

Inver Hills  
Community College

# PSEO Application Form



**PSEO**  
POST-SECONDARY  
ENROLLMENT OPTIONS

Inver Hills Community College  
PSEO Admissions  
2500 East 80th Street  
Inver Grove Heights, MN 55076

[www.inverhills.edu/PSEO](http://www.inverhills.edu/PSEO)  
Email: [enrollment@inverhills.edu](mailto:enrollment@inverhills.edu)  
Phone: (651) 450-3661  
Fax: (651) 450-3677

# PSEO Admission and Application

The Post-Secondary Enrollment Options (PSEO) program allows high school 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students to earn credits that can meet high school graduation requirements and earn transferable college credits. Dual credit courses offer high school students the opportunity to enroll in rigorous courses that further prepare them for postsecondary education. Inver Hills allows PSEO students to take courses that are held on our campus or online either full-time or part-time. This offers students a wide variety of class offerings as well as the opportunity to pursue more challenging coursework than may be available at the high school. The PSEO program covers the cost of tuition, fees, and required textbooks and materials for college level courses taken for high school credit. Students that continue their education beyond high school can transfer their PSEO coursework as college credits, saving both time and money to complete a college degree.

## **Guidelines for PSEO Admission to take General Education AND Career and Technical Education Courses:**

### **12<sup>th</sup> Grade Students**

- Rank in the upper one-half of their class OR a score at or above the 50<sup>th</sup> percentile on a nationally standardized, norm-referenced test
- Have a cumulative GPA of 2.5 or higher
- Evidence of college readiness by placement into college level English and/or math as indicated by the Accuplacer assessment test OR with qualifying scores for the individual subjects on the ACT

### **11<sup>th</sup> Grade Students**

- Rank in the upper one-third of their class OR a score at or above the 70<sup>th</sup> percentile on a nationally standardized, norm-referenced test
- Have a cumulative GPA of 3.0 or higher
- Evidence of college readiness by placement into college level English and/or math as indicated by the Accuplacer assessment test OR with qualifying scores for the individual subjects on the ACT

## **Guidelines for PSEO Admission to take ONLY Career and Technical Education Courses:**

A student who is in 10<sup>th</sup> grade may enroll in one career or technical education course during their first semester. If the student receives a grade of C or better in the course, the student shall be allowed to take additional career or technical education courses in subsequent terms.

### **10<sup>th</sup> Grade Students**

- Must attend a Minnesota public high school
- Must have taken the 8<sup>th</sup> grade MCA reading test in the 8<sup>th</sup> grade, and met the proficiency level that meets or exceeds the standards. Please provide this with your application.

**All students must meet the course prerequisite requirements established by the college.**

## **Application and Registration**

**Application Deadlines:**

**Fall Semester–July 1<sup>st</sup>**

**Spring Semester–December 1<sup>st</sup>**

**All PSEO applicants must submit their completed application forms AND complete the Accuplacer assessment (or submit an ACT Report with qualifying scores) by the application deadline to be considered for admission.**

1. Complete the PSEO Application Form.
2. Submit your official high school transcript with cumulative GPA and class rank.
3. Complete Sections 1 and 2 of the Minnesota Dept. of Education Notice of Student Registration Form.
4. Complete the PSEO Book Contract form.
5. Come to our campus and take the Accuplacer assessment test for reading/English and math placement.
6. Receive an admission decision by mail after all application materials have been received and reviewed.
7. Attend the required PSEO Orientation to meet with an Academic Advisor and register for your classes.

Application materials may be submitted in person, by mail, by email, or by fax:

Inver Hills Community College

PSEO Admissions

2500 East 80th Street

Inver Grove Heights, MN 55076

Email: [enrollment@inverhills.edu](mailto:enrollment@inverhills.edu)

Fax: (651) 450-3677

Questions? Call (651) 450-3661

## **PSEO Orientation Information**

Our PSEO Orientations are held after the application deadline each semester. All new PSEO students are required to attend an orientation that is specifically for PSEO students before they will be allowed to register for classes, and parents are invited to attend with their son or daughter. You will receive instructions to register for your PSEO orientation along with your acceptance letter. When you come to your orientation, you will learn about important college policies, become acquainted with our campus and available services for students, meet with an Academic Advisor, develop your class schedule, set up your online accounts, and register for your classes.

# PSEO Application Form

## Inver Hills Community College



### Admission Information

Indicate the term and year that you plan to begin:

Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_ Year \_\_\_\_\_

FOR OFFICE USE

ID# \_\_\_\_\_

### Personal Data (please print)

Full Name \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ How long have you lived in Minnesota? \_\_\_\_\_ years \_\_\_\_\_ months

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Birthdate \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Social Security numbers are used for student identification on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation, and consumer and alumni data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.

### Educational Information

Name of Current High school \_\_\_\_\_

Anticipated High School Graduation month/year \_\_\_\_\_

Have you attended college previously? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list all colleges or universities below. Have these colleges send official transcripts to Inver Hills.

Name of college

City and State

\_\_\_\_\_  
\_\_\_\_\_

### Emergency Notification Contact Information

Name \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Phone number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Alternate number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

### Citizenship Information

Are you a U.S. citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, type of visa \_\_\_\_\_

Permanent Resident (if applicable) \_\_\_\_\_ Refugee \_\_\_\_\_ Resident Alien \_\_\_\_\_ Other \_\_\_\_\_

### Use of data

Note: The college is asking you to provide information, which includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your application. You are not legally required to provide the information the college is requesting; however the college 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 of private information, access to this information will be limited to school officials, including faculty 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, if you are first notified of the release;
- to federal, state or local officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- if the information is sought with a subpoena, court order, or otherwise permitted by other federal law, and
- to an institution engaged in educational research or accrediting agency.

If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.



## Confidential Information

Providing the following information is voluntary. This information will assist Minnesota State Colleges and Universities in evaluating student recruitment and retention policies; it will not be used as a basis for admission.

Are you Hispanic or Latino?

(Cuban, Mexican, Chicano, Puerto 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.)

What is the highest level of education for your parent(s)/guardian(s) who raised you? (Includes step-parents and adoptive parents.) Check only one box for each parent/guardian.

Parent/guardian #1

No high school diploma

High school diploma

Some college

Two-year college degree

Bachelor's degree or higher

Not sure/don't know

Parent/guardian #2

No high school diploma

High school diploma

Some college

Two-year college degree

Bachelor's degree or higher

Not sure/don't know

## Additional Program Information

- Students should meet with their high school guidance counselor to discuss if the PSEO Program will be right for you.
- Students will be enrolled less than full time at their high school while participating in the PSEO Program.
- Students must attend a PSEO Orientation and meet with an Academic Advisor prior to registering for classes their first semester.
- Students must complete and submit a new Minnesota Department of Education Notice of Student Registration form prior to registering for classes each semester they attend as a PSEO student.
- Students are responsible for maintaining satisfactory academic progress and adhering to all college policies.
- Students must meet the course prerequisite requirements established by the college.
- PSEO students may not register for certain courses including developmental courses not considered college level (numbered below 1000), non-credit courses, and courses that incur travel expenses. Students may not register for selected courses determined by the college, including courses in special programs or courses that have a higher rate of tuition or additional fees.
- Students are not permitted to audit a course or take a course on a pass/fail basis.
- The costs of certain items are not covered by the program such as computer software programs and equipment or supplies that become the property of the student. The program does not cover general school supplies such as notebooks, pens, pencils, etc.
- All textbooks and supplies must be returned to the college at the end of each semester by the book return deadline.
- The PSEO Program allows students to take courses during the fall and/or spring semesters. High school students may be eligible to take courses during the summer semester through Non-PSEO enrollment.
- Reimbursement for transportation expenses may be available through the District if family's income is at or below the poverty level.
- Students that have an IEP and/or have a disability should contact Disability Support Services at (651) 450-3884.

## Certification and Signature

**Your application must be signed and dated. Misrepresentation of application information is sufficient grounds for canceling admission. 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.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

Complete policies regarding your enrollment are outlined in the college catalog. The information in this publication is subject to change without notice; current information about college policies and procedures is available at college offices. As a student in a public institution, I understand that my photo may be taken in a group setting, in the classroom, or at college activities for college promotional purposes. Minnesota State Colleges and Universities abide by the provisions of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity. This document can be made available in alternate formats, such as large print or cassette tape, upon request.