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

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