



North Hennepin
Community College

Post-Secondary Enrollment Options (PSEO) APPLICATION INSTRUCTIONS General College Eligibility

Qualified Applicants

Only High School Juniors and Seniors are eligible for admission consideration through this PSEO admission process. Students admitted through this program will qualify for enrollment in both general education courses and career and technical courses.

Application Deadlines

Deadlines will be adjusted to the next business day if the date below falls on a weekend. Any applications or supplemental documents received after the deadline will not be considered.

Fall Semester	Spring Semester
Priority Deadline - April 15 th Final Deadline – July 1 st	Priority Deadline – November 1 st Final Deadline – December 1 st

PSEO Requirements to Qualify for Accuplacer Test Eligibility

<p>High School Juniors: Rank in the top one-third (66%) of their graduating class</p> <p>OR Place into the top 1/3 on a nationally standardized test</p>	<p>High School Seniors: Rank in the top one-half (50%) of their graduating class</p> <p>OR Place into the top 1/2 on a nationally standardized test</p>
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STEP 1: Complete and submit ALL application documents together

Before submitting your application, make sure you have included all of the required documents listed below. *Incomplete applications will result in a delay of processing for determination of PSEO eligibility and next steps.*

PSEO Application Checklist:

- NHCC PSEO Application** (PSEO students do not pay an application fee)
- MN Department of Education [Notice of Student Registration \(MN State form\)](#)** with signatures from student, parent/guardian and high school official.
- Official High School Transcripts** (in a sealed envelope from the school). Transcripts must include the most recent semester grades.
- Official standardized test scores** are also required if you attend homeschool, charter or alternative schools, *and if no class rank is indicated on your official transcript*. Examples of accepted tests include, but are not limited to ACT, SAT and PLAN. Test results must be no more than 12 months old at the time of submission. Test results indicated on an official high school transcript are acceptable only if national rank is included.

STEP 2: Schedule Accuplacer Testing after you receive a notification letter in the mail indicating that you are eligible to test.

Schedule your testing appointment well in advance. **Testing must be completed prior to the PSEO application deadline.** Students are responsible for submitting NHCC test results (or approved test waiver) to Admissions.

- Take the Accuplacer Test** to determine if admission into the PSEO program will be granted. *Admission will be granted only to students testing at college level on the reading portion of the test.* Test waivers will be considered upon request to the NHCC Testing Center. See www.nhcc.edu/testing for additional information.



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Date _____ Social Security Number _____ (optional)

Providing your Social Security number is voluntary. If you choose not to provide the number, your application will still be processed. Providing your Social Security number is required if you are seeking financial aid, veteran's benefits or if you plan to deduct your educational expenses from your federal taxes. Your Social Security number is also used as your initial personal identification number (PIN) for various computer resources such as class registration. Failure to provide your Social Security number may prevent you from having access to these resources. The number is also requested for purposes of administration, program evaluation, and consumer and alumni data.

PERSONAL DATA (Please print)

First Name _____ Last Name _____ Middle Name _____

Address _____ City _____ State _____ Zip _____

Email Address _____ Home Phone _____ Cell Phone _____

Date of Birth (month/day/4-digit year) _____

Are you a resident of MN? Yes No If yes, how long? ____ years ____ months

If no, state of residence _____ (If you are not a resident of MN, you are unable to participate in the PSEO program)

Are you a US Citizen? Yes No

If no, do you have a status as: ____ Resident Alien ____ Refugee/asylee ____ Temporary protected status ____ Other: _____

ADMISSIONS DATA

What term do you intend to begin taking courses: Fall Spring Year _____

Major: Liberal Arts / General Studies Other (Be Specific): _____

Do you plan to attend: Full time Part time

What is your current educational intent?

____ Complete courses, no degree Earn occupational certificate/diploma Earn Associates degree

____ Earn Associates degree and transfer Complete courses and transfer without degree

Have you attended this college before: Yes No If yes, last date of attendance: _____

EDUCATIONAL DATA

High School (current) _____ City _____ State _____

Graduation month /year _____ Have you attended any college or university previously? Yes No

List all colleges/universities previously attended below. Have these official transcripts sent to NHCC.

NAME OF INSTITUTION	LAST DATE OF ATTENDANCE

Application Continued on Back Page

CONFIDENTIAL INFORMATION

The following will help Minnesota State Colleges and Universities evaluate student recruitment and retention policies; it will not be used as a basis for admission. Providing this information is voluntary.

Gender: Female Male

Are you Hispanic or Latino? Yes No

(A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American or other Spanish culture, regardless of race)

Race and ethnic background - Please select all 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 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 ordinal peoples of Europe, the Middle East or North Africa)

___ Two or More Races

Supplemental Documents

By initialing each item below, I verify that all required materials listed below have been are being submitted along with my application.

____ MN Department of Education [Notice of Student Registration](#) with signatures from student, parent/guardian and high school official.

(Initials)

____ **Official High School Transcripts** (in a sealed envelope from the school). Transcripts must include the most recent semester grades.

(Initials)

____ **Official standardized test scores** are also required if you attend homeschool, charter or alternative schools, *and if no class rank is indicated on your official transcript*. Examples of accepted tests include, but are not limited to ACT, SAT and PLAN. Test results must be no more than 12 months old at the time of submission. Test results indicated on an official high school transcript are acceptable only if national rank is included.

(Initials)

____ **NHCC PSEO Agreement of Understanding** found at www.nhcc.edu/pseo has been thoroughly reviewed (does not need to be submitted to NHCC).

(Initials)

Signature

In signing this application, I certify that the information I have provided on this application form and in all other admission application materials is complete, accurate and true to the best of my knowledge. I also certify that I have thoroughly reviewed and agree to all of the terms listed on the PSEO Agreement of Understanding.

Applicant's Signature: _____ **Date:** _____

Access to Student Records

Required The 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, except as authorized by the MGDPA and FERPA or other applicable law. A copy of the Release of Private Educational Data form is available in Student Services offices, academic areas, and the college Information Drive. A written consent is valid if it: 1) specifies the records that may be disclosed; 2) states the purpose of the disclosure; 3) identifies the person(s) to whom the disclosure may be made; and 4) is signed and dated by the student. If the release is for disclosure to an insurer or its representative, the release must also include an expiration date no later than one year from the original authorization, or two years for a life insurance application. If the student requests, the school shall provide him or her with a copy of the records released pursuant to the informed consent.

NHCC is a member of the Minnesota State Colleges and Universities System and an Equal Opportunity Educator and Employer.
For disability accommodations call 763-493-0555. Minnesota Relay users may call 1-800-627-3529.



POSTSECONDARY ENROLLMENT OPTIONS PROGRAM
NOTICE OF STUDENT REGISTRATION

ED-01763-15

NOTE: Complete a separate form for each instructional term, AND for each postsecondary institution attending. Please print and use black ink. ALL BOXES MUST BE COMPLETED. This form must be mailed to the Post-Secondary Institution you choose to attend. Students should not mail this application to MDE.

School Year: 2015-16

College Student ID Number: _____

1. TO BE COMPLETED BY THE STUDENT

Student Name (Last, First, M.I.): _____ Circle one M F Date of Birth (MM/DD/YYYY): _____

Address: _____ City: _____ Zip Code: _____

Student Email: _____ Telephone Number: _____

Parent/Guardian Name: _____ Address (if different than above): _____

Postsecondary institution you plan to attend this term: North Hennepin Community College

Minnesota Statutes, section 124D.09, requires that students and parent/guardians sign a statement indicating they have received information about the program, are aware that counseling services are available and understand the responsibilities regarding enrollment in postsecondary courses. We have received the information required under Minnesota Statutes, section 124D.09, and are aware the above student is enrolling in postsecondary courses.

Signature - Parent/Guardian (if student is under 18) _____ Signature - Student _____ Date _____

Directions: Upon completion of Section 1, please pass this form to the pupil's secondary school for completion of Section 2.

2. TO BE COMPLETED BY THE SECONDARY/NON-PUBLIC/HOME SCHOOL

Name of Secondary/Non-Public/Home School Attending: _____ School Classification (Circle one only): Public Non-public Home

13 Digit MARSS Student Number (public student only): _____

Name of School District of Attendance: _____ Attendance District Number and Type: _____

Resident District: _____ Resident District Number and Type: _____

Is the above student eligible for program application? (see page 3 for requirements)(Circle one) YES NO IF NOT ELIGIBLE, RETURN FORM TO STUDENT, DO NOT CONTINUE PROCESSING.

During period of attendance at postsecondary institution student's secondary grade level will be: (Circle Grade)

Grade 10 *Public Students Only Grade 11 Grade 12

NOTE: HIGH SCHOOL GRADUATES AND 21 YEAR-OLDS ARE NOT ELIGIBLE

Student may not enroll in PSEO in addition to a full high school course load. Does the student have at least one free class period during the school day? (Circle One) YES NO

SECONDARY/NON-PUBLIC/HOME SCHOOL VERIFICATION

I certify that the student identified in section 1 meets the eligibility requirements outlined in Minnesota Statutes, section 124D.09, to apply for participation in the Postsecondary Enrollment Options (PSEO) program this term, and that the information in section 2 is accurate and applicable to the student..

Signature - Secondary School Contact Person _____ Title _____ Date _____

Secondary School Contact Name Typed or Printed _____ Telephone Number _____ Email Address _____

Directions: Upon completion of Section 2, please pass this form to the postsecondary institution for completion of Section 3.

Student Name (Last, First, M.I.):	Date of Birth (MM/DD/YYYY):
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3. TO BE COMPLETED BY THE POSTSECONDARY INSTITUTION

Name of Postsecondary Institution: North Hennepin Community College	City of Postsecondary Institution: Brooklyn Park
College Student ID Number: _____	Term of Planned Attendance (Circle one only): Qtr 1 Qtr 2 Qtr 3 Sem 1 Sem2
Postsecondary Institution Contact Person: Melissa Leimbek	Title: Director of Records & Registration
Telephone Number: 763-424-0719	E-Mail Address: registration@nhcc.edu

COURSES TAKEN FOR SECONDARY CREDIT OR DEVELOPMENTAL EDUCATION	COURSE NUMBER	COURSE CREDITS
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
6. _____	6. _____	6. _____

POSTSECONDARY REGISTRATION VERIFICATION

I certify the student identified in section 1 is registered this term for the courses indicated, all courses are non-sectarian in content, are not remedial or developmental, and that the student has indicated to me the courses are to be taken for secondary credit.

Signature – Postsecondary Institution Contact Person	Title	Date
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Direction: Within 10 days following completion of section 3, the postsecondary institution must mail a LEGIBLE copy of this form to the following address: Minnesota Department of Education, Division of School Finance, 1500 Highway 36 West, Roseville, MN, 55113. Additionally, copies of the completed form must be sent to the student indicated in section 1 and the secondary school of attendance indicated in section 2.

POSTSECONDARY ENROLLMENT OPTIONS PROGRAM

STUDENT ELIGIBILITY - Refer to Minnesota Statutes, section 124D.68, and section 124D.09

Any pupil 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, classified as an 11th or 12th grader and accepted by a postsecondary institution, may enroll either full- or part-time in nonsectarian courses at an eligible postsecondary institution. Eligible 10th grade students may enroll in a Career and Technical Education (CTE) course offered by a Minnesota state college or university. Please review requirements below.

A. A student must be enrolled in school in the 11th or 12th grade;

OR

A student who is in the 10th grade may apply to an eligible postsecondary institution for the purpose of enrolling in a Career and Technical Education (CTE) course. The 10th grade student must have taken the 8th grade MCA reading test in the 8th grade and have met the composite proficiency level of meets or exceeds.

B. Limit on Participation:

- 1) A pupil who first enrolls in grade 9 may not enroll in postsecondary courses for more than the equivalent of four academic years.
- 2) A pupil who first enrolls in grade 10 may not enroll in postsecondary courses for more than the equivalent of two academic years.
- 3) A pupil who first enrolls in grade 11 may not enroll in postsecondary courses for more than the equivalent of two academic years, except for state approved Learning Year Programs pursuant to Minnesota Statutes, section 124D.128, summer sessions are not included.
- 4) A pupil who first enrolls in grade 12 may not enroll in postsecondary courses for more than the equivalent of one academic year.
- 5) If a pupil in grade 9, 10, 11, or 12 first enrolls in a postsecondary course for secondary credit during the school year, the time of participation shall be reduced proportionately.

C. For purposes of determining PSEO eligibility:

- 1) An academic year is equivalent to a school year. A school year is defined as July 1 through June 30.
- 2) 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.
- 3) A pupil who has graduated from high school cannot participate in a PSEO program.
- 4) A pupil who has completed course requirements for graduation but who has not received a diploma may participate in the program.

D. If a student first enters the program **during** the academic year, the time of participation is reduced proportionally.

E. If a student withdrew from high school for medical or other unavoidable reasons, prior to the beginning of the postsecondary institution's 2nd semester, and generated no general education revenue through the remainder of the school year after withdrawal, the student would be eligible to extend eligibility by one semester.

F. An institution shall **not** enroll secondary pupils, for postsecondary enrollment options purposes, in sectarian, remedial, developmental, or other courses that are **not** college level unless the student is an alternative education student participating in an approved full-time early/middle college program designed to earn a certificate or degree.

G. In 2003, the PSEO law was amended so that the books are now returned to the college not the high school. Minnesota Statute, section 124D.09, Subdivision 20 (2002), is amended to read: "*Subdivision 20, **TEXTBOOKS; MATERIALS.** All textbooks and equipment provided to a pupil, and paid for under subdivision 13, are the property of the pupil's **postsecondary institution.** Each pupil is required to return all textbooks and equipment to the **postsecondary institution** after the course has ended.*"

For more detailed information on the program and its requirements, please view the [Postsecondary Enrollment Options School Finance](#) page MDE > School Support > School Finance > Postsecondary Enrollment Options on the Minnesota Department of Education's website.