

PSEO

(Post Secondary Enrollment Options)

CENTURY
COLLEGE



GUIDE TO SUCCESS

Welcome to Century College!

Congratulations! You have been accepted into the Post Secondary Enrollment Options (PSEO) program at Century College. We are very excited to have you on campus and wish you the best in your academic career at Century College. You will find that Century College offers outstanding course selection, quality faculty and staff, as well as a comfortable learning environment. We provide the resources necessary to make your journey at Century College successful!

Within this packet you will find specific PSEO and college policies, as well as campus resources. As you have questions throughout the year, remember that this packet is filled with helpful information. You are responsible for knowing the information contained in this guide. **Please read this cover-to-cover!** Please keep in mind that all college policies are outlined in the Century College Catalog.

Once again, welcome to Century College.

Best wishes on a successful year!
Century College
Admissions Staff



What is PSEO?

The Minnesota Legislature created the Post Secondary Enrollment Options program, or PSEO, in 1985. Under PSEO, high school juniors and seniors enrolled in a school (including public, private, home, and charter schools) and/or American Indian controlled tribal contract or grant schools can attend colleges and universities and receive both college and high school credit. The state of Minnesota pays for tuition and books. The purpose of PSEO is to enhance the high school experience by promoting "rigorous academic pursuits by encouraging and enabling secondary pupils to enroll full time or part time in nonsectarian courses (Minnesota Statutes 124D.09)."

The Legislature left selection criteria and implementation of the program up to the individual college. It is important to note that Century College follows the Minnesota State Colleges and Universities guidelines for PSEO. PSEO qualifications are clearly listed in the PSEO application.

PSEO Student Conduct

Even though PSEO students are still considered high school students, they are expected to abide by Century College's Code of Conduct. This can be found in the *Right to Know Handbook* found in the student planner. The PSEO Program has the discretion and ability to terminate a high school student from the program at any time if unacceptable behavior occurs.

Class Attendance

Students are expected to attend all scheduled course meetings. Please keep in mind that PSEO students are expected to follow Century's semester schedule. This includes semester start and end dates, spring break and holiday breaks. In the case of any absence, students are responsible for all missed work including tests, assignments and readings covered during the absence. It is the student's responsibility to contact their instructors when missing class.

Change of Information

If your address, phone number or e-mail address changes during your time at Century College, it is your responsibility to notify the Records Office of the change. You must provide the college with up-to-date contact information.

If you change high schools during your time as a PSEO student you must notify the PSEO program coordinators immediately. You will need to meet with your counselor at your new high school to complete the Notice of Student Enrollment form and submit the form to the Admissions Office. Failure to update the information will impact your high school graduation.

Change of Major

As a PSEO student, you are given a default major of the Associate in Arts (AA) Degree, as this degree aligns with fulfilling general education requirements. If you would like to change your major to another degree, diploma or certificate offered at Century College, please visit the Records Office to complete the Change of Major form.

***Please note:** Some majors are restricted for PSEO students. Please refer to page 7 of this packet for more information.

PSEO Important Policies & Procedures

Obtaining Books/Returning Books

Books are included under the PSEO Act. PSEO students must have their Century College student ID card with them to be able to check-out books from the Bookstore. We also recommend students bring a copy of their semester schedule with them to the Bookstore so they can easily find books for their specific course section, and they communicate with the clerk at check-out that they are a PSEO student.

Bookstore Agreement Form: PSEO students are required to submit the Book Agreement Form prior to the start of their first term. The Agreement Form is included with the new student orientation email communication and is submitted electronically. It can also be found on the Bookstore website under "Bookstore Help Center" and "Bookstore Forms". By signing the Bookstore Agreement Form, PSEO students are agreeing to adhere to the Bookstore deadlines and policies.

Important Information:

The books are NOT your property. All books and supplies must be returned to the Century College Bookstore at the end of the semester. Students will receive information upon check-out of the dates when books must be returned. If books are not returned, it will be assumed that they are either lost or destroyed, you will be billed for the books, and a hold will be placed on the student's account preventing the ability to request a transcript. If books are damaged while in your possession, you may be responsible for covering the cost of the damaged book(s). If you are enrolled in a course that will use the same book in the next semester (Fall to Spring or Spring to Fall) you may keep the book. You are required to notify the Bookstore of your plans and return the book at the end of the next semester. If your enrollment extends into the Summer Session you will need to purchase the book(s) from the Bookstore. PSEO does not extend into the summer session. If you are graduating from high school and wish to purchase your textbook(s) please contact the Bookstore for payment arrangements.

Students are required to obtain eligible textbooks and supplies through the Century College Bookstore in order to receive them free of charge. Century College will not reimburse students for items purchased by the student that could have been obtained free of charge through the Century College Bookstore.

***Web-based materials:**

- *PSEO students can obtain access to special online resources or websites required for a course by visiting the Century College Bookstore and asking for an access code.*
- *Courses requiring an access code of any sort for an online component of the class may not be returnable if the code is accessed and/or activated. PSEO students may be charged for non-returnable access codes if the student drops or withdraws from the course and has already accessed/activated the code.*

The following programs require PSEO students to loan some required materials for class from the program department (and not the Bookstore):

- Cybersecurity, Virtualization & Forensics
- Enterprise Computing Technology
- Information & Telecommunications Technology
- Heating, Ventilation, Air Conditioning, and Refrigeration Technology (HVAC)
- Facilities Maintenance Engineer
- Interior Design

Activating Century Email & Star ID

Students are responsible for activating their Century email accounts and their Star ID. Student StarIDs are typically created upon application to the college when completing the online application. Access to Century Email is typically available after course registration takes place.

All questions about these processes should be directed to the Student Help Desk at 651.779.3295 or by stopping in the Computer Center on West (3165) or East (1710) Campus.

Course Drop/ Add Deadlines

Courses may be added or dropped during the first five days of the semester. You can add/drop at the Records Office or on-line. *Late adds will be processed only with the appropriate signatures. You will need to see the Records Office for the proper procedure.*

Repeating a Course

The PSEO program will only cover a course for a student one time, unless the student fails the course. A student can re-take a failed PSEO course, and the PSEO program will cover the cost as long as the student has not previously been awarded credit for the course & still meets PSEO eligibility and participation guidelines. The PSEO program will not cover tuition for a course in which the student received a low but not failing grade.

Course Load

PSEO students are allowed to take a maximum of 18 credits per semester in the PSEO program. Students are not allowed to exceed 18 credits during any term while enrolled in the PSEO program.

Consultation with High School Counselor

It is extremely important that you keep your high school counselor up-to-date on the status of your enrollment at Century. Century will send each high school a copy of their students' schedule after the second week of each semester. Any changes should be reported to your high school counselor **immediately**. It is of utmost importance that you review your course selection with your high school counselor at the beginning of each semester in order to ensure that all graduation requirements are met. Please remember that it is the high school that grants the high school diploma, not Century College.

Obtaining Grades

Century College students may obtain grades online at the end of the semester. Grades are not sent to the students' home. However, as a courtesy, Century College does send grade reports for PSEO students to the high school registrars and counselors. This will occur as soon as grades are posted. However, we may send out grade reports before late grades are posted. If you have a missing grade, it is your responsibility to send an updated transcript to your high school.

Please be aware that neither the Admissions Office nor the Records Office can release final grades to friends, parents, or other relatives, unless the PSEO Authorization for the Release of Student Information form (found on Century College PSEO website) is on file and/or can be presented by the inquiring party. Grades can **NOT** be released over the phone.

Remaining in Good Academic Standing to Participate in the PSEO Program

A student has the responsibility to achieve minimum standards of academic progress, which are defined and measured by Century College as:

- A cumulative GPA of 2.0 on a 4.0 "A" to "F" scale, **and**
- A cumulative completion rate of at least 67% of credits attempted:

A student's completion rate is calculated by dividing earned credits by attempted credits. Earned credits are courses for which a student has received a grade of A, B, C, D, or P. Attempted credits are all credits for which a student has received any letter grade, including I, W, F, and Z.

The first time you fail to meet the Satisfactory Academic Progress standards you are placed on **warning**. If by the end of the following semester you have not met the minimum standards of academic progress you will be **suspended** from attending classes and receiving financial aid.

PSEO students who are on warning will be required to meet with their academic advisor. PSEO students who are suspended will have the opportunity to appeal their suspension. If you do not appeal your suspension or your appeal is not approved, you are no longer eligible to participate in the PSEO program. You can consider applying to Century College post-high school if you have served your suspension or would like your suspension to be reviewed by the Admissions Office.

PSEO students must also realize that by not making satisfactory progress, they run the risk of being deficient in their high school requirements.

Obtaining a Transcript

As a PSEO student, you are generating a Century College transcript. It is important to remember that the classes you are taking and the grades you are receiving will be part of your high school and college records.

You are the only one that can request a transcript. You must make your request to the Records Office in person, by mail, or by fax so that a signature is included. There is a fee for all official transcripts generated.

IMPORTANT: If you choose not to participate in the PSEO program, you are responsible for dropping all of your courses prior to the start of the semester. In addition, if you choose to not participate in the PSEO program at some point during the semester, you are required & responsible for withdrawing from all of your courses. Failure to do so will result in grades of F recorded on your transcript, and you may be held financially responsible for your courses. It is the student's responsibility to drop the courses. Admissions staff does not have the ability to drop a student's courses.

PSEO Registration Process

All PSEO students will go through the mandatory PSEO orientation process their **first semester**.

Continuing PSEO students wishing to register for the following fall or spring semester will need to do the following:

1. Complete Part 1 of the PSEO Notice of Registration form. Have your high school counselor complete Part 2.
2. Submit the PSEO Notice of Student Registration form to the Records Office before your registration timeframe opens up. records@century.edu
3. Register for classes once your assigned registration timeframe is open.
4. Attend class!

Please review the Registration Timetable on the Century College website to determine when you will be able to register for classes.

Steps to find the Registration Timetable:

1. www.century.edu
2. Students
3. Records & Registration → Register for Classes

Summer Term Registration

PSEO is a program that runs only in the Fall & Spring semesters. If you are interested in taking a class during Summer Term, please follow the steps below.

IMPORTANT: Failure to follow the steps below will result in your classes being dropped for Summer Term & you will be held financially responsible for all tuition, fees, and textbooks.

1. [Apply online](#) to the **Supplemental Enrollment Program**
*All tuition, fees, and textbooks/supplies are the sole responsibility of the student.
 - You will use your current StarID to log into the application
 - Select "Apply to Another Institution" to reroute back to the start of the application
 - Select "Summer Term 20xx"
 - Select that you are a current high school student
2. Once your application is processed, you'll be emailed an acceptance letter
3. Register for your class(es)

Restricted Courses/Courses Not Funded by PSEO

The items areas below are not available to PSEO students.

1. PSEO students are not eligible for any courses offered through Study Abroad.
2. PSEO students are not eligible to enroll in any "Special Application" programs: Dental Assistant, Dental Hygiene, Paramedic, Nursing, Medical Assistant or Radiologic Technology. However, students may take the pre-requisites to these programs and apply to the program during Senior year in anticipation of high school graduation.
3. Most technical programs are available to PSEO students. Please review the [Additional PSEO Course List](#) for eligible programs.
4. PSEO students are not eligible for private music courses.
5. PSEO students are not eligible for any courses offered at off-campus sites. Online courses are still available to PSEO students.
6. Certified Nursing Assistant (CNA) is not available to PSEO students.
7. PSEO students are not eligible to take any courses below the 1000 level, which would be considered a developmental course.
8. PSEO students are not eligible to participate in collegiate athletics.
9. Some general education course sections are restricted for Biology, Health and Physical Education. Please review page three of the [Additional PSEO Course List](#) for these specific courses.

Still want to register for a restricted course? Please schedule an appointment with your Academic Advisor to complete the [PSEO Financial Responsibility Form](#). Students will be financially responsible for all tuition, fees and supplies for the course.

**Please Note: Information about restricted and non-restricted courses is subject to change without notice. PSEO students should always consult with an Academic Advisor to verify the courses in which they register are eligible under the PSEO program.*

Life after PSEO: Applying to Century

Once again, we are very excited to have you on campus and we would welcome you to continue your education at Century College once you have graduated from high school. Century is a learning-centered community committed to providing a quality lifelong educational opportunity. We strive to provide the resources necessary to ensure your academic and occupational success.

How to apply:

- Submit an undergraduate [online](#) Century College application. No \$20 application fee required! We waive the application fee for Century College PSEO students! **Use promotion code: PSEOAPP on the final page of the application before you submit it.**

You will not be required to go through another orientation or submit course placement information. You will simply register as a continuing student.

If you wish to attend a college other than Century, you will want to check with that college to make sure you meet the specific qualifications and deadlines. You will also want to let that college know that you have PSEO credits from Century College. Most colleges will have you apply as a first-year student; however, there are a few colleges that may consider you a transfer student. Each college will have its own policy.

Graduation: If you complete enough credits to graduate, and would like to walk in a spring graduation, please follow instructions on how to apply for graduation. Any questions should be directed to the Records Office.

You are facing many important decisions in a time of great opportunity. We are here to help you in any way that we can. Please feel free to contact the Admissions Office or the Advising & Counseling Center with any questions or concerns. We wish you the best of luck at Century College!

SIGNATURE PAGE

This form must be completed and emailed to pseo@century.edu prior to the start of the term.

I have received the PSEO Guide to Success and understand I am responsible for knowing the information, policies, & procedures provided in this packet. I also understand that the information included in this packet is subject to change without notice.

Student Signature

Printed Name

Date

Star ID

I understand and acknowledge the statement above as it pertains to my PSEO student at Century College.

Parent/Guardian Signature