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 must complete Part 2 to verify that you are enrolled in 10th, 11th, or 12th grade.**

4. Obtain a **high school transcript.** Your transcript will be used to determine your eligibility and for course placement.

5. Submit your completed application materials to:
   
   HCC Admission’s Office, 1515 East 25th Street Hibbing, MN  55746

   **Application Deadlines:**
   
   **Fall semester:** May 30th
   Please note: Registration begins in April for fall classes.
   
   **Spring semester:** December 1st
   Please note: Registration begins in November for spring classes.

6. Allow four weeks for processing, then receive notification of your acceptance.

7. Course placement will be determined by advising staff using high school transcripts. **Students must place at college-level to register for classes.**

8. Meet with your HCC advisor to register for PSEO 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. CITS students will register at the beginning of the school year.

Please direct any questions to the following:

Charlene Norlander
Advisor
Post-Secondary Enrollment Options (PSEO) & College in the Schools (CITS)
Charlene.norlander@hibbing.edu
218-262-6775

HIBBING COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER.
MEMBER OF MINNESOTA STATE SYSTEM
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  □ Yes, how long? Years _______  Months _______

Have you taken the Accuplacer test?  □ 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, Puerta 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.
PSEO/CITS Authorization for Release of Information
Hibbing Community College
Student Services Offices
1515 East 25th Street
Hibbing, MN 55746
1-800-224-4422 or 218-262-7200
Fax: 218-263-2992

Last Name (Please print): ________________________ First Name: ________________________ Student ID# or Star ID: ________________________

I hereby authorize Hibbing Community College to obtain, release, and/or exchange information with my parents or guardians AND my high school:

Name of Parent or Guardian ______________________________________________________________

Address City State Zip ________________________________________________________________

The specific records covered by this release are (select with checkmark):

☐ All
☐ Educational Information
☐ Health Information
☐ Disability Accommodations
☐ Other ________________________________________________________________

ACKNOWLEDGEMENT OF UNDERSTANDING:

• I understand that by signing this Informed Consent Form, I am authorizing Hibbing Community College to release to the persons named above and their representative information which would otherwise be private and not accessible to them.
• Upon fulfillment of the above stated purpose(s), this consent will automatically expire upon my high school graduation following the date of signature without my express revocation, unless otherwise specified.
• I understand that I may revoke this consent to release of information at any time by written notice, except when legal action prevents revocation (subpoena) However, any release made in good faith prior to receipt of revocation, shall be deemed valid.
• I understand that a photocopy of this authorization may be treated in the same manner as the original. However, HCC reserves the right to require an original consent.
• I understand that I may inspect or copy the information used or disclosed.

I understand that I am not legally obligated to provide this information and that I may revoke this consent at any time.

• I understand that the student records information listed above includes information which is classified as private on me under Minn. Stat. 13.32 and the Federal Family Education Rights and Privacy Act.

Student Signature ________________________ Date __________

An affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 218-262-7200 or 1-800-224-4422.

ld: 11/15
Postsecondary Enrollment Options (PSEO)
Program Notice of Student Registration
2021-22

Instructions: Complete an enrollment form for each instructional term and postsecondary institution the student attends. Once Sections 1 and 2 are completely filled out, the next step is to work with the enrolling postsecondary institution to complete Section 3. Note: Only postsecondary institutions submit 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

<table>
<thead>
<tr>
<th>Student Name (Last, First, M.I.)</th>
<th>Gender</th>
<th>Date of Birth (MM/DD/YYYY)</th>
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<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>ZIP Code</th>
<th>Phone Number</th>
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<thead>
<tr>
<th>Postsecondary Institution This Term</th>
<th>Parent/Guardian Name</th>
<th>Address (if different than above)</th>
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Public School Students: Minnesota Statutes, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil’s intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30.

Date I/we notified the public school of the intent to participate in PSEO for either semester of the 2021-22 school year.

My signature(s) below indicates that I/we are aware that if I/we have not notified the enrolling district by May 30, 2021, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

All Students: Minnesota Statutes, section 124D.09, subdivision 6, requires: students and parent/guardian sign a statement indicating they have received PSEO information (including transportation reimbursement for qualified students); are aware counseling services are available; understand PSEO course responsibilities. We have received the information required under Minnesota Statutes, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Student Email</th>
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<table>
<thead>
<tr>
<th>Parent/Guardian Signature (if student is under age 18)</th>
<th>Date</th>
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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

<table>
<thead>
<tr>
<th>Secondary/Nonpublic/Home School Name</th>
<th>Public</th>
<th>Nonpublic</th>
<th>Home School</th>
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<table>
<thead>
<tr>
<th>School Type (Select one)</th>
<th>Public School Student’s MARSS* Number</th>
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<table>
<thead>
<tr>
<th>Attending School District Name</th>
<th>Attending School District Number</th>
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Select student’s grade level during the 2021-22 school year. (Select only one): Grade 10 Grade 11 Grade 12

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 Page 3 for requirements) (Select one) Yes No

My signature below certifies the student identified in Section 1 meets the eligibility requirements outlined on Page 3 for participation in the PSEO program this term, and the information in Section 2 is accurate and applicable. The public school student has notified the enrolling public school district of intent to enroll by May 30, 2021, or the public school district has waived the deadline requirements.

<table>
<thead>
<tr>
<th>Secondary School Contact Name</th>
<th>Contact Signature</th>
<th>Email</th>
<th>Phone</th>
<th>Date</th>
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### 3. To be Completed by the Postsecondary Institution

<table>
<thead>
<tr>
<th>Name of Postsecondary Institution (PSI)</th>
<th>PSI Number</th>
<th>City of Postsecondary Institution</th>
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<tbody>
<tr>
<td>Pastsecondary Institution Contact Name</td>
<td>Email</td>
<td>Telephone</td>
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#### Courses Taken for Secondary Credit

<table>
<thead>
<tr>
<th>Course #1</th>
<th>Course Number</th>
<th>Course Credits</th>
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<thead>
<tr>
<th>Course #2</th>
<th>Course Number</th>
<th>Course Credits</th>
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<tr>
<th>Course #3</th>
<th>Course Number</th>
<th>Course Credits</th>
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<tr>
<th>Course #4</th>
<th>Course Number</th>
<th>Course Credits</th>
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<tr>
<th>Course #5</th>
<th>Course Number</th>
<th>Course Credits</th>
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<tr>
<th>Course #6</th>
<th>Course Number</th>
<th>Course Credits</th>
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Minnesota Statutes, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30, unless the public school district has waived the deadline as indicated in Section 2. A public school student who has not met this requirement is not eligible for PSEO funding.

Minnesota Statutes, section 124D.09, subdivision 5, requires the institution to send written notice to the student and the student's school or district. The notice must indicate the course and hours of enrollment of that pupil.

My signature indicates that the student identified in Section 1 is registered this term for the courses indicated above, all courses are nonsectarian in content and are not remedial or developmental. Tenth grade students during their first semester of PSEO participation may take only one Career or Technical Education (CTE) course. The student has indicated to me the courses are to be taken for secondary credit and fulfill the student's high school graduation requirements.

| Signature – Postsecondary Institution Contact | Title | Date |

*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/Home School Student, Alternative Pupil Eligibility – 10th, 11th or 12th Grade Pupil, Minnesota Statutes, section 124D.09, subdivision 4.

Alternative pupil means a 10th (Career or Technical Education (CTE) only), 11th, or 12th grade student who is not enrolled in a public school district and includes students attending nonpublic schools and students who are home schooled. An alternative pupil must register with the commissioner of education before participating in the PSEO program.

A 10th grade student qualifies as an alternative pupil if the student: (1) is enrolled in a career or technical education course offered by an eligible institution; and (2) received a passing score on the 8th grade Minnesota Comprehensive Assessment, or another reading assessment accepted by the enrolling postsecondary institution. A career or technical education course must meet the requirements under subdivision 5a. If an alternative pupil in 10th grade receives a grade of “C” or better in the career or technical education course taken under this subdivision, the postsecondary institution must allow the student to take additional postsecondary courses for credit at that institution, not to exceed the limits in subdivision 8.

Public School Student 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.