to review your degree audit report and confirm you have satisfied all of the requirements of an A.A. degree, including all Liberal Education Program requirements and at least 60 college level credits have been earned.

Submit your graduation form here: [www.stcloudstate.edu/srfs/graduation/](http://www.stcloudstate.edu/srfs/graduation/)

- Sign in with your Star ID and password and select “Submit Undergraduate Application”
- Confirm your full legal name and address are correct in e-Services (this is where your diploma will be mailed)
- Select “Summer August” term. This will ensure your final high school transcript is received in time to officially award your A.A. degree

This process should be completed as soon as you are admitted to St. Cloud State as an undergraduate, degree seeking student. Note: there is a \$30 graduation fee that is not waived, as all students must pay this fee to receive their official degree award.

You may also indicate your interest in participating in the commencement ceremonies in the second half of the application. If you'd like, you can register to walk at commencement at SCSU. Registering for and participating in the commencement program does not guarantee you have earned your degree. You still need to complete the other processes and program requirements. Students are responsible for covering the costs associated with commencement, including their cap and gown purchases. These are not covered under PSEO.

Information regarding the commencement ceremonies can be found here: [www.stcloudstate.edu/commencement/](http://www.stcloudstate.edu/commencement/)

## COMPLETE YOUR A.A. DEGREE THROUGH PSEO

### **STEP 4: SEND YOUR FINAL HIGH SCHOOL TRANSCRIPT TO SCSU**

When? After you've graduated from high school. This will tell the University you have been awarded your high school diploma and will make you eligible to receive the A.A. degree. This is a key step of the process that you must take responsibility for. You will not be awarded your A.A. degree if SCSU does not receive your final transcript which shows the date you received your high school diploma.

Send an OFFICIAL high school transcript to St. Cloud State Admissions. Transcripts can be sent to:

115 Admissions Office  
St. Cloud State University  
720 Fourth Ave. South  
St. Cloud, Minnesota 56301-4498

### **STEP 6: SEND YOUR SCSU TRANSCRIPT TO YOUR FUTURE COLLEGE/UNIVERSITY**

When? After your A.A. degree has been awarded to you. You are responsible for sending official transcripts from SCSU to the college or university you will be attending. This is how your credits will be transferred. Your transcript will state you have been awarded an A.A. degree.

\*Please note that universities have individual policies regarding transfer credits and A.A. degrees. Each institution determines if/how those credits are accepted in transfer.

Fill out a transcript request here: [www.stcloudstate.edu/srfs/transcripts/](http://www.stcloudstate.edu/srfs/transcripts/)



## DUAL CREDIT AND FERPA

### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment) is federal legislation enacted in 1974 that sets forth requirements regarding the privacy of student records. It requires institutions accepting federal monies to protect the privacy of student information. FERPA applies to all current and former students of St. Cloud State University. An institution's failure to comply with FERPA may result in the Department of Education's withdrawal of federal funds. Faculty/staff compliance with FERPA regulations is obligatory. <https://www.stcloudstate.edu/policies/data-privacy/default.aspx>

#### WHO HAS FERPA RIGHTS AT THE POSTSECONDARY LEVEL?

- A student "in attendance" (regardless of age) and former students.
- Student applies to all students attending – including continuing education students, students auditing a class, distance education students, and high school students enrolled in college.

#### FERPA "DANGER ZONES:"

- Discussing the progress of any student with anyone other than the student without the consent of the student (e.g. parents, employers, other students).
- Including FERPA protected information in a letter of reference without the student's written permission (this includes the student's GPA or grade in your class).

#### STUDENT INFORMATION MAY BE SHARED WITH THOSE:

1. To whom the eligible student releases the records
2. Who are entitled or permitted to know the content of the records by virtue of one or more FERPA exceptions.

***WHEN IN DOUBT,  
DON'T GIVE IT OUT***

#### Questions or concerns?

**Contact the SCSU Dual Enrollment team.**

pseo@stcloudstate.edu

huskiesintheHS@stcloudstate.edu

#### INFORMATION THAT IS FERPA PROTECTED:

- Grades & test scores
- Social Security Numbers
- Financial Records
- Disciplinary Records
- Class Schedule
- Any identifying data other than Directory Information

#### WHAT IS CONSIDERED DIRECTORY INFORMATION?

- Name(s) and other contact information
- Field of study
- Dates of attendance
- Degrees and awards
- Most recent previous public or private school attended by the student
- Any other information authorized in writing by the student

#### INFORMATION THAT IS NOT FERPA PROTECTED:

- Law Enforcement Records
- Employment Records
- Medical Records
- Post-Attendance Records



## GUIDANCE FOR STUDENTS AND FAMILY

As your student prepares for college, even PSEO, your parent-child and family member relationships are in transition to a new stage. This page offers discussion topics to keep in mind as you navigate through this new experience with your college student.

Students of today look up to their parents and guardians as mentors and role models. One of the most important and valuable things parents can offer their college students is support and encouragement. Positive reinforcement from mentors is crucial to their students' college success. It is important that advisors, students, and mentors support each other in helping students make responsible decisions that will shape their future. Young college students are in the process of realizing their autonomy. As parents and guardians, it is important to let your children do things for themselves. This fosters personal development and allows students to emerge as capable adults. Trust the judgment and wisdom of the advisor. Allow your children to experience and appreciate the exciting challenges college life can bring. Source: Menezes, M. D. (2005). Advisors and parents: Together building stronger advising relationships.

### STUDENT ROLE

Student responsibility is the key to a successful and meaningful college experience. Students bear the ultimate responsibility for their personal and academic progress.

Students:

- Are responsible for learning and understanding
- Monitor their own academic progress
- Know their high school graduation requirements
- Communicate with their advisor regarding issues and/or concerns about academics or student life
- Attend classes
- Manage time for class preparation
- Become familiar with university resources
- Maintain a relationship with their high school and friends

### PARENT/ FAMILY ROLE

Parents and family members:

- Are available to support and encourage
- Maintain regular contact
- Make a plan about how you and your student will communicate – when and how often
- Discuss academic expectations, including the importance of regular class attendance and study times
- Ask about classes, not just to 'check-up', but also to express interest in what they are learning
- Encourage their students to work towards establishing a good mix for academic work, social life, possible employment, and involvement in valuable co-curricular activities
- Offer advice when appropriate
- Allow students to make mistakes in this safe environment
- Be a coach rather than a problem solver
- Encourage students to do things they can do for themselves. It is vital that students learn to deal with issues that concern them. For example, encourage your student to contact their advisor. Good advising requires strong communication between student and advisor. Learning how to seek assistance is an important part of learning how to succeed.

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act of 1974, commonly referred to as FERPA, is a federal law that protects the privacy of student educational records. This federal law prohibits the university to share student records, including grades, with anyone but the student. Your student can choose to share information, such as grades, with you. It is important to discuss with your student expectations about sharing this information. Clarify in advance how you will handle this situation.



## ATTENDING COLLEGE AFTER HIGH SCHOOL

### BECOME A DEGREE-SEEKING STUDENT AT ST. CLOUD STATE

We encourage you to apply to St. Cloud State to continue your post-secondary education after high school. We have staff dedicated to PSEO students in Miller Center 140. Request a meeting by emailing [pseo@stcloudstate.edu](mailto:pseo@stcloudstate.edu) or scheduling an appointment through Microsoft Bookings: <https://scsu.mn/3b0Wbt4>

### FINANCIAL AID/SCHOLARSHIPS

Students who are admitted for the fall semester by March 1st will be automatically considered for St. Cloud State merit based scholarships. We encourage early application to ensure your application is processed prior to the deadline.

Apply for financial aid by submitting your FAFSA (St. Cloud State School Code: 002377) and the St. Cloud State Application for Financial Aid. We encourage early application (March 1st) to ensure best access to limited programs (i.e. Grants, Work study).

Numerous other scholarships exist to reward high achieving and motivated students. To apply for these donor-sponsored scholarships, submit the appropriate application via the Admissions Office. Details and forms are available online at:

[www.stcloudstate.edu/scsu4u/financing/scholarships.aspx](http://www.stcloudstate.edu/scsu4u/financing/scholarships.aspx)

### HUSKIES ADVISING & REGISTRATION DAY PROGRAM

PSEO Seniors who plan to attend SCSU after high school graduation may be eligible for an early Advising & Registration Day. Students must have successfully completed 15 credits through the SCSU PSEO program to qualify for this opportunity, and admitted prior to the scheduled session.

Students who are admitted late, do not meet the minimum 15 credit requirement of SCSU PSEO credits MUST attend a summer Advising & Registration Day prior to enrolling in their fall courses after high school graduation. More details on these programs are available online at:

[www.stcloudstate.edu/advisingdays](http://www.stcloudstate.edu/advisingdays)

### TRANSFERRING ST. CLOUD STATE CREDITS

For students who intend to enroll at another college/university after their PSEO experience, we recommend making contact with that university's admission office. Work with their staff to determine appropriate St. Cloud State courses for transfer. For students planning to enroll at a Minnesota State campus, we encourage you to follow the St. Cloud State Liberal Education Program to remain consistent with the Minnesota Transfer Curriculum. Students will also need to send an official transcript to the campus they attend after PSEO. Minnesota State campuses have access to St. Cloud State transcripts for free others are available for a nominal fee.

[www.stcloudstate.edu/srfs/transcripts/default.aspx](http://www.stcloudstate.edu/srfs/transcripts/default.aspx)

### PSEO HUSKY SCHOLARSHIP

PSEO Students may be eligible for a \$500 scholarship in both the fall and spring semester with full-time enrollment at St. Cloud State University after high school graduation if they:

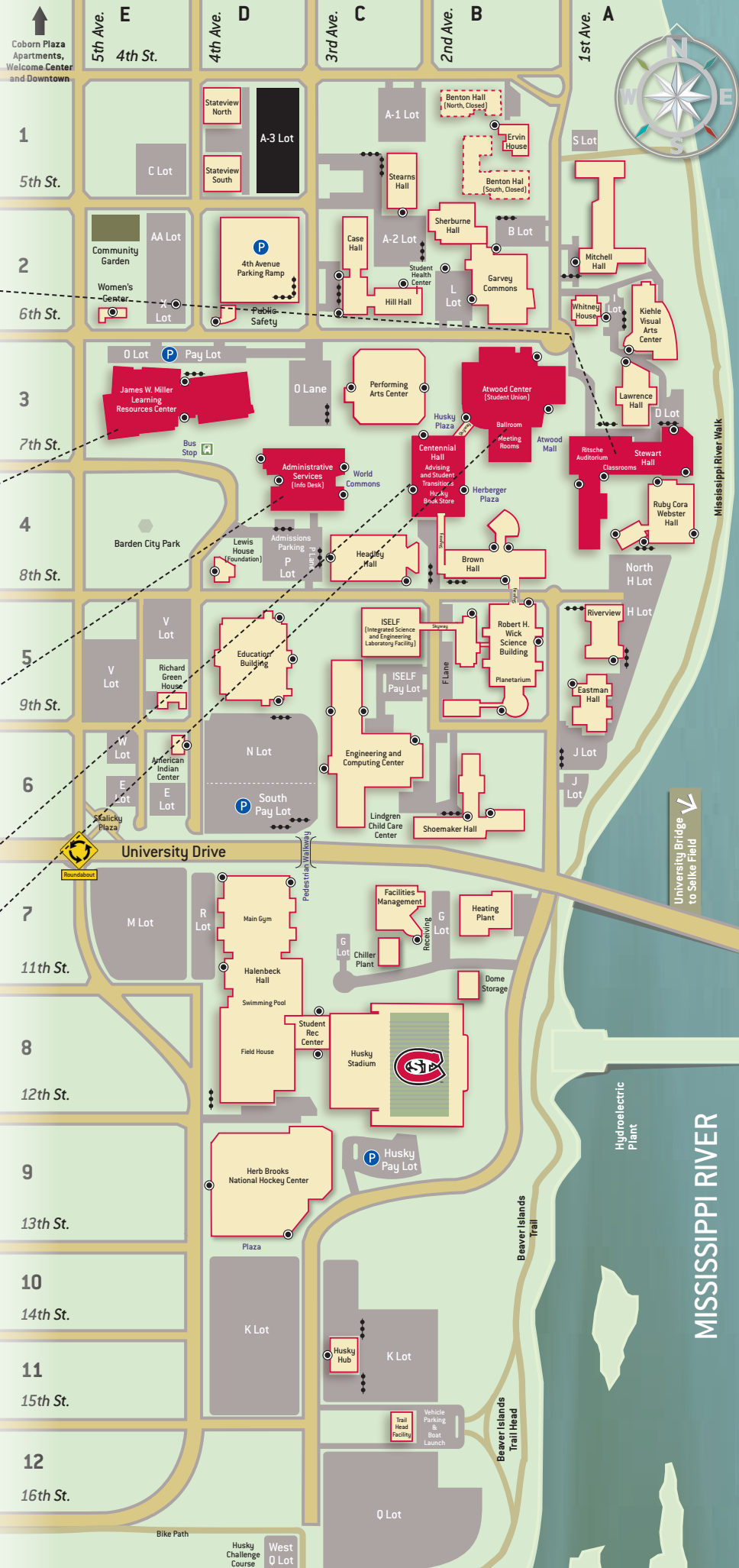
- Completed 30+ credits in the SCSU PSEO program with a cumulative GPA of 3.5 or higher
- Completed an associate of arts degree through the SCSU program with a cumulative GPA of 3.0 or higher

Please contact the PSEO Team for more information, scholarships must be accepted by July 1st for the following academic year.



# CAMPUS MAP

Building locations (in red) and parking locations (in black) will be referenced during today's event. Campus Map: <https://www5.stcloudstate.edu/campusmap>



**Ritsche Auditorium**  
**Stewart Hall**  
 Classrooms

Located at  
702 1st Ave S

**James W. Miller Learning Resources Center**

Located at  
5th Ave N and 7th St S

**Administrative Services (Info Desk)**

Located at  
3rd Ave N and 7th St S

**Atwood Center (Student Union)**  
 Ballroom  
 Meeting Rooms

Located at  
2nd Ave N and 7th St S

**Centennial Hall**  
 Advising and Student Transitions  
 Husky Book Store

Located at  
2nd Ave N and 7th St S



St. Cloud State University,  
A member of Minnesota State

St. Cloud State University is committed to legal affirmative action, equal opportunity, access and diversity of its campus community. (<http://scsu.mn/scsuoea>)