

Hibbing Community College – PSEO/CITS Application Checklist

Please follow the directions carefully - Incomplete applications are not accepted!

1. Complete the **HCC Online Application** – go to www.hibbing.edu and click on “Apply Now” follow these steps to complete & submit the online application:

- **Create a StarID and Password** (save this information as you will need it!)
- **Enter in ALL of your information including your Social Security #** (there are 3 pages that ask for information on classes you are taking in high school; you can skip these pages by clicking the “Next” button.)
- Students looking to take **CITS classes** please **indicate** that you **will be a PSEO student** on the application.
- **Submit your application**
- **The application fee will be waived**
- **Check your email!** (a link will be sent where you can access all the required forms below)

2. Complete the Department of Education **Notice of Student Registration form**, 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. This form is REQUIRED each semester.** (use ink, not pencil) Your counselor should do a credit check (Complete the **High School/Home School Verification Form**) and go over courses you need to complete in order to graduate from high school on time/with your peers.

**The school district in which you intend to graduate is responsible for ensuring the courses you take at HCC meet the MDE graduation standards and that you are on track to graduate on time/ with your peers.*

3. Send the above two forms and your high school transcript (including class rank and/or unweighted GPA)

HCC Admission’s Office, 1515 East 25th Street Hibbing, MN 55746

Application Deadlines:

Fall semester: May 31th

Please note: Registration begins in May for fall classes.

Spring semester: December 1st

Please note: Registration begins in November for spring classes.

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

5. Schedule a PSEO registration appointment after May 1, 2022 – by emailing Charlene.norlander@hibbing.edu

Please direct any questions to:

Charlene Norlander

Advisor

Post-Secondary Enrollment Options (PSEO) & College in the Schools (CITS)

Email: charlene.norlander@hibbing.edu

Phone: 218-262-6775