
UNIVERSITY OF MINNESOTA DULUTH

PostSecondary Enrollment Options Handbook

www.d.umn.edu/goto/pseo



CONTINUING
EDUCATION

University of Minnesota Duluth – Continuing Education
PostSecondary Education Option (PSEO)
1049 University Drive, 104 Darland Administration Building
Duluth, MN 55811 – 3011
218/726-8149 ■ Fax: 218-726- 6925 ■ sgonia1@d.umn.edu

Dear Prospective PSEO Students:

Thank you for your interest in the Post-Secondary Enrollment Option (PSEO) Program at the University of Minnesota Duluth. The application form and pertinent information are included in this packet. These forms may also be downloaded and printed from our website at www.d.umn.edu/goto/pseo.

Students may enter the program during either of our two academic semesters. **The deadline for fall semester June 1; the deadline for spring semester is December 1.**
Please note faxed applications will not be accepted.

If you have any questions regarding the program you may contact the following individuals:

PSEO Program Associate
Suzan Gonia
104 Darland Administration Building
(218) 726-8149
sgonia1@d.umn.edu

Director of Continuing Education
Programs
Lynn Burbank, MAOL
251 Darland Administration Building
(218) 726-8833
lburbank@d.umn.edu

Visit our web site at www.d.umn.edu/goto/pseo if you have questions about our PSEO program or the application process.

Sincerely,

Suzan Gonia
PSEO/Certificate Program Associate
218-726-8149
sgonia1@d.umn.edu

THE PSEO PROGRAM

Each year, many advanced high school students take on the challenge of enrolling in classes at the University of Minnesota Duluth. By taking college course work and interacting with professors and students, high school students not only learn what is expected in university courses, they also get a head start in college. College credit taken while in high school often doubles the students' educational progress, since credits may be counted toward both high school and college graduation.

The Postsecondary Enrollment Options Act (PSEOA) allows eligible juniors and seniors in Minnesota public, non-public, and home schools to register for postsecondary course work with tuition, books, and some fees paid by the Minnesota Department of Education.

The PSEO Program, a division of UMD Continuing Education, was developed to aid high school students in their transition to University life. We assist students in selecting proper courses and make referrals to other UMD departments and services when appropriate.

We regularly accept students who are in the **top 20 percent** of their class and have a **GPA of 3.5 and above**. Applications are evaluated based upon a number of criteria, including high school GPA, class rank (when available), college aptitude test scores (when available), the quality and creativity of the applicant's writing, and other factors that display a student's maturity and academic preparedness for college coursework. We encourage all motivated students to apply, but students should explore alternative colleges or universities if not accepted to UMD. Students may attend UMD part-time and continue with courses at their high school, or they may attend UMD full-time. Four semester credits at UMD shall equate to one year of a high school course. Full-time students may take from 12-15 credits in their first semester of registration; with exemplary performance in the program, this may increase to 16 or 17 credits for returning seniors only.

Participation in the PSEO program is only approved for the upcoming academic year. Students wishing to continue in the program will be assessed on their high school GPA and level of accomplishment in their UMD courses. Participation beyond one year is neither guaranteed nor should it be assumed.

Students may begin the PSEO program during either of our two academic semesters. The **application deadline for fall semester is June 1**. Fall classes begin in September, the day after labor day. **The application deadline for spring semester is December 1**. Classes begin in January, the day after Martin Luther King, Jr. Day.
Please note faxed applications will not be accepted.

HOW CAN THE PSEO PROGRAM ASSIST YOU?

Students: We assist students in receiving a proper start at the University by recommending courses most appropriate for their particular needs, aspirations, and to complete their high school graduation requirements. We can assist with a variety of concerns, ranging from improving study skills to exploring college majors and potential career goals.

High School Counselors: Most of the PSEO students register for college courses that fulfill curricular requirements of the University while satisfying any remaining high school graduation requirements. During the planning process, we encourage close communication between students and their high school counselors. Frequently, counselors consult with us regarding regulations of the PSEO program and how it operates at the University. In addition, the PSEO staff is available to talk with high school counselors regarding concerns or unusual situations.

Parents: We invite parents to attend advising and orientation sessions or possibly an occasional class with their high school student. By taking college credits while in high school, their sons or daughters receive the extra challenges they have been seeking while getting a head start on a college education.

HOW CAN STUDENTS EARN CREDITS?

Students who are willing to reduce their high school course load can earn University credits while still in high school:

During the school day: Day-school classes are taught during the morning and afternoon. Students attend these classes during the part of the day they choose not to attend their high school classes.

At night: Evening courses ordinarily begin at 6:00 p.m. and meet once or twice weekly. They are equivalent to regular day-school courses, but they meet at night and are taught in longer time blocks.

During the summer: Currently, summer session courses are not covered under the Postsecondary Enrollment Options Act. Students are welcome, however, to take these courses at their own expense.

GENERAL PROCEDURES FOR STUDENTS APPLYING FOR THE FIRST TIME

Schedule an appointment with your high school counselor to discuss the suitability of participation in this program. Bring the *Notice of Student Registration* from the Minnesota Department of Education and the *UMD PSEO Program Application* forms to this meeting, or request the forms from your counselor. The high school counselor must complete the appropriate sections on both forms, and the balance sheet or a similar form. UMD's PSEO application is at:

<http://www.d.umn.edu/goto/pseo>

Complete part one of the *Notice of Student Registration* form and page one of the *UMD PSEO Program Application* form, including signatures by a parent/guardian and the student on both forms. Your high school counselor will complete section 2 on the *Notice of Student Registration* form and page two and the *UMD PSEO Program Application* form.

The completed application must contain: UMD PSEO application, Dept of Education Notice of Student Registration form, official high school transcript and University/College transcript if applicable, balance sheet, and writing sample (see UMD application form for specific topics)

All forms must be submitted or postmarked on or before the application deadline for your application to be considered complete and on-time. If any part is received or completed after the postmark deadline, your application will be considered late, and will not be considered. Mail your completed application materials to the following address: **

**PSEO Program
University of Minnesota Duluth
Continuing Education
104 Darland Administration Building
1049 University Drive
Duluth, Minnesota 55812-3011**

****PLEASE NOTE: FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

To expedite your application, please **do not** send it to the Admissions Office.

The PSEO program requires students to submit transcripts of any course work completed at other institutions as well.

The PSEO staff reviews applications; and while we may consult with high school counselors, **the decision to admit is made solely by the postsecondary institution.** Students will be notified by mail whether they have been accepted or not. Information regarding orientation and registration is sent to those accepted.

ADDITIONAL INFORMATION:

Orientation: The PSEO program holds mandatory orientation sessions each semester for newly admitted students. The agenda includes an introduction to UMD and the PSEO program, a campus tour, and offers an opportunity to raise questions and concerns about PSEO and its implications. **Students complete class registration forms at this time.** Accepted returning students have a separate registration process.

Meetings: Mandatory meetings for all PSEO students will be held throughout the academic year. The dates, times, and locations will be announced well in advance of each meeting. **Failure to attend meetings could jeopardize your registration placement.**

Subsequent Registrations: Each term, returning students need to submit a new *Notice of Student Registration* form and an official, complete, up-to-date high school transcript by the deadline dates. Fall Semester deadline is June 1; Spring Semester deadline is December 1.

Registration: Classes may be added for the first two days without a permission number and through the end of the second week of each semester with a permission number. Because class sizes are limited, students are encouraged to complete the registration process as soon as possible to ensure the best selection of course offerings. **All registrations are processed through the PSEO Counselor and given to the CE Registration Staff.**

Course Limitations: PSEO students **may not** take music lessons, studio art classes, some physical education courses, online classes, individualized/independent study courses, directed study, and other courses with high or hidden course fees. A math placement test is required to register for a beginning math course. In addition, high school students **may not** participate in study abroad programs. Full-time students in their first semester of registration may take from 12-15 credits

Course Cancellations: A course will not appear on the transcript if cancelled prior to the second week of the semester. A cancellation completed before the end of the eighth week of the term results in a "W" on the transcript. This symbol means "official cancellation without grade." Students must petition to drop a course after the eighth week of the term. All course cancellations must be processed through the PSEO counselor.

Academic Progress: Continuation in the PSEO program is dependent on the student's scholastic

standing at UMD and includes coursework being taken at the high school. Poor academic performance may result in probationary status and eventual suspension. Students placed on probation will be required to reduce the number of attempted credits in the subsequent semester. Students who fail a course or do poorly in all their courses will be dismissed from the program for the following semester. The PSEO counselor will check the mid term alert report, but it also is the student's responsibility to schedule an appointment with the PSEO counselor when encountering difficulties in a course or when considering dropping a course.

Student ID Cards: Student identification cards (U-Cards) will be obtained at the PSEO Orientation/Registration meeting, if a student does not already have a card. The U-Card office is located at 127 Kirby Plaza. The card is considered valid identification for many University services and functions. The first card is free and there is a \$15 replacement fee for another card.

Grades: Grades are posted approximately two weeks after the end of each semester. An unofficial transcript will be sent to the student and the high school counselor shortly thereafter. An incomplete in a course is unacceptable. Students may access their own grades off the WEB at: <http://www.d.umn.edu/students/>.

Transfer of Credits after High School: The University of Minnesota requires students to submit transcripts of any previous college course work. All UMD credits earned prior to high school graduation establishes a permanent University record. In addition, if a student applies to a postsecondary institution outside the University of Minnesota, the student is responsible for transferring all college credits to that institution.

Textbooks: One week prior to the beginning of each semester students can pick up textbooks at UMD Stores, lower level. A listing of registered PSEO students and their classes is at the Department Charge counter at the front of the store. **Students MUST return their books to the PSEO office by the last day of final exam week at UMD. If students do not return their textbooks, a hold will be placed on their records. Students and their high schools will not receive transcripts until the holds are removed.**

Parking: Parking permits may be purchased by PSEO students on a first come first served basis prior to fall semester. There are a few permits available in the spring. See parking lot map: <http://www.d.umn.edu/parking/lots.html>. Meters are also available on campus and free bus rides are offered by the DTA with a U-card identification.

Housing: Due to increased enrollments at UMD and the need to provide housing to admitted UMD students, campus housing will not be available to PSEO students. Information about available off-campus housing can be obtained at: <http://www.d.umn.edu/kirby/housing/>
Note that it is the student's responsibility to arrange housing.

Health Service: Students may elect to pay a fee to use the UMD Health Services facility. In order to do so, a parent's permission is required on a release form: <http://www.d.umn.edu/hlthserv/>

Recreational Sports Passes: Since PSEO students do not pay the student service fees, you will

need to purchase a Recreational Sports pass if you want to use those facilities. For more information on facilities and programs: <http://www.umdrsop/org/> . PSEO students cannot participate in intramurals.

Disability Services: Contact Disability Services and Resources: <http://www.d.umn.edu/access/> The Continuing Education Student Support Services staff hope to make your experience with UMD a gratifying one. If you have any questions, please feel free to contact us. Hours: 8:00 a.m. to 4:00 p.m., Monday through Friday, with later appointments available upon request.

PSEO CALENDAR FOR THE 2008-2009 ACADEMIC YEAR

June 1 **Application deadline for the PSEO program for fall semester 2008. No exceptions. Please note faxed applications will not be accepted.**

Week of August 4 PSEO orientation/registration sessions. Attendance at one of these sessions is **mandatory** for both new and returning students who are accepted into the PSEO program for fall semester 2008. Students will be notified mid July which session to attend.

FALL SEMESTER 2008

August 25 Students may pick up their textbooks at the UMD Bookstore on or after this date.

September 1 Official holiday

September 2 Fall semester classes begin.

September 15 End of the second week - last day to change grading option or cancel a course and not have it recorded on the student's transcript. No fall semester registrations are accepted after this date. Last day to add classes.

October 27 End of the eighth week - cancellation of courses after this date is not permitted.

November Students should contact their high school guidance counselor, and submit the *Notice of Student Registration* form to the PSEO office by the deadline of December 1.

November 27-28 Thanksgiving Holiday

December 1 **Application deadline for the PSEO program for spring semester 2009. No exceptions. Completed state forms are due for returning**

students.

December 8	Registration for returning PSEO students.
December 12	Last day of classes for Fall Semester 2008.
December 15-19	Final exams. Students must turn in their textbooks by the end of finals on December 19 in the PSEO office – 104 Darland.
December 19- January 20	Semester break

SPRING SEMESTER 2009

January 6	Registration/orientation meeting for new PSEO students
January 12	Students may pick up their textbooks at the UMD Bookstore on or after this date. No exceptions.
January 19	Holiday
January 20	Spring semester 2009 classes begin.
February 2	End of the second week - last day to change grading option or cancel a course and not have it recorded on the student's transcript. No spring semester registrations are accepted after this date. Last day to add classes.
March 13	Last day of classes before spring break
March 16-20	Spring break
March 23	Classes resume. End of the eighth week - cancellation of courses after this day is not permitted
May 8	Last day of classes for spring semester
May 11-15	Final exams. Students must turn in their textbooks by the end of finals on May 16 in the PSEO office – 104 Darland.
May 25	Holiday – Campus Closed
June 1	Application deadline for the PSEO program for fall semester 2009. No exceptions. Please note faxed applications will not be accepted.

Mid July	Orientation/Registration packets sent to accepted PSEO students for fall semester.
Mid August	Orientation/Registration sessions for returning and new students.

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