

Hibbing Community College – PSEO/CITS Application Instructions

Please follow the directions carefully - Incomplete applications are not accepted! Use ink, not pencil.

1. Complete the **HCC PSEO/CITS Application**, *Clearly* mark that you are a high school student taking classes through the Post-Secondary Enrollment Options (PSEO)/ College in the Schools (CITS) program and indicate if you will be taking classes on the HCC campus, your high school campus, or both. Sign and date where indicated.
2. Complete the **Authorization for Release of Information**.
3. Complete the Department of Education **Notice of Student Registration**, including student, parent or guardian, and high school counselor signatures. **The high school needs to complete Part 2 to verify that you are enrolled in 10th, 11th, or 12th grade.**
4. Obtain a **high school transcript**.
5. Submit your completed application materials to:
HCC Admission's Office, 1515 East 25th Street Hibbing, MN 55746

Recommended Application Deadlines:

Fall semester: May 30th

Please note: Testing and registration begins in April for fall classes.

Spring semester: December 1st

Please note: Testing and registration begins in November for spring classes.

6. Allow four weeks for processing, then receive written notification of your placement testing date.
7. Take the placement test to determine final acceptance into the PSEO/CITS program (OR provide nationally-standardized test scores). **Students must place at college-level to register for classes.**
8. Meet with your HCC counselor to register for classes **before the end of the school year**. This allows the high school time to verify that your college classes satisfy their high school requirements.

Please direct any questions to an HCC counselor. The HCC counselors are assigned as follows:

Lisa Bestul

218-262-6752

lisabestul@hibbing.edu

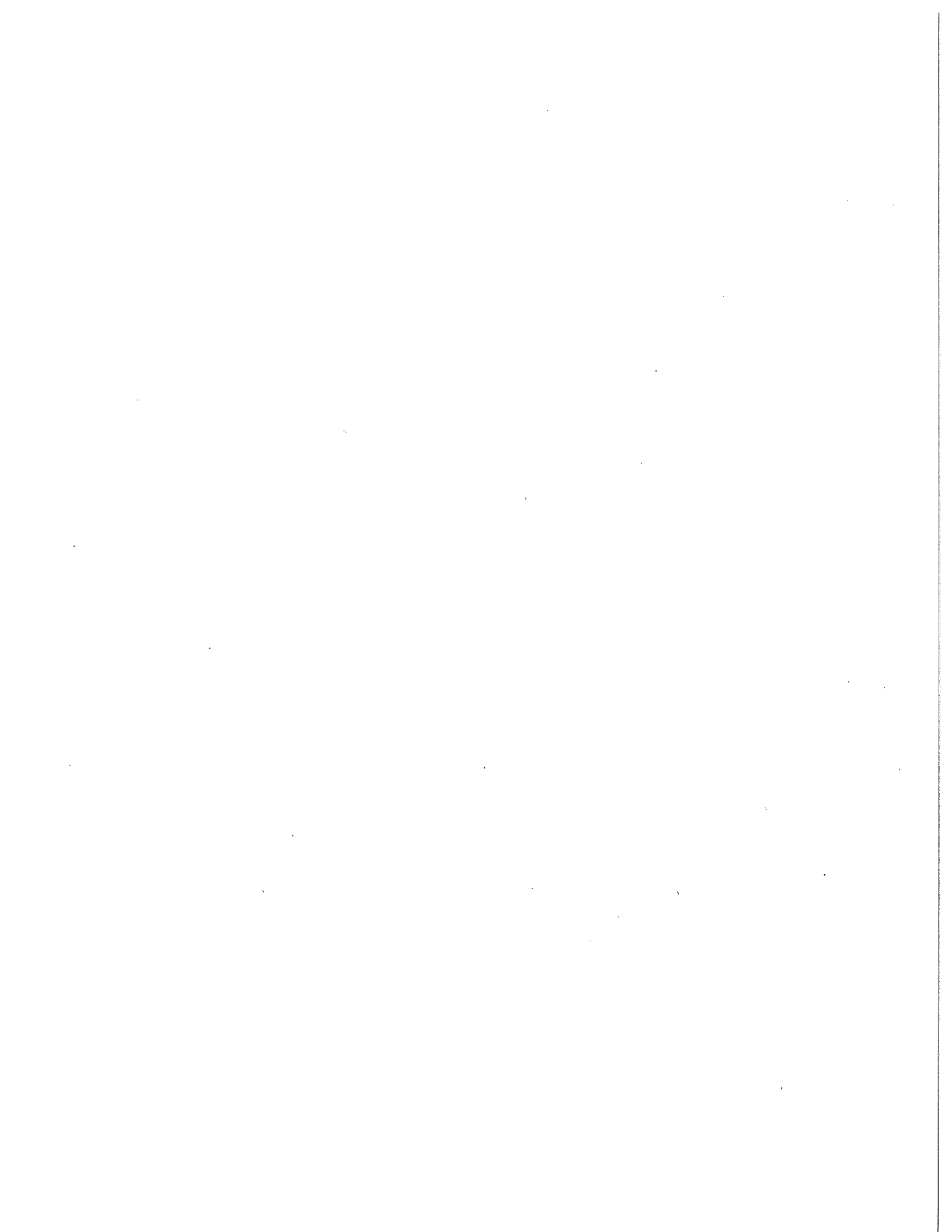
* Serving Chisholm and Hibbing high schools.

Donna Groettum

218-262-6786

donnagroettum@hibbing.edu

* Serving all other schools, including home-school and online.



Post-Secondary Enrollment Options FAQ's

What is Post-Secondary Enrollment Options?

Post-Secondary Enrollment Options (PSEO) is a program that offers high school juniors and seniors the opportunity to take college-level courses. The credits earned can apply towards both high school graduation and college degree requirements. This program was created to provide rigorous academic challenges to qualified students. District dollars cover the cost of tuition, fees and required books.

Note: The PSEO program does not pay for developmental courses (those numbered below 100), test outs, transportation, food, uniforms, tools and special fees.

What should students consider before applying?

Attending college is an important life decision and should be considered carefully. PSEO students are afforded the same rights and responsibilities as all college students, and must be able to:

- Take full responsibility for managing time and assignments
- Make room for more study time outside of class, with fewer instructions on how and what to study
- Handle multiple deadlines without reminders
- Take initiative to seek help when needed

Students who try to work more than 20 hours per week tend to have great difficulty keeping up with the faster pace of college. In fact, students can expect to spend two hours outside of class in preparation for every one hour of classroom lecture. Social maturity is also important in working with older students and in handling the academic challenge of college.

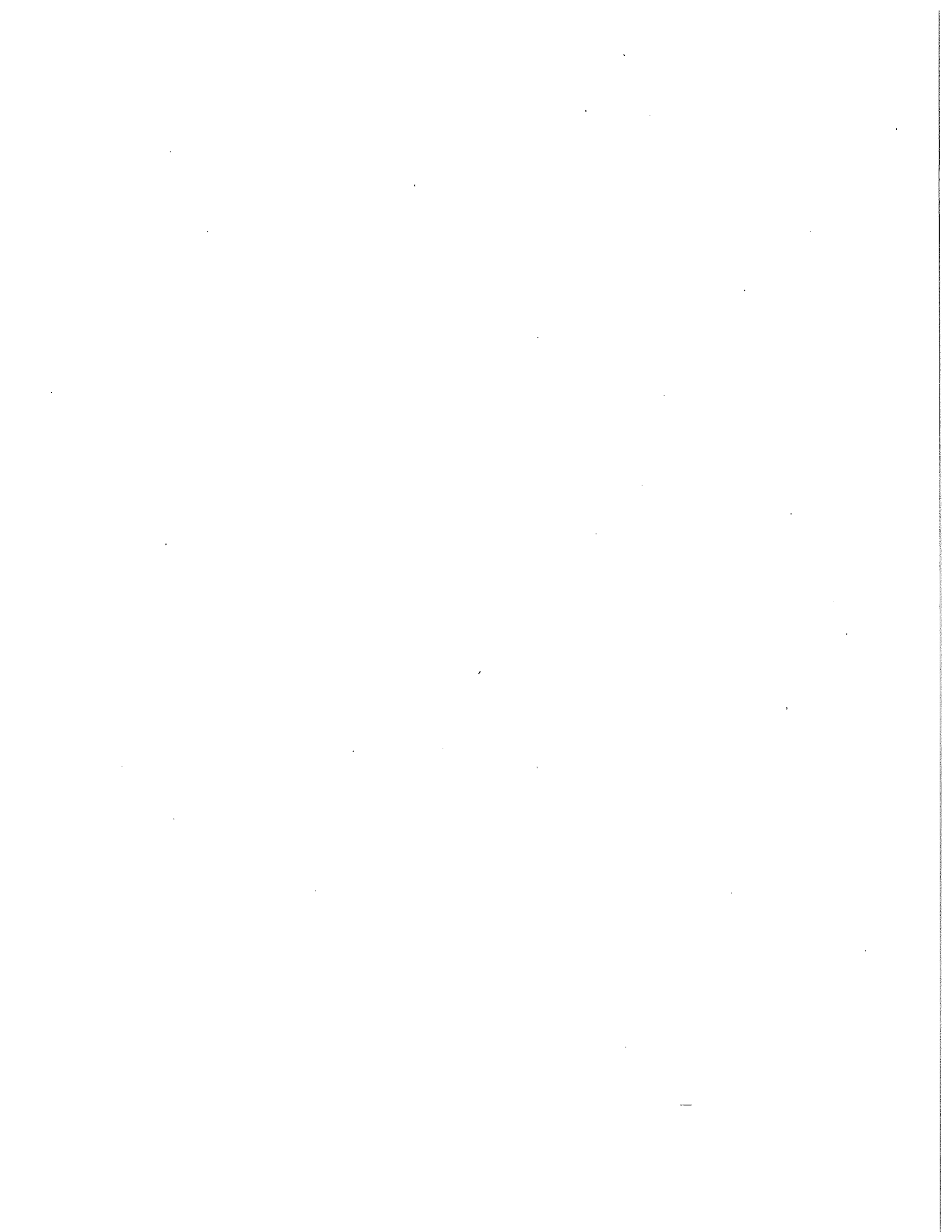
What are the eligibility requirements?

PSEO is available to juniors and seniors enrolled through any Minnesota public school, home school or alternative learning center who present evidence of the ability to perform college work. Such evidence includes the following:

- for juniors, class rank in the upper one-third of their class, have a 3.0 cumulative GPA or a score at or above the 70th percentile on a nationally standardized, norm referenced test;
- for seniors, class rank in the upper one-half of their class, have a 2.5 cumulative GPA or a score at or above the 50th percentile on a nationally standardized, norm referenced test

How do I apply?

The PSEO application materials are included in this packet. Please read over the packet carefully and follow all instructions. You will need signatures of high school personnel and parents, so plan ahead and apply early. Doing this will ensure a timely consideration of your application.





HCC Student ID _____

Accepted or Inactivated Date _____

(office use only)

A Member of Minnesota State
An Equal Opportunity Employer/Educator

This document is available in alternative formats by contacting Disability Services at 800-224-4422 ext. 6712 or 218-262-6712.

Post-Secondary Enrollment Options (PSEO) and College in the Schools (CITS) Program Application

Personal Information (please print)

Full Legal Name _____
Last First Middle

Permanent Address _____
Street Address

City State Zip County

Student Cell Phone (____) _____ - _____ Home Phone (____) _____ - _____

Parent Name _____ Parent Cell Phone (____) _____ - _____

Parent Name _____ Parent Cell Phone (____) _____ - _____

Student Email Address _____

Social Security Number _____ - _____ - _____ Date of Birth _____ / _____ / _____
Month Day Year

High School Currently Attending _____

HS Graduation Year _____

Are you a resident of Minnesota? Yes No If yes, how long? Years _____ Months _____

Have you already taken the accuplacer? Yes No

Have you taken the ACT? Yes No

Academic Data

The Minnesota PSEO Act promotes rigorous educational pursuits and provides a variety of options to 10th, 11th, and 12th grade high school students to enroll full-time or part-time without tuition cost to them in nonsectarian courses or programs in eligible post-secondary institutions.

When do you plan to begin taking courses? Fall Spring _____ Year

Do you plan to attend full-time or part-time? Full-time Part-time Undecided

Where do you plan to take college classes? HCC Campus High School Campus Both Undecided

What is your intended college major(s)? _____

If known, name of Post-Secondary Institutions you may plan to attend after high school graduation:

Demographic Information

Providing the following information is voluntary. This information will assist Hibbing Community College and Minnesota State in evaluating student recruitment and retention policies; it will not be used as a basis for admission.

Gender Male Female

Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture, regardless of race)? Yes No

Race and ethnic background (select any that apply)

- American Indian or Alaska Native – A person having origins in any of the original peoples of North, Central, or South America and who maintains tribal affiliation or community attachment
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent
- Black or African American – A person having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

SIGNATURE REQUIRED

This is my application to Hibbing Community College under the Post-Secondary Enrollment Options (PSEO) Act. I certify that the information provided on this form is true and correct.

Applicant's Signature _____ Date _____

NOTE: We are asking you to provide information about yourself that is private under state and federal law. We are asking for this information in order to process your application.

You are not legally required to provide the information requested, however, we may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release your private information, access to this information will be limited to system officials, who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- to other schools in which you seek or intend to enroll, or are enrolled;
- to federal, state or local authorities for purposes of education program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or an accrediting agency.

Hibbing Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited.

Hibbing Community College
Authorization for Release of Information

The purpose of this disclosure is for academic planning and coordination of support services.

Student Name: _____ / ____ / ____
LAST FIRST MI Date of Birth

I hereby authorize Lisa Bestul and/or Donna Groettum, HCC counselors, to exchange, obtain or release the following information with my parents or guardians AND my high school:

___ Educational Information ___ Health-Related Information ___ Recommended Accommodations

Parent or Guardian Name Address Phone Number

Parent or Guardian Name Address Phone Number

High School Name Counselor Name Phone Number

Acknowledgement of Understanding:

- This consent automatically expires upon the student's completion of academic work at HCC.
- I understand I may revoke this consent at any time by written notice, except when legal action prevents revocation (court confinement, parole, probation, etc.). However, any release made in good faith prior to receipt of revocation is deemed valid.
- I understand a photocopy of this authorization is treated in the same manner as the original. However, HCC reserves the right to require an original consent.
- I understand the protected health information disclosed or used in this authorization is subject to redisclosure by the recipient and may no longer be protected.
- I understand I may copy or inspect the information disclosed or used.

Student Signature

Date

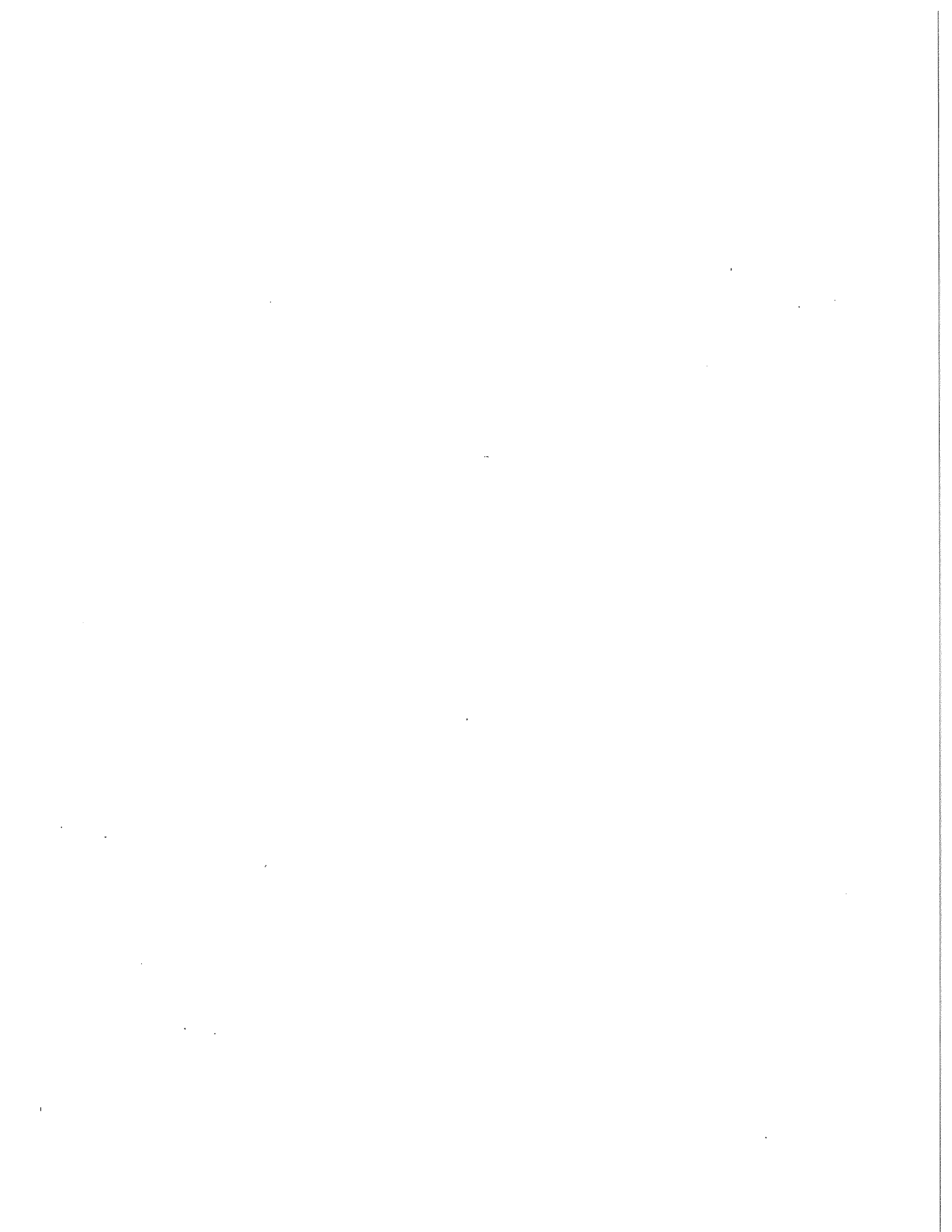
Parent/Guardian Understanding: I support and understand my child's participation in the Post-Secondary Enrollment Options (PSEO) program. As a parent or guardian, I assume responsibility for transportation to and from the college. I approve the release of the high school transcript to HCC and the release of HCC midterm progress reports, schedules and transcripts to the high school.

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date





Postsecondary Enrollment Options (PSEO) Program Notice of Student Registration 2019-20

ED-01763-20
2019-20

Note: Complete an enrollment form for each instructional term and postsecondary institution the student attends. Once Sections 1 and 2 are completely filled out, mail the enrollment form to the postsecondary institution. Do not mail this form to the Minnesota Department of Education (MDE).

College Student ID Number: _____

1. To be Completed and Signed by the Student and Parent/Guardian

Student Name (Last, First, M.I.) M F Gender Date of Birth (MM/DD/YYYY)

Address City ZIP Code Phone Number

Postsecondary Institution This Term Parent/Guardian Name Address (if different than above)

Minnesota Statutes, section 124D.09, subdivision 6, requires students and parent/guardian sign a statement indicating they have received information about the program, are aware counseling services are available and understand the responsibilities regarding enrollment in postsecondary courses. We have received the information required under Minnesota Statutes, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

Student Signature (must be original/wet signature) Student Email

Parent/Guardian Signature (if student is under age 18) (wet signature) Date

Upon completion of Section 1, pass this form to the pupil's secondary school for completion of Section 2.

2. To be Completed by Secondary/Nonpublic/Home School

Secondary/Nonpublic/Home School Name Public Nonpublic Home School School Type (select one) Student MARSS* Number

Attending School District Name Attending School District Number Resident District Name Resident District Number

Select student's grade while attending this Postsecondary Institution: Grade 10 Grade 11 Grade 12
 Public Only

Note: High school graduates and 21-year-olds are not eligible.

Students may not enroll in PSEO courses in addition to a full high school class load. Does this student have at least one free class period during the high school day? (select one) Yes No

Is the above student eligible for program application? (See Pages 3 and 4 for requirements) (select one) Yes No

Secondary/Nonpublic/Home School Verification

I certify the student identified in Section 1 meets the eligibility requirements outlined in Minnesota Statutes, section 124D.09, to apply for participation in the PSEO program this term, and the information in Section 2 is accurate and applicable to the student.

Secondary School Contact Name Contact Signature (wet signature) Email Phone Date

Directions: Upon completion of Section 2, pass this form to the postsecondary institution for completion of Section 3.

Student Name (Last, First, M.I.) Date of Birth (MM/DD/YYYY) College Student ID Number

3. To be Completed by the Postsecondary Institution

Name of Postsecondary Institution (PSI) PSI Number City of Postsecondary Institution

Term of planned attendance (select one): Semester 1 Semester 2 Quarter (Qtr) 1 Qtr 2 Qtr 3

Postsecondary Institution Contact Name Email Telephone

Courses Taken for Secondary Credit

	Course Number	Course Credits
Course #1		
Course #2		
Course #3		
Course #4		
Course #5		
Course #6		

I certify the student identified in Section 1 is registered this term for the courses indicated above, all courses are non-sectarian in content, are not remedial or developmental, and the student has indicated to me the courses are to be taken for secondary credit.

Signature – Postsecondary Institution Contact (wet signature) Title Date

Required under Minnesota Statutes, section 124D.09, subdivision 5

“If an institution accepts a secondary pupil for enrollment under this section, the institution shall send written notice to the pupil, the pupil’s school or school district. The notice must indicate the course and hours of enrollment of that pupil.”

The postsecondary institution must mail a copy of this form to the following address:

Minnesota Department of Education
Division of School Finance
1500 Highway 36 West
Roseville, MN, 55113

*MARSS stands for Minnesota Automated Reporting Student System

Postsecondary Enrollment Options (PSEO) Student Eligibility

Minnesota Statutes, sections 124D.68 and 124D.09

Public School Student Eligibility – 11th or 12th Grade Pupil, Minnesota Statutes, section 124D.09, subdivision 5.

An 11th or 12th grade pupil enrolled in a Minnesota public, nonpublic, home school or American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may apply to an eligible postsecondary institution (PSI) to enroll in nonsectarian courses.

Public School Student Eligibility – 9th or 10th Grade Pupil, Minnesota Statutes, section 124D.09, subdivision 5(b).

A 9th or 10th grade pupil enrolled in a district or an American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may apply to enroll in nonsectarian courses offered under 124D.83, subdivision 10 courses according to agreements, if:

1. The school district and the eligible PSI providing the course agree to the student's enrollment; or
2. The course is a world language course currently available to 11th and 12th grade students, and consistent with section 120B.022 governing world language standards, certificates, and seals.

Nonpublic School Student, Alternative Pupil Eligibility – 11th or 12th Grade Pupil, Minnesota Statutes, section 124D.09, subdivision 4.

Alternative pupil means an 11th or 12th grade student not enrolled in a public school district, and includes students attending nonpublic schools and students who are homeschooled.

Career or Technical Education (CTE) Eligibility – 10th, 11th or 12th Grade, Minnesota Statutes, section 124D.09, subdivision 5(a).

A 10th, 11th or 12th grade pupil enrolled in a district or an American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may enroll in a CTE course offered by a Minnesota state college or university. A 10th grade pupil applying to a CTE course must have received a passing score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading as a condition of enrollment. A current 10th grade pupil who did not take the 8th grade MCA in reading may substitute another reading assessment accepted by the enrolling PSI.

Limit on Participation, Minnesota Statutes, section 124D.09, subdivision 8.

1. A pupil who first enrolls in grade 9 may not enroll in PSEO courses for more than the equivalent of four academic years.
2. A pupil who first enrolls in grade 10 may not enroll in PSEO courses for more than the equivalent of three academic years.
3. A pupil who first enrolls in grade 11 may not enroll in PSEO courses for more than the equivalent of two academic years.

4. A pupil who first enrolls in grade 12 may not enroll in PSEO courses for more than the equivalent of one academic year.
5. If a pupil in grade 9, 10, 11, or 12 first enrolls in PSEO during the school year, participation shall be reduced proportionately.
6. If a pupil is in a learning year or other year-round program and begins each grade in the summer session, summer sessions shall not be counted against the time of participation.
7. If a school district determines a pupil is not on track to graduate, the limit on participation does not apply to that pupil.
8. A pupil who has graduated from high school cannot participate in a program under this section.
9. A pupil who has completed requirements for graduation but who has not received a diploma may participate in the program.

Academic Year

For purposes of determining PSEO eligibility, an academic year is equivalent to a school year and is defined as July 1 through June 30.

Early Middle College Program – Minnesota Statutes, section 124D.09, subdivision 9(b).

An institution must not enroll secondary pupils, for PSEO purposes, in remedial, developmental, or other courses that are not college level except when a student eligible to participate and enrolled in the graduation incentives program under section 124D.68 enrolls full time in a middle or early college program designed with a well-defined pathway to allow the student to earn a certificate or degree.

Fees; Textbooks; Materials – Minnesota Statutes, section 124D.09, subdivision 20.

All textbooks and equipment provided to a pupil, and paid for by the department, are the property of the pupil's PSI. Each pupil is required to return all textbooks and equipment to the PSI after the course has ended.

Participation in High School Activities – Minnesota Statutes, section 124D.09, subdivision 11(a).

A school district must allow a student enrolled in a course under this section to remain at the school site during regular school hours.

Access to Building and Technology – Minnesota Statutes, section 124D.09, subdivisions 11(a) and 11(b).

A school district must allow a student enrolled in a PSEO course to remain at the school site during regular school hours. A school district must adopt a policy that provides a student enrolled in PSEO with reasonable access during regular school hours to a computer and other technology resources the student needs to complete coursework for a PSEO course.