



**HIBBING**

COMMUNITY COLLEGE

**PSEO/CITS  
Student Handbook**

**A HANDBOOK FOR HCC STUDENTS  
AND THEIR PARENTS/GUARDIANS  
2021-2022**

Dear PSEO/CITS Student,

Welcome to Hibbing Community College!

This handbook is designed to provide you and your parent(s)/guardian(s) with information about the Postsecondary Enrollment Options (PSEO) and/or College in the Schools (CITS) programs. We encourage you to review this information and carefully discuss your options with your high school counselor and/or parent(s)/guardian(s). We want to help you reach your educational goals and the first step in that process is making sure that attending college is the right choice for you during your high school years.

First, it is important to understand the purpose and intent of the PSEO/CITS programs. The PSEO/CITS programs were designed to supplement and enhance the educational options available to high school students. Students are most successful in the PSEO/CITS programs because they are ready to take a “step up” in the level of difficulty and challenge in their studies. To be successful as a high school student in these programs, you must be highly self-disciplined, motivated, and socially mature enough to advance to a college-level environment. If you are a high school student looking for an academic challenge and/or are seeking more diverse opportunities, PSEO/CITS may be a good fit for you. If your motivation is based only on the cost savings, or you are coming to HCC to be with your friends, then you may not be setting yourself up for a successful start to college.

Your success in college will depend upon you, and the effort that you put forth. When PSEO works well, you can achieve a one to two-year jump-start on your college education. Conversely, a lack of effort on your part could negatively impact the opportunities that you will have in the future with colleges and majors.

We want your experience at Hibbing Community College to be a positive one! The HCC advisors are here to help answer questions and provide support along the way. We hope that you will fully explore the opportunities provided by your high school and work closely with your HCC advisor, parents/guardians, and instructors as you consider whether PSEO/CITS is the right “fit” for you.

Good luck with your endeavors!

# Frequently Asked Questions (FAQ)

## **What is PSEO?**

The Postsecondary Enrollment Option (PSEO) program allows 10th, 11th, and 12th grade students to take college courses and receive both high school and transferable college credits. Courses are available on the college campus, online, or zoom.

PSEO courses are taught by HCC instructors. In some cases, PSEO students graduate with their Associates degree concurrently with their high school diploma! To participate in the PSEO program, students must inform their school district by **May 30th** of each year of their intent to enroll in any postsecondary courses during the following school year and meet HCC PSEO Admissions requirements.

## **What is College in the Schools?**

Hibbing Community College (HCC), in partnership with area high schools, offers College in-the-Schools (CITS), a program that allows high school juniors and seniors the opportunity to take college classes for credit while enrolled at their respective high school. CITS is one form of Post-Secondary Enrollment Options (PSEO) as established by the Minnesota Legislature and governed by HCC and the Minnesota State system board.

## **Things to consider/what to expect when taking PSEO/CITS courses:**

### **Discuss your plan with your high school counselor**

- Determine if you meet the eligibility requirements.
- Work with your counselor to identify which HCC courses would apply to your high school graduation requirements.
- Decide whether these courses should be completed at your high school or HCC.

### **Talk to your parent/guardian**

- Is enrolling in a PSEO or CITS program right for you?
- Are you ready for college rigor?
- How will this decision impact your high school connections?

### **Student responsibility**

- What type of learner are you?
- Are you self-motivated?
  - College courses place more emphasis on student responsibility than high school courses. College students must manage and organize how they will cover the material and prepare for tests, papers, and assignments.
- Are you organized?
- Can you effectively manage your time?
- Are you ready to devote time and effort to your studies?

### **Talk to an HCC advisor about your future college plans.**

A positive aspect of starting college during your high school years is getting a jump-start on your future. However, that “jump-start” also accelerates the important decision-making process about the college degree

that is right for you. Is your goal after high school to obtain a college diploma, or a 2-year or 4-year degree? HCC advisors are available to discuss college options to help you better understand the world of college degrees, majors, programs and opportunities.

**Be aware of the courses you take.** The grades you receive in your PSEO/CITS courses are part of your permanent college transcript. The GPA that you earn will be a major factor as you apply to other colleges and majors in your future. It will also be used as you apply for scholarships.

**Be flexible when considering which PSEO courses to take at HCC.** Space is limited in some courses.

**Is college coursework more difficult than high school?** Generally, college courses are more challenging than high school courses. College courses place more emphasis on student responsibility. The responsibility for learning and success is placed on the student. To be successful, you should plan to devote two to three hours of study for every hour that you spend in class.

#### **Why should I consider PSEO/ CITS courses?**

PSEO/CITS courses often help fulfill the general education requirements of a student's college education. Specific courses fulfill the requirements of the Minnesota Transfer Curriculum (MNTC) and are often applied towards an Associate of Arts (A.A.) degree or used to meet certain technical program requirements. Therefore, a student earns college credits for free, and then he or she may transfer those credits to another Minnesota college or university. Many private colleges also accept courses in the MNTC. Plus, every CITS course is monitored by an HCC faculty member who collaborates with the respective high school teacher. The HCC faculty member ensures the CITS course meets college-level standards.

# Student Information

## Student Eligibility for PSEO/CITS Courses

### PSEO

12th Grade/Seniors  
GPA 2.5 or higher

11th Grade/Juniors  
GPA 3.0 or higher

10th Grade/Sophomores  
GPA 3.0 or higher  
Meets or Exceeds on 8th grade MCA  
reading (CTE approved course(s)  
only)

### CITS

12th Grade/Seniors  
GPA 2.5 or higher

11th Grade/Juniors  
GPA 3.0 or higher

10th Grade/Sophomores  
GPA 3.0 or higher  
Meets or Exceeds on 8th grade MCA  
reading (CTE approved course(s)  
only)

### Placement Testing/Cut Scores:

Minnesota State Colleges and Universities policy requires all students take the Accuplacer Placement Test. The Accuplacer provides students information relating to basic reading and math skills. There are no specific score requirements to be admitted; however, some courses require a certain score for registration purposes.

# Student Information

## Steps to become a PSEO/CITS Students

### PSEO

Meet with HS Counselor

Complete HCC Application

Turn in HS Transcript  
Turn in NOSR form\*  
Turn in Release form

### CITS

Meet with HS Counselor

Complete HCC Application

Turn in HS Transcript  
Turn in NOSR form\*  
Turn in Release form

\*PSEO Form: This is the official form that notifies HCC, your high school, and the State of Minnesota of your intent to take HCC courses to replace classes from high school. The State of Minnesota requires this form to be completed before *every semester* you attend Hibbing Community College.

Take Accuplacer

Take Accuplacer

All Hibbing Community College students are required by state policy to take the Accuplacer assessment of reading and math skills. It is strongly recommended that PSEO/CITS students achieve a score of 78 or higher on the reading portion of the assessment.

*Due to COVID-19, our placement process has changed. If you did not already complete the Accuplacer or ACT, you will be placed into courses using your high school GPA and high school coursework by HCC advising and counseling staff. Placement based on high school GPA will continue through the registration for Spring 2021. More information about GPA placement will be included in your acceptance email. If students are not satisfied with placement based on GPA and course completion, the Accuplacer Assessment may be offered.*

Attend PSEO Information Night

Sign up for a Registration Session

Attend information night at your high school

Course registration will take place in your CITS class

# Student Information

## Courses to Take

Planning your schedule of courses as a PSEO/CITS student can be challenging because you are blending two sets of requirements: college and high school. To ensure that you are meeting all of these requirements, it is extremely important that you work with your high school counselor or HCC advisor to plan your class schedule each semester.

To make the most of your time with the high school counselor/HCC advisor, use the following checklist to prepare for your appointment.

- ✓ Bring a written list of the high school requirements (both credits and courses) that you need to fulfill in order to graduate from high school.
- ✓ Take time to familiarize yourself with the requirements for the college degree that you plan to pursue. HCC offers programs to prepare you to enter the workforce, general education transfer degrees, and an Associates in Arts degree. The Associates in Arts (AA) contains the foundation general education courses that you will need if you plan on pursuing a four-year college degree. You can download the requirements for all of our degrees at <https://hibbing.edu/academics/>.
- ✓ If you are taking courses both at your high school and on the HCC campus, come prepared with your high school class schedule.

## When do I register?

PSEO students will receive an email from their HCC advisor with instructions on registration.

CITS students should work with their high school counselor to register for CITS classes; dates and times for registration vary at each high school. Your HCC advisor will assist you with course registration.

## Add/Drop Policies

PSEO students will be subject to the same add/drop/withdraw windows as other HCC students.

CITS students may make change(s) in their course schedules only through the tenth (10<sup>th</sup>) class day of the class by contacting their college advisor at 218-262-6775 or Charlene.norlander@hibbing.edu.. Dropped classes do not appear on the students' transcript.

## Withdrawal Policy

Students may "withdraw" from a course up until the 80% mark of the semester, but a "W" is then recorded on their transcript. "W" grades have the potential to place a student on academic warning or suspension from HCC. They also have the potential to interfere with a student's financial aid eligibility in the future.

When considering "dropping" or "withdrawing" from a college course, students should always consult with their high school instructor and high school counselor first to review high school graduation requirements. Students

# Student Information

should also contact the HCC advisor to discuss how it affects their college transcript. The same is true if a student fails a college course, since this too affects students' graduation requirements.

Also, since the high school and college record grades independent of one another, the potential exists for a teacher to record a different grade on a student's high school transcript than on their college transcript.

## ACADEMIC INFORMATION

- Student Academic standing requirements:  
PSEO/CITS students must maintain a 2.0 GPA and a course completion rate of 67% to remain eligible to enroll in future courses.
- PSEO students taking courses on the HCC campus who have not maintained a 2.0 GPA and a 67% course completion rate will be required to return to their high schools.
- CITS students taking concurrent courses at their high school, who have not maintained a 2.0 GPA and a 67% course completion rate for two semesters, will not be eligible to enroll in a future concurrent course offering.

**The most important thing to remember is that it is best to talk to someone – your high school counselor and/or an HCC advisor – BEFORE you are in a situation that you need to withdraw from a course.**

## Summer courses

High school students are welcome to take HCC classes during the summer, but the student is responsible for paying all costs (tuition, fees, and books). The PSEO program funds only fall and spring courses.

## Course Syllabus

The first step toward success in any college class is to carefully read the course syllabus. In addition to assignments, a course syllabus will contain vital information on course expectations, key dates, class attendance, text book(s), other course resources, and grading criteria. Think of the syllabus as the course roadmap.

Keep your syllabus (along with all exams, papers, reports, etc.) after the course has ended. If you decide to go to a college other than HCC, having a syllabus available for the classes you take through PSEO/CITS may help you to secure credit recognition.

# Student Information

## Transfer

### ...to high school

Your coursework and grades from Hibbing Community College will appear on your high school transcript and count toward your high school graduation requirements. The transfer ratio from HCC to high school credits is determined by your high school. Your high school will accept your HCC credits, but they have to determine how these credits will apply to your high school requirements or electives. Confirm with your high school counselor that the courses will fulfill your high school graduation requirements. Once you have registered for classes, it is best to provide a copy of your class schedule to your high school counselor to double check that the courses and credits are on track for your high school graduation requirements.

### ...to another college

Transfer of credits is always a decision that rests entirely with the institution that you are transferring into. If your plan is to transfer and continue your education at a four-year college or university, we recommend that you follow the guidelines of our Associate of Arts (AA) Degree or MnTC. It is important to plan ahead for both your general education requirements and courses that could apply towards your chosen major; start discussing your plan with a high school counselor, HCC advisors, and the four-year college or university you plan to attend.

### Recommended Transfer Resources

[HCC Transfer Information](#)- Here you will find information about HCC transfer

[Minnesota Transfer Information](#)- This is an invaluable on-line tool to help Minnesota State students understand transfer.

[Transferology Website](#)- This website allows students to add or import their courses and instantly see how credits transfer to other institutions.

Students can obtain unofficial transcripts from their college advisor, and **official transcripts** (for a fee) at [www.getmytranscript.com](http://www.getmytranscript.com).

### Completing my degree at HCC

If you plan to pursue a Bachelor's Degree (four-year college degree) it may make sense to complete your entire AA degree at HCC. Some PSEO/CITS students are able to finish a two-year degree during their high school years, but the majority may have part of the degree completed when they graduate from high school. If this is your situation, we encourage you to stay with HCC to complete your AA!

### Family Education Rights and Privacy Act (FERPA):

Hibbing Community College will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party (including parent/guardian, dependent, or spouse/domestic partner), except as authorized by FERPA or other applicable laws. A student may grant consent by completing an Authorization to Release Student Information form, which is included in the PSEO/CITS Application Packet.

Rights can be found at: [US Dept of Education FERPA](#)

# Student Information

BOOKS	TUITION	SUPPLIES PAID BY STUDENTS
PSEO – Pick up at HCC Library	PSEO program covers eligible courses only (excludes Summer)	Differential course tuition in some courses
CITS – High School provides	CITS program covers	CITS program covers

## Textbooks/Supplies

PSEO Students - Unlike your high school, where your books are provided to you in each class, in college, you must obtain your books for each class from the HCC bookstore. The PSEO program covers the cost of text book(s) required for each class. The PSEO program does not cover consumable supplies that are required in your courses. "Consumable" means items that will be used up during the semester – such as the clay required for a pottery class.

- As a PSEO student, you personally need to go to the HCC campus bookstore with a picture ID to get your books. You cannot send someone else to pick up your books for you. You will receive information listing the dates and times you can pick up your books. Please remember to bring a photo ID.
- Keep your receipt for all of your books. You will need this if you drop a class or if you need to exchange a book.

Steps for returning books at the end of the semester: (PSEO Students Only)

- Textbooks for PSEO students books are the property of the State of Minnesota; therefore, the books are not yours to keep. You are required to return your books to the bookstore; if you fail to return your books you will receive a bill for those books. You will have a registration hold on your account, which prohibits you from registering for classes not only at HCC, but all Minnstate Schools.

CITS textbooks are provided by the high school.

## Student ID Cards *(PSEO Students Only)*

PSEO students are eligible to receive student ID cards. Information will be posted on campus for student ID cards.

## Outlook Student Email Accounts *(PSEO Students Only)*

To access your email, go to <https://hibbing.edu/> and look for Quick Links button at the top right of the page. In the drop down menu choose Email Login. As an HCC student, you have free access to the Microsoft Office 365.

Email is the official means of communication for our college, so it is important that you check your e-mail regularly for notices from HCC offices, communications from your instructors, as well as news and information about events and activities on campus.

# Student Information

## Desire to Learn (D2L Brightspace):

- HCC's online course management tool to access class materials, assignments, grades, etc.
- D2L provides a free on-line tutor called "Tutor.com". You can submit a question and receive a response from a professional tutor or you can sign-up for a live tutoring session; which is a live chat with a professional tutor
- To access D2L Brightspace: <https://hcc.learn.minnstate.edu/>
- Log in using your StarID and password

Note: Courses that are using the D2L system will appear on the first day of the semester through the last day of finals. D2L cannot be used to access your final grades – final grades are posted on the E-Services site (the same place you register for classes).

# Resources & Services

## SERVICES FOR STUDENT SUPPORT

**Academic and Career Counseling:** The advisors and counselors at Hibbing Community College are dedicated to seeing you succeed in all aspects of your life. We know you lead busy, often stressful lives, and we are here to help! Our counselors offer a confidential, yet welcoming, environment for all students to discuss both academic and personal concerns. The only exception to our confidentiality policy is situations involving danger or serious harm to you or others. We also offer the following services to our students:

1. **Academic Planning:** Assistance with adds, drops, withdrawals, registration, schedule changes, and transcripts.
2. **Career Planning:** Career assessments (such as the Campbell Interest and Skill Survey), career tools (such as Career One Stop and GPS LifePlan), and help with prospective college research.
3. **Conflict Resolution and Mediation:** Conducted with classmates, instructors, roommates, and/or teammates.
4. **Counseling Resources:** A wide array of diagrams, handouts, pamphlets, and up-to date information on a variety of topics.
5. **Crisis Assistance:** Basic needs assistance (such as clothing, food, housing, and medical) and the option to complete a crisis fund application.
6. **Food Closet:** Available to all students when necessary!
7. **Personal Counseling:** Brief, crisis counseling and support often followed by a therapy referral in the community.
8. **Referrals:** Addiction, clothing, food, housing, medical, therapy, etc. to agencies within our community and beyond.

If you wish to schedule an appointment, please call (218-262-7292) or stop by Student Services at Hibbing Community College.

**Academic Tutoring:** The Academic Center provides free tutoring to HCC students in most liberal arts courses. Peer Tutors, recommended by faculty and staff and trained in the Academic Center, are available to help students by appointment or on a walk-in basis. Study group support is also offered if requested and available. Online tutoring is also available through Tutor.com for many subject areas. See the Academic Center for more information and assistance. The Academic Center is located at HCC in Building M room M-162, 8:00-4:30, Monday through Friday or at 218-262-6745.

# Resources & Services

**Accessibility Services:** HCC is committed to providing access and does not discriminate against qualified students or employees with disabilities. Admissions decisions and access to programs are based on a policy of non-discrimination. (Section 35.107, Dept. of Justice regulations). As stated in section 504 of the Rehabilitation Act of 1973, "no otherwise qualified handicapped individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." To apply for services, follow these steps:

1. Fill out the Accessibility Services application. Applications may be obtained here: <https://hibbing.edu/campus-services/accessibility-services>
2. Provide updated documentation of disability that has been completed by a medical professional (EX: medical doctor, licensed mental health counselor or licensed physiologist) within **the last 3 years**.
3. Schedule an appointment with Jen Boben, Accessibility Services Coordinator to discuss needs and develop a reasonable accommodation plan.

Since every student's situation is unique, specific accommodations for their disability is discussed during a confidential intake meeting with the Accessibility Services Coordinator. We will obtain the student's written permission before entering into discussions with parents, advocates, transition coordinators, rehabilitation services counselors, or other professionals. Students often request these services:

- Testing accommodations
- Note-taking services
- Materials in alternative formats
- Assistive technology
- Specific seating

## **HCC Policy for Accessibility Services:**

1. Hibbing Community College shall not deny enrollment to persons with disabilities and complies with the Americans with Disabilities Act and the Minnesota law for students with disabilities which provides for reasonable accommodations for students.
2. No person with a disability shall be subjected to discrimination in recruitment, in any educational program, educational services, activities or placement.
3. The College is committed to reasonable accommodations for persons with disabilities in all educational programs, activities, and assists all admitted students to reach their educational goals.
4. Included in these services are advocacy, counseling, academic assistance, placement and referral services. All appropriate and necessary services shall be provided for enrolled or admitted qualified students with disabilities based on recent assessment and documentation.
5. This policy and information will be available to enrolled students and applicants for admission in the College catalog and schedule of offerings for each term.
6. The College buildings are handicapped accessible.

# Resources & Services

**HCC Library:**

As an HCC student, you also have access to our library services. The HCC library provides materials and information on a variety of topics from a number of different sources. These include other libraries, online resources, lists of library-owned periodicals, newspapers, library guides and tutorials. These resources may be viewed and accessed from the Library Resources pages.

For further information please see the student handbook: <https://hibbing.edu/pdfs/student-handbook.pdf>

**CONTACT US:**

If you have any questions, please contact Charlene Norlander – [Charlene.norlander@hibbing.edu](mailto:Charlene.norlander@hibbing.edu) or 218-262-6775

**Welcome to Hibbing Community College!**