

1. THE COLLEGE OF ST. SCHOLASTICA POSTSECONDARY ENROLLMENT OPTIONS PROGRAM POLICIES AND PROCEDURES

The College of St. Scholastica is an active participant in Minnesota's Post-Secondary Enrollment Options Program (PSEOP).

The following is a complete guideline detailing the requirements for participation in the program and the procedures followed at The College of St. Scholastica.

1. Qualifications

1. The Student must be a senior in a Minnesota public or private high school, or have senior level equivalency in a home school program, for the year he/she is applying. Please note: The State of Minnesota opens the PSEO program to junior and senior level students. The College of St. Scholastica only accepts senior level students.
2. The student must be in the top 20 percent of their high school class. Home-schooled students will be evaluated individually to determine eligibility for the program. Standardized test results will be very useful to help assess the eligibility of home-schooled students. Achievement test results or college entrance exam results are acceptable.
3. The program is limited to 40 participants per year. Participants will be selected from the pool of qualified applicants. The College reserves the right to accept fewer than 40 students in any given year.

2. Application

- A. The application deadline for fall semester is **May 1**; the deadline for second semester is **December 2**.
- B. Students must complete and submit the following:

1. **An Application Form.** Students use the regular College of St. Scholastica application form. The form should be stamped “PSEOP”. Please note that an application fee is not required.
 2. **The Early Entry Student Waiver.** This form is included in the application packet.
 3. **The Early Entry Student Transcript Release.** This form is included in the application packet.
 4. An official copy of the student’s **high school transcript**.
 5. **The Principal or Guidance Counselor Form.** This form is included in the application packet. The high school guidance counselor must complete the form.
 6. A written **letter of recommendation** from the student’s high school principal, guidance counselor or a teacher.
 7. A completed, current Minnesota State PSEOP, (**Notice of Student Registration**) form.
 8. A **500 word essay** on why the student would like to participate in this program.
- C. On May 1, for fall semester, or December 2, for second semester, the program coordinator reviews all applications. Students who have submitted complete applications and who meet the qualifications will advance to the interview portion of the process. The interview will be on campus with the Postsecondary Enrollment Options Coordinator. A tour of the campus is scheduled at the time of the interview if the student is not familiar with the campus. Parents of applicants are encouraged to participate in the interview.
- D. Students interested in on-campus housing are required to meet with the Director of Residential Life immediately following the initial interview.

- E. Students will be notified in writing of the final admission decision after all eligible applicants have been interviewed. Typically students are notified by the end of June.
- F. After notice of acceptance to the program, students must complete and return the “intent to enroll” form by the deadline specified in the acceptance letter. This form will be sent to students with the accept letter inviting them to participate in the program.

3. Orientation/Registration

- A. Students will be notified via mail about the required orientation dates. Dates for PSEO student orientation will generally be concurrent with the last scheduled traditional student orientation.
- B. Students are required to come to orientation prepared to register, which means they must have determined which courses they need to fulfill graduation requirements with the assistance of their high school guidance counselor **prior to summer orientation/registration.**
- C. During orientation PSEO students will take placement exams. PSEO students will work with an academic advisor during this session to prepare for fall registration. The Postsecondary Enrollment Options Coordinator will screen all registrations to assure they meet PSEO regulations. In subsequent semesters, all PSEO students will meet with the academic advisor for advisement and registration.
- D. Proof of immunization against measles, mumps, rubella, tetanus, and diphtheria are required by state law of all postsecondary students. Students will receive a form with the accept letter that must be completed and returned. State law requires institutions to cancel enrollment of students who have not complied within 45 days of their first semester of attendance.
- E. The State of Minnesota requires participating institutions to document the courses taken each semester by PSEO students. Students are responsible to complete their section of the state form, and then ask the high school guidance counselor to complete the secondary school section of the form.

F. PSEO students will be advised where to meet with the academic advisor to register for second semester. **PSEO students are considered non-degree-seeking students, and consequently have lowest priority when registering for classes.** PSEO students register only after all current and new degree-seeking students have registered, and made their registration changes.

4. Course/Program Restrictions

- A. Professors will be notified (prior to the beginning of classes) if a Postsecondary Enrollment Options student has registered for one of their classes. The Postsecondary Enrollment Options Coordinator asks for information about academic progress mid-way through each semester.
- B. Under the Postsecondary Enrollment Options Act, students participating in the program may only enroll for non-sectarian courses and programs. This means students are not permitted to take class with RES (Religious Studies) prefix.
- C. Courses taken for only postsecondary credit are not eligible for tuition reimbursement under the act. (*See Costs*)
- D. PSEO students are not eligible to participate in College student abroad programs or varsity athletics, and may not run for student office. Students are encouraged to join clubs and organizations on campus.
- E. PSEO students electing to take private voice or music lessons are responsible for the full tuition costs for those classes.
- F. PSEO students are discouraged from taking the CHM 1110/1120 (Inorganic Chemistry) sequence, the MTH 2221/2222 (Calculus) sequence, and the PSC 2001/2002 (Physics) sequence. In rare situations, with sufficient placement test results, adequate high school preparation, and the academic need for the courses, students will be allowed to register for these courses.
- G. PSEO students are not eligible for student employment on campus.

5. Costs

- A. The State of Minnesota, according to the PSEO program payment guidelines, pays for tuition and book expenses for courses taken for secondary credit by students at Minnesota public high schools. The maximum allowable reimbursement by the state covers about 20 to 25 percent of the total cost. The remainder of the cost (about 75 to 80 percent) is paid by The College of St. Scholastica.
- B. Courses that are not taken for high school credit, but for postsecondary credit only are not paid for by the State. Students who elect to enroll for a course for Postsecondary credit only are responsible for the full tuition cost for that course.
- C. Lab fees are paid for by the State.
- D. PSEO students are not eligible to receive State or College financial aid. This means PSEO students are not eligible for student employment positions on campus.
- E. The state will not pay for the expense of room and board for students electing to live on campus.

6. Books

- A. Students will be issued a book voucher approximately one week before the beginning of each semester. This voucher allows the student to obtain their textbooks at The College of St. Scholastica Bookstore prior to the start of classes.
- B. Textbooks are the property of The College of St. Scholastica. Students must return the books to the Postsecondary Enrollment Options Coordinator at the end of each semester. Students will not receive transcripts until books are returned to the college.

7. Housing

- A. On-campus housing for full-time PSEO students will be reviewed on an individual, first-come, space-available basis. The College limits the number of PSEOP students living on campus to no more than five. Note: for all students considering living on campus during the 04-05 academic year, please contact the PSEO coordinator.
- B. A student's permanent residence must be outside a 40-mile radius of campus to be considered for the residence hall.
- C. All PSEO students requesting on-campus housing must come with a parent or guardian for a required interview with the Director of Residential Life. The purpose of the interview is to clarify responsibilities, procedures and policies for living in the residence hall as well as to determine the student's suitability for on-campus living.
- D. Priority for space in on-campus housing is given to traditional, full-time degree-seeking students. PSEO students are not guaranteed housing. On-campus housing availability is determined after August 1st each year. Therefore, it is recommended that students needing housing make arrangements to live off campus, to be prepared in the event housing on campus is not available.
- E. The State of Minnesota under the Postsecondary Enrollment Options Act **does not pay room and board costs**. These costs are the responsibility of the student/parents.

8. Academic/Disciplinary Regulations

- A. PSEO students must maintain a minimum cumulative Grade Point Average (GPA) of 3.0 in order to continue to qualify for the program. Students who do not maintain the minimum GPA are subject to academic dismissal.
- B. All PSEO students have the same responsibilities as first year students; they are required to abide by the same rules and regulations as other college students, and are subject to the same disciplinary action. However, because PSEO students are not officially admitted to the

College, disciplinary decisions and dismissals are final. The student does not have the right to appeal the decisions.

C. In accordance with Minnesota law, which prohibits the consumption of alcoholic beverages by persons under the legal age for drinking and the use of controlled substances, PSEO students may not use alcoholic beverages or controlled substances at any time. (Physicians' and dental prescriptions are the only exceptions).

D. Violations of academic or disciplinary regulations can result in immediate expulsion from the PSEO program.

9. Participation

Students accepting a place in the Postsecondary program at The College of St. Scholastica, agree to participate in orientation sessions, semester meetings, semester advisement and other activities as arranged by the Postsecondary Enrollment Options Coordinator.