

# PSEO Information for Central Lakes College (CLC)

\*\*This form is also available on the Aitkin School Counseling website

- Parent Meeting: Prior to starting the PSEO program enrollment process, it is mandatory for the student to coordinate an in-person meeting with Mrs. Sander and at least one parent.
- Application: Students who wish to participate in the PSEO program during the 2020-2021 academic year **MUST** complete all steps on the PSEO checklist by **May 30, 2020**.
- Students must meet the state approved GPA requirement: 3.0 for juniors, 2.5 for seniors.
  - Apply online for free at [www.clcmn.edu/admissions](http://www.clcmn.edu/admissions) under the "Apply Now" tab.  
**NOTE:** Students who are enrolled in or have completed a CIS class through CLC do not need to submit an online application. *AHS students will apply with Mrs. Sander during the school day.*
- Forms: Complete and submit the following forms to the School Counseling Office by **May 30, 2020**
1. PSEO Contract signed by student and parent(s)
  2. PSEO Notice of Student Registration form – Pick up a copy of this form from Mrs. Sander in the School Counseling office prior to registration each semester
- Testing: Take the Accuplacer assessment test to demonstrate your college level ability in reading and math. *AHS students will take this assessment as a large group during the school day in early April.* If a student does not get the required score(s) needed, they can coordinate a re-test with Mrs. Sander. Re-tests must be initiated by the student.
- Orientation: Attend a PSEO Orientation session at CLC in their cafeteria from **5:30 - 6:30 p.m. on Monday, April 6 or April 13, 2020**. This is optional.
- CLC Registration: Need help choosing classes? Sign up online to attend any AA Registration session at CLC after you attend one of the two PSEO Orientation sessions listed above. Be sure to bring your PSEO Credit Check sheet with you. Sign up in advance at <http://www.clcmn.edu/registration>.
- AHS Registration: If you plan to be a full-time PSEO student next year, still register as if you will be full-time at AHS. Your schedule will be modified once you provide the School Counseling office with a copy of your fall schedule at CLC.
- Calendar: Central Lakes College  
Fall Semester: August 24, 2020 – Dec. 17, 2020  
Spring Semester: January 11, 2021 – May 14, 2021
- Schedule: Part-time students should cluster classes together at each campus and keep a similar schedule in the fall and spring to avoid conflict due to semester overlap between campuses. Once you have a CLC schedule, bring a copy to the School Counseling office. If you wish to be part-time, indicate to Mrs. Sander which classes you hope to keep at AHS. We are not able to guarantee that AHS classes will work with your CLC schedule.
- Textbooks: Textbooks are free through the PSEO program. Bring a copy of your schedule and a photo ID to the CLC bookstore to get your books. Students may charge books through the 5<sup>th</sup> day of the semester. All books must be returned to the CLC Bookstore at the end of each semester or you will be billed. Textbooks can be ordered online and shipped to your home free of charge, see Mrs. Sander if you need assistance with this process.

- Credit Info: 1 AHS credit is equal to 2 CLC credits. **Full-time PSEO students must enroll in a minimum of 12 credits each semester. Students may earn up to 18 CLC credits per semester.** If you take more than 18 credits in a semester, you may be billed for the tuition and fees for the extra credits. Most full-time college students complete an average of 15 credits each semester. All classes at CLC must be taken for a letter grade; there is no pass/fail option.
- AA Degree/  
HS Diploma: PSEO students are responsible for tracking their progress towards an AHS Diploma with guidance from Mrs. Sander. Refer to the provided Credit Check sheet. PSEO students wishing to obtain an AA Degree from CLC are responsible for tracking their progress towards that with guidance from a CLC advisor.
- Course  
Restrictions: PSEO students are not eligible to take courses numbered below the 1000 level. These courses are considered remedial. If your Accuplacer suggests a course below the 1000 level, return to your high school to complete that credit requirement, or pay out of pocket for the remedial course at CLC. Students will be billed for taking courses below the 1000 level.
- Drop/Add: Students have 5 business days after the start of the semester to drop/add courses without penalty.
- Withdrawing: See Mrs. Sander immediately if you would like to consider withdrawing from a CLC course. Students who withdraw after the allowed timeframe will receive a W on their CLC transcript. Withdrawing from a college class will also affect your completion rate at CLC. **Students who do not complete at least 67% of the courses they attempt will risk suspension from the PSEO program.**
- Warning/  
Suspension: **PSEO students must maintain a 2.0 GPA (cumulative) in their CLC courses and complete 67% of the courses attempted.** If a student falls below either of these levels, they will be placed on Academic Warning. If GPA and course completion rates do not meet requirements after one semester, students are placed on Academic Suspension and dismissed from the PSEO program.
- Tutoring  
Help: Free tutoring help is available in the Learning Commons, located inside CLC's Jon Hassler Library (Room E400) on Mondays – Thursdays from 8 a.m. – 8 p.m. or Fridays from 8 a.m. – 4 p.m.
- Announce-  
ments: The student is responsible for keeping track of important announcements from the high school. Be sure to check your high school email account. You may also view the announcements daily on the AHS website.
- MSHSL: PSEO students are **NOT** exempt from the policies, procedures, and rules of Aitkin High School and the Minnesota State High School League (MSHSL). Semester grades earned through the PSEO program are used to determine eligibility with the MSHSL.
- Contact Info: Contact your school counselor if you have questions  
Meredith Sander [msander@isd1.org](mailto:msander@isd1.org) or 218-927-7108

# PSEO Contract

Please read through this contract carefully and place your initials next to each statement that you have read and understand.

**Student Initials    Parent Initials**

		I have met with my parent(s) and an AHS Counselor. I have plans to complete the online CLC application and take the Accuplacer during school with an AHS Counselor. I will coordinate any re-testing of the Accuplacer with an AHS Counselor ASAP.
		I will submit this contract and the Notice of PSEO Student Registration form to the School Counseling office at AHS no later than <b>May 30<sup>th</sup></b> of the school year prior to enrolling PSEO.
		I understand that if I enroll in a remedial college course numbered below the 1000 level I will be billed for the course. I understand that if I enroll in more than 18 credits I may be billed for the extra tuition and fees.
		I understand that I can take 12-18 credits per semester at CLC if I am full-time at the college. If I take classes at AHS, I must adjust my class load at CLC accordingly.
		I understand that it is my responsibility to keep track of my credits for high school graduation. I can meet with an AHS counselor for advice. If I withdraw from or fail a college course, I will notify my AHS counselor right away in order to ensure that I have enough credits to graduate high school.
		I understand that it is my responsibility to keep track of my credits to earn an AA degree from CLC. I can meet with an AHS counselor for advice, but the only person to guarantee if I am on track for an AA degree is a CLC advisor.
		I have read and understand the PSEO policy on deadlines to withdraw from a class, and I understand the warning/suspension policy. I know that a "W" at CLC may impact my academic warning/suspension status at CLC.
		I know that most books are free through the PSEO program and I will identify myself as a PSEO student when picking up my books. I will return my books to the college bookstore at the end of the semester to avoid being billed.
		I understand that some college courses do require extra fees above and beyond what the PSEO program will cover. I will be responsible for paying those fees.
		I understand that it is my responsibility to be informed about what is happening at AHS. I will check my AHS student email and/or the AHS website regularly to view student announcements. I also understand the policies of AHS and the MSHSL still apply to me as a PSEO student.

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Print Student Name

\_\_\_\_\_  
Student email address

\_\_\_\_\_  
Student cell phone

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date