

# WEM High School

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## Concurrent Enrollment and Post-Secondary Enrollment Options (PSEO) Handbook

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## **Opportunities to Earn College Credit in High School at Waterville**

**Concurrent Enrollment also known as “College in the Schools” (CIS):** The Concurrent Enrollment option gives Waterville-Elysian-Morristown (WEM) high school students the opportunity to take college-level courses right here at WEM high school. These college-level courses are taught by our own high school teachers who are approved adjunct college instructors through our partnership with several Minnesota colleges and universities. This is a great opportunity to earn college credit with support and ease into the rigors of college.

These college-level courses allow our high school students to earn both high school credits and college credits at the same time at no cost to their families while experiencing the rigor and expectations of college coursework with familiar WEM high school teachers in a familiar environment.

WEM proudly partners with several postsecondary academic institutions to offer our students more than 40 credits worth of Concurrent Enrollment course opportunities, including:

### **University of Minnesota (College in the Schools)**

- CIS College Algebra Through Modeling (CI 1806) – 3 credits
- Authority and Rebellion: American History to 1865 (HIST 1307) - 3 credits
- Global America: US History Since 1865 (HIST 1307) - 3 credits

### **Southwest Minnesota State University**















- Introduction to Statistics (MATH 200) – 3 credits
- Pre-Calculus (MATH 135) - 5 credits
- Calculus 1 (MATH 150) - 5 credits
- Academic Writing (ENG 151) - 4 credits
- Essentials of Speaking and Listening (COMMS 110) - 3 credits
- Human Diversity (LIT 100) - 3 credits
- General Chemistry (CHEM 231) - 3 credit course/1 credit lab

### **South Central College (SCC)**

- Health Care Core Foundations – (HC 1525) – 4 credits
- Medical Terminology – Year One (HC 1000) – 3 credits

Through these collegiate partnerships, WEM high school students can begin building their college transcript while also fulfilling WEM high school graduation requirements, gaining confidence and momentum toward their future academic goals.

## Considerations for Concurrent Enrollment/CIS at WEM

College Credit Guide	Concurrent or CIS at WEM	PSEO (Post-Secondary Education Options)
<b>Earn College Credit</b> Students are able to earn both HS and College Credit		
<b>Options Offered Online</b> Options at WEM are in person and offer 1:1 tutoring with familiar staff		
<b>Taught by WEM Instructors</b> Only Concurrent or CIS is taught by WEM instructors		
<b>Academic Calendar Aligns with High School Calendar</b> Classes start at the beginning of the HS Semester		
<b>Counselors Register the Students</b> This ensures students are enrolled in the proper courses and programs based on their career goals		
<b>Counselors Have Access to Student Progress</b> This allows counselors to monitor students and provide timely interventions to ensure success		
<b>Works Towards MN Transfer Curriculum or AA Degree</b>		
<b>Cost Per Course</b>	\$165	\$960

## Post Secondary Enrollment Options (PSEO)

**Postsecondary Enrollment Options (PSEO):** The PSEO program is a dual credit program that allows high school students to simultaneously earn high school and college credit through enrollment in and successful completion of college-level courses on a college campus or online. Students may take PSEO courses on a full or part-time basis. The tuition, fees and required textbooks are at no cost to high school students. See page 12 for an explanation of what fees are covered.

### Should I participate in PSEO?

#### **\*\*IMPORTANT TO KNOW\*\***

- **PSEO students are considered college students** by the postsecondary institution. This means they are expected to manage all aspects of their college experience **independently**—registering for classes, meeting deadlines, following procedures, and communicating directly with college instructors.
- **Students must be proactive** in navigating college systems, understanding course expectations, and seeking help when needed—from college staff.
- **Colleges communicate directly with students**, not with parents or high school staff. All official notices, grades, and updates are sent directly to the student’s college email account.
- **WEM** continues to provide support for graduation planning and credit tracking, but students must take the initiative to request this support and share necessary information.
- **Students are responsible** for knowing and following all policies, procedures, and expectations outlined by both the college and WEM.

#### **Deciding Whether PSEO Is Right for You**

Participating in PSEO is a serious decision that requires thoughtful planning and honest self-assessment. Students who thrive in this program tend to be highly independent, very organized, and self-motivated learners. Families are encouraged to gather as much information as possible and to meet with both the high school counselor and the college’s PSEO representative before making a final decision.

#### **Things to Carefully Consider:**

##### **1. High School Graduation Requirements**

Meet with your high school counselor to review which course credits you still need for graduation. Because PSEO courses replace high school classes, selecting the wrong course could delay your high school graduation. Careful planning and ongoing communication with the WEM high school counselor are essential.

##### **2. Academic Readiness**

College courses move very quickly and require strong reading, writing, and independent study skills. Reflect honestly: Are you fully prepared to handle college-level work and the increased academic expectations? Remember, all PSEO course final grades remain on the students’ college transcript *permanently* and follow the students throughout their college academic career. This can impact a students’ future college academic opportunities and should be taken into thoughtful consideration.

##### **3. Maturity and Responsibility**

PSEO students share classrooms with college students of all ages. Success depends on being self-motivated, punctual, and capable of managing rigorous assignments without reminders. Remember—college attendance records and course grades are *not* shared with parents or high school staff

until final course grades are posted.

#### **4. Scheduling and Transportation**

PSEO students must balance both college and high school expectations and commitments. Consider whether you can manage the travel time and transportation needs between WEM and your college campus (if applicable). Planning ahead for transportation and time management will help prevent conflicts.

### **Eligibility for PSEO Participation**

#### **10th Grade Students**

Many colleges do not accept tenth grade students so your first step is to ensure the college of your choice accepts tenth graders. Tenth graders who meet Minnesota’s residency requirements may be eligible to take part in PSEO on a limited basis. During their first semester, qualifying 10th graders can enroll in one Career or Technical Education (CTE) course offered by a Minnesota state college or university.

To qualify, the student must have earned a “Meets” or “Exceeds” score on the 8th Grade Reading MCA. If the MCA was not taken, the college may approve a different reading assessment to determine eligibility. There may be an additional cost to students to take this college reading assessment.

Students must also meet the specific prerequisites and admission standards for the CTE course they wish to take. If the student successfully completes their first PSEO course, they may be approved to take additional PSEO classes in future semesters. If the student fails a course, they may be prohibited by the college from participating in PSEO at a later date. Remember, the final course grade becomes a *permanent* part of the student’s high school and college academic records regardless of final grade and is calculated into GPA.

#### **11th and 12th Grade Students**

Juniors and Seniors who meet residency eligibility and are accepted by a postsecondary institution may enroll in PSEO courses or programs offered by that institution. Generally, a course qualifies for PSEO if it meets all of the following:

- It is open to both high school and college students.
- It appears in the college’s official course catalog or syllabus.
- It earns both high school and college credit and fulfills high school graduation requirements.
- It is considered a college-level course.
- It is not remedial or developmental, unless it is part of a state-approved Early/Middle College Program for students enrolled full-time in a State-Approved Alternative Learning Program.

## Getting Started with PSEO

### 1. Attend an Information Session

Students are encouraged to attend the annual PSEO Information Session hosted by the WEM high school counselor in the spring of each year.

### 2. Explore College Options

Research potential colleges and their PSEO programs carefully. Pay attention to admission criteria, course options, course transferability, and any restrictions. If you plan to take classes on campus, schedule a campus visit and meet with the college's PSEO coordinator to learn about their process.

### 3. Apply to the College

Follow the specific application process for each college. Applications are typically submitted online through the college's PSEO or Admissions page. Most college programs will require:

- A **college application** (submitted electronically)
- Your **WEM High School transcript** and any **required test scores** (Upon completion of all PSEO paperwork, the WEM Counseling Office will submit your high school transcript for you)
- A **PSEO Notice of Student Registration form**: Complete Section I with your parent/guardian, then submit it to your high school counselor for Section II and final submission to the college. This form must be completed **each semester** and can be found on the college's PSEO webpage.

### 4. Return the WEM PSEO Contract

After applying, turn in the signed **PSEO Contract** (included in this guide) to your high school counselor. This contract outlines the expectations and responsibilities for participation in PSEO. Watch all deadlines for returning the signed contract.

### 5. Admission Decision & Next Steps

Once accepted, the college will send information about registration, orientation, and next steps directly to the student. Read all materials carefully and follow the college's directions for choosing classes. The high school counselor cannot register students for college classes.

### 6. Coordinate with Your High School Counselor

Stay in regular contact with your high school counselor to make sure your PSEO courses align with WEM high school graduation requirements. Use the **WEM PSEO Course Equivalents chart** to understand how college credits transfer back to your WEM high school transcript.

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### **Deadlines & Notification Requirements**

State law requires students to **notify their school district each year** of their plan to participate in PSEO in advance. At WEM, this notification happens when you submit your PSEO Notice of Student Registration Form each term:

- **By May 30** for Fall Semester enrollment
- **By October 30** for Spring Semester enrollment

**\*Missing these deadlines could make you responsible for paying the full cost of college tuition and materials.**

Keep in mind—colleges may set earlier application deadlines, so always check with the specific college institution.

Students should not register for additional PSEO courses after the signed contract has been submitted to the high school counselor. Students who register for additional PSEO courses after the contract has been signed may be responsible for paying the full cost of college tuition and materials.

### **Admission Criteria**

Colleges determine who qualifies for their PSEO programs. Admission decisions are based on criteria such as GPA, class rank, or standardized test scores (ACT or MCA). Each institution sets its own timelines and requirements, so plan

in advance to meet their expectations.

### **Connect with PSEO Support at the College**

Every college has staff or a webpage dedicated to helping PSEO students. Contact the college's **PSEO coordinator** with questions about college classes, registration, or schedules.

Keep in mind that PSEO registration is often completed *after* full-time college students' course registration, which can limit available class options—be sure to submit application and registration materials to the college as early as possible.

You will then need to complete the college's online orientation.

## Choosing Coursework for PSEO

Selecting the right PSEO courses is one of the most important - and sometimes most confusing - parts of the PSEO program. Some PSEO students choose classes to expand their elective options, while others take classes that satisfy specific General Education requirements of their future college program. Because every college and degree program is different, students must take an active role in researching which classes best align with their future goals.

### PSEO students are responsible for:

- Researching courses independently through the college's website or PSEO course list to determine which classes support their intended major, career pathway, or transfer plan.
- Confirming transferability by contacting the *receiving college* or program they plan to attend after high school. Each college determines how credits transfer into its degree programs, so it's best to check *before* registering.
- Consulting with their WEM high school counselor to ensure selected courses fulfill WEM high school graduation requirements. The WEM high school counselor can help identify what subject areas must still be completed, but they do not choose or register PSEO students for specific college classes.

Students who take the time to plan carefully - working closely with both their high school counselor and PSEO college coordinator - tend to have the most meaningful and transferable PSEO experience.

### **\*\*\*IMPORTANT TO KNOW\*\*\***

**College-level math and science courses can be significantly more demanding** than high school classes - especially for students who have not yet completed the typical high school prerequisite classes. For example, students are strongly encouraged to take **high school chemistry** before enrolling in a **college chemistry** course.

**Colleges rarely offer "easier" versions** of these subjects. Students should be prepared for rigorous coursework and should plan carefully with their high school counselor to ensure course readiness before enrolling.

## **Eligible Colleges and Universities**

### **Students may participate in PSEO through any eligible Minnesota postsecondary institution, including:**

- Public colleges and universities within the Minnesota State or University of Minnesota systems
- Private, nonprofit two-year trade or technical schools that grant associate degrees
- Private, residential liberal arts colleges or universities in Minnesota that award two- or four-year degrees

WEM has an agreement with South Central College and Minnesota State University, Mankato Students to offer PSEO by contract. WEM works closely with these schools. Students may take courses from more than one eligible college at the same time, as long as each institution approves their enrollment. Keep in mind, each college has its own schedule and policies. A full list of participating colleges is available on the Minnesota Department of Education (MDE) PSEO webpage.

WEM has an agreement for PSEO by contract with South Central College (SCC) and Minnesota State University (MSU) and works closely with them.

### **Attendance Options**

PSEO students may choose to participate full-time at a college or split their schedule between WEM and a postsecondary institution. College courses can be taken on campus, online, or in a hybrid format, depending on what the college offers.

Keep in mind that each college may set its own rules regarding participation - for example, some colleges may limit PSEO to full-time students or require those students to live on the college campus.

## **PSEO Admission Requirements**

Each college or university that offers PSEO establishes its own admission standards for students. It is the student's responsibility to review these admission requirements for any colleges they are considering and to complete all necessary college application steps by the stated deadlines.

Admission information can usually be found on the college's PSEO or Admissions webpage, or by contacting the institution's Admissions Office directly.

Admission decisions - and the criteria used to make them - are determined entirely by the postsecondary institution, not by WEM or the school district. Colleges also set their own policies regarding:

- The minimum academic standards students must maintain to continue in the PSEO program
- The number of courses or credits a PSEO student may take each term

Students should stay in regular contact with their college's PSEO advisor to ensure they remain in good standing and understand any academic or credit limits.

### **\*\*\* IMPORTANT TO KNOW\*\*\***

**Meeting the admission requirements does not always mean a student is ready for college-level expectations.**

Even if a student qualifies for admission to a PSEO program, their success depends on their ability to manage the increased rigor, independence, and responsibility that come with college-level coursework.

## PSEO Participation Requirements at WEM

WEM requires all students to be full-time students. This can be accomplished through a combination of WEM courses, concurrent courses, and PSEO courses. Students must dedicate **one class period per day** in their WEM school schedule to PSEO coursework. In other words, one of the seven periods each semester must remain “open” for PSEO coursework. No WEM high school class may be scheduled during that “open” time.

Once a student has at least one “open” period in their daily WEM schedule, they may take as many PSEO courses as their college and schedule allow.

- **Part-Time PSEO + Part-Time WEM Students:**  
Students who split time between high school and college must carry a combined credit load equal to a student’s full-time schedule. See the Recommended Scheduling Options table below for more information.
- **Full-Time PSEO Students:**  
Students taking all college classes must be enrolled in at least the number of credits their college defines as being “full-time” - this is typically **4 courses** or **12 college credits per semester**.

### PSEO to HS Credit Conversion

PSEO Credit	HS Credit
5	1.25
4	1
3	.75
2	.5
1	.5

### Scheduling Options

Option 1: HS Credit Only	Option 2: Combination of Credit	Option 3: Concurrent or PSEO Credit Only
6 WEM Courses	5 WEM Courses	0 WEM Courses
	4 - 12 Concurrent or PSEO Credits	12 Concurrent or PSEO Credits
0 Concurrent or PSEO Credits		

*\*School Counselors will not adjust your high school schedule until official college registration is received.*

## State Testing Requirements

All PSEO students are required to participate in Minnesota's state testing program:

- **Juniors** must take the **MCA Math** assessment and a **Reading Screener**.
- **Seniors** must complete a **Reading Screener**.

## PSEO Funding

### Tuition

The Minnesota Department of Education (MDE) reimburses colleges and universities directly for PSEO participation. PSEO students do not pay tuition for eligible college courses taken during the regular WEM school year. Courses taken outside the regular school year, during summer months are NOT included. MDE will only fund a course once, unless the student fails or withdraws from it. **PSEO funding does NOT cover summer term classes.** If a student chooses to take summer courses or retake a class they have already passed, they are responsible for all tuition and fees associated with those courses.

### Textbooks, Materials, Fees, and Equipment

In most cases, PSEO students are not charged for textbooks, course materials, or required fees. However, charges to the student may apply in certain situations:

- PSEO Students do not pay an application fee. Reach out to the college's Admissions Office if you have questions.
- **Equipment Ownership:** If a student keeps any equipment after the course ends, the college may charge for its cost. This cost is the responsibility of the student.
- **Unreturned Materials:** Students must return all borrowed textbooks and materials once the course concludes. Colleges may assess a fee for late or missing items. Some colleges require students to return materials to the high school, while others require direct return to the college. Students are responsible for following their specific college's policy.
- **Placement Retests:** If the college requires a retake of placement tests, students may be charged for the retesting fee.

### Residential Living

Some colleges allow or require PSEO students to **live on the college campus**, depending on distance from home and institutional policy. However, **housing and living expenses are not covered** by the PSEO program or WEM Public Schools. These costs are the **full responsibility of the student and their family.**

### Financial Aid Eligibility

PSEO students are **not eligible** for federal financial aid while they are in high school. Participation in PSEO does **not affect** future federal financial aid eligibility.

After high school graduation, former PSEO students are considered to be **first-year college students** for financial aid eligibility purposes.

## Credits and Grades

PSEO students must work closely with their **WEM High School counselor** to make sure their college courses meet the requirements needed for WEM high school graduation. PSEO students are still required to complete the same subject areas and standards as their WEM peers - just through college-level coursework.

When selecting courses:

- Students are responsible for enrolling *only in college courses that fulfill WEM's graduation requirements*.
- If there is any uncertainty, students should confirm with their high school counselor before registering.
- The college's PSEO advisor may provide recommendations, *but only the WEM high school counselor can officially verify whether a course will count toward graduation*.
- The principal and superintendent have the final authority in determining if a PSEO course satisfies a WEM graduation requirement.

Each semester, students must provide their high school counselor with an **unofficial college transcript** showing their course registration as soon as it becomes available.

**College credit transfer equivalency:** WEM uses the following formula for PSEO Courses:

- 1 college credit = .5 WEM credit
- 2 college credits = .5 WEM credit
- 3 college credits = .75 WEM credit
- 4 college credits = 1 WEM credit
- 5 college credits = 1.25 WEM credit

### College Records and Responsibilities: High School Transcript Grades and Credits

Grades and credits earned through PSEO become part of the student's *permanent college academic record* and are governed by the policies of the postsecondary institution.

- All grade-related issues, including appeals or disputes, must be addressed directly with the college.
- The college determines whether grades can be removed or expunged from the student's official transcript.
- When students transfer to another college, acceptance of prior PSEO credits depends on the transfer policies of the receiving institution.
- Students must request official college transcripts directly from the college that awarded the credit after the course has been completed. WEM cannot provide official copies of any college transcripts.

**Transfer of Grades to WEM Transcript:** PSEO course grades are added to the WEM high school transcript once the college transcript has been received. If grades are not received by the time the honor roll is submitted to the newspaper, the student's name will not be included in the newspaper publication.

Official high school transcript grades for PSEO courses will appear as follows:

- A–F and Pass (P) grades are recorded in the WEM high school transcript exactly as reported by the college.
- Note: "W" (Withdrawal) and "NC" (No Credit) are recorded as F (Failing) on the WEM high school transcript.
  - If a course is dropped within the first one (1) academic day and is not shown on the college transcript, it will not appear on the WEM high school transcript.
  - If a course is dropped after the first one (1) academic day, and appears on the college transcript as a "W" (Withdrawn), it will be recorded as a F (Failing) on the WEM high school transcript.

For more information on the process and student responsibilities when withdrawing from a college class, refer to the "Dropping a College Class" section of this guide.

## WEM Graduation Requirements

<b>Required Credits</b>	<b>9th Grade</b>	<b>10th Grade</b>	<b>11th Grade</b>	<b>12th Grade</b>
English (4 Credits)	English 9	English 10	Communications 11 OR Pre-College English and College Speech	Communications 12 OR Pre-College English and College Speech
Social Studies (3.5 credits)	World Geography	World History I World History II	Themes of US History	Citizenship Economics
Science (3 credits)	Earth Science	General Chemistry	Biology	
Math (3 credits)	<b>Path 1: Data Analysis/Intermedia te Algebra</b>	<b>Algebra II</b>	<b>Geometry</b>	- Intro to Statistics(or) - College Algebra(or) - Pre-Calculus(or) - Calculus
	<b>Path 2: Algebra II</b>	<b>Geometry</b>	- <b>Intro to Statistics(or)</b> - <b>College Algebra(or)</b> - <b>Pre-Calculus(or)</b> - <b>Calculus</b>	
** Notes: Math is optional for students in 12th grade. Students must complete 3 credits in math including Algebra 2 in order to graduate.				
PE/Health (1.5 credit)	Phy Ed	Phy Ed Health		
Art (1 credits)	Intro to Studio Art (art pre-requisite)	Two-Dimensional Art	Three-Dimensional Art	Ceramics
	Wind Ensemble	Concert Choir	Cabinetmaking	Drawing and Painting
	Art Portfolio			
Family and Consumer Science(.5)	Family and Consumer Science 9	Intro to Child Growth and Development	Intro to Baking	Cultural Foods
				Culinary Arts and Hospitality
Personal Finance(.5)				Personal Finance
Electives (7 credits)	Careers	6.5 additional elective credits		
<i>**All credits required by graduation are subject to change by the Board of Education</i>				

## General PSEO Course Equivalents

**Course Selection Considerations:** PSEO college coursework being used for WEM graduation requirements must follow the guidelines listed below. The table identifies the WEM required core courses at our PSEO by contract schools. The MSU and SCC courses have been approved as equivalent course options. The number in the parentheses represents the credit amount.

WEM Course and Credit Needed	Minnesota State University Mankato	South Central College
<b>BIOLOGY (1)</b>	BIO 100 Our Natural World (4)	BIOL 100 Introduction to Biology I (4)
<b>CHEMISTRY (1)</b>	CHEM 100 Chemistry in Society (4)	CHEM 108 Introduction to Chemistry (4)
<b>ECONOMICS (.5)</b>	ECON 201 Principles of Macroeconomics (3) ECON 202 Principles of Microeconomics (3)	ECON 110 Principles of Macroeconomics (3) ECON 120 Principles of Microeconomics (3)
<b>ENGLISH 11 (1)</b>	ENG 101 Foundations of Writing & Rhetoric (4) <b>OR</b> COMM 100 Fundamentals of Communication (3) <b>AND</b> COMM 102 Public Speaking (3)	ENG 100 Composition (4) <b>OR</b> COMM 100 Intro to Human Communication (3) <b>AND</b> COMM110 Public Speaking (3)
<b>ENGLISH 12 (1)</b>	ENG 110 Intro to Literature (4) ENG 212W World Lit.** (4) ENG 213W Literature & Ethics** (4)  <i>Courses with ** have prerequisites</i>	ENGL 110 Introduction to Literature (4 credit) ENGL 115 Global Peace & Social Justice (4 credit) ENGL 120 Human Diversity in Lit. & Film (4 credit) ENGL 130 World Lit. & Film (4 credit) ENGL 205 Special Topics in Lit. & Film** (4 credit) ENGL 206 Children's Literature** (4 credit)  <i>Courses with ** have prerequisites</i>
<b>GOVERNMENT (.5)</b>	POL 111 United States Government (4)	POL 110 American Government (3)
<b>HEALTH (.5)</b>	HLTH 101 Health and the Environment (3)	HHP 101 Health and the Environment (3)
<b>U.S. HISTORY (1)</b>	HIST 191 United States Since 1877 (4)	HIST 121 US History II (4)

*\*Note: These are general transfer equivalents. Please talk with your high school counselor regarding courses not listed above in PE, Math, and Art. **In order for the courses to count towards graduation, you cannot take courses ahead of the graduation plan.** Final determination regarding whether or not a PSEO course fulfills a WEM graduation requirement lies with the WEM principal and Superintendent.*

Courses are offered at the discretion of the college meaning they may not be offered every semester and course titles, credits, and requirements are subject to change

## Dropping a College Course

Students who wish to drop a college course must follow the college's official drop and withdrawal procedures exactly as outlined by that institution.

At WEM, dropping a course after the first academic day from the start of the college semester will result in a grade of F (failing) and zero (0) credit being entered on the WEM transcript.

This failing grade will affect the student's high school GPA, class rank, and may also influence activity eligibility under WEM's academic eligibility policy (see the Student Handbook for details).

Students are responsible for notifying the high school counseling office of any college course drops or schedule changes before WEM's one-day drop deadline. Failure to do so may result in an F being recorded on the WEM official high school transcript, even if the college records the drop differently on the college transcript.

### **\*\*IMPORTANT TO KNOW\*\***

**Colleges are expected to notify WEM when a student drops a PSEO course;** however, there can be a delay before the high school receives this information from the college.

**Students are ultimately responsible** for understanding the drop policy and must **immediately inform WEM** of any course changes or schedule adjustments that differ from the original schedule shared with the school. Prompt communication helps ensure transcripts, grades, and graduation requirements remain accurate. **BE AWARE** - dropping a class may force you to take WEM School's Credit Recovery. MN State law mandates a specific amount of seat time per credit hour.

# Academic Recognitions and Activity Participation

## Academic Honors and Class Rank

PSEO students may still qualify for latin honors.

## Graduation

PSEO students are eligible to participate in WEM's graduation ceremony and receive their diploma once all graduation requirements have been completed. *It is the student's responsibility to submit official or unofficial college transcripts verifying the successful completion of all required PSEO courses before graduation. If grades are not submitted, the student will not be allowed to walk in the ceremony.*

## Participation in High School Activities

PSEO students are considered to be WEM High School students and may participate in school-sponsored athletics, arts, and extracurricular activities.

Students should keep in mind:

- **Academic workload:** College courses require significant time for studying and coursework.
- **Scheduling conflicts:** PSEO class times may overlap with high school athletic practices, rehearsals, or competitions.
- **Attendance expectations:** College attendance policies must still be followed, even if a high school activity occurs during a PSEO class time.

It is the student's responsibility to coordinate directly with both their college instructors and activity coaches/advisors when conflicts arise.

## Academic Eligibility Policy for PSEO Students

Students enrolled in PSEO who also participate in WEM High School activities must maintain academic eligibility as outlined below:

- Eligibility is reviewed at the end of each semester after WEM receives final grades from the college.
- If a student is deemed to be academically ineligible, they remain ineligible for three (3) weeks following the date the college grades are received.
- These academic guidelines will apply to both full-time and part-time PSEO students.
- To remain eligible for high school activities, students must carry the equivalent of a full-time course load between WEM High School and their PSEO coursework.

## School-Day Logistics

### Attendance

PSEO students are not required to be present at WEM High School during periods when they are scheduled for PSEO classes. If a PSEO student chooses to remain in the building during that time, they must report to their **assigned study hall** for the entire class period. Attendance will be required and monitored. These expectations will be outlined and reviewed on the first day of school with the WEM Principal. Senior students are eligible for open campus, Junior and Sophomore students are ineligible.

### Expectations

While in the WEM building, PSEO students are expected to follow **all WEM High School rules and expectations**.

During PSEO hours, students should be engaged in productive, academic work - such as:

- Completing PSEO or WEM coursework
- Applying to colleges, scholarships, or jobs

Students who disrupt others or fail to follow school policies may lose the privilege of remaining in the building during their PSEO hours.

### Technology

PSEO students may use WEM-issued Chromebooks for their college coursework.

Personal devices may also be used but are limited to the public Wi-Fi network.

If a PSEO course requires specific software or technology access, students must inform the WEM High School Tech Office.

Please note that WEM High School is not required to purchase specialized technology or software needed for PSEO coursework.

## Student's Responsibilities Once Enrolled in PSEO

PSEO students take on the same level of responsibility and independence expected of college students. Staying organized, proactive, and communicative is essential for your success.

### Academic Planning and Communication

- Meet with your high school counselor before registering each semester to make sure your college courses align with WEM High School graduation requirements.
  - *Note:* High School Counselor is not available during the summer months. You must plan your fall semester advising meeting before the high school year ends.
- Send an updated college schedule to your high school counselor after registering for classes each semester. This schedule should include:
  - Course name
  - Course code (e.g., *ENGL 1101*)
  - Number of credits
  - Name of Post Secondary Institution
- Notify your high school counselor immediately about any schedule changes or class withdrawals. Each time your college schedule changes, you MUST provide an updated college schedule to the WEM high school counselor.

### Staying Connected

Students are responsible for keeping up with important high school events and deadlines (scholarships, Minnesota Honor Society, senior pictures, WEM graduation activities, required state assessments, etc.). To stay informed:

- Communicate with peers enrolled at WEM High School
- Read the daily bulletin.
- Check your WEM High School email daily.

### Required Forms and College Communication

- Submit the PSEO Notice of Student Registration Form to WEM High School by Minnesota State Deadlines, following your college's submission deadlines.
- Submit the WEM PSEO Contract annually.
- Seek support directly from your college when needed:
  - Contact college instructors or visit during office hours.
  - Utilize free college tutoring and academic support services available to PSEO students.

## **WEM's Responsibilities Regarding PSEO Students Once Enrolled**

Once a student is enrolled in PSEO, WEM continues to support their academic progress and high school graduation planning.

### **Ongoing Support**

- Provide academic advising to ensure WEM graduation requirements are met (upon student request).
- Record all PSEO courses and final grades on the WEM high school transcript.
- Track high school credit completion towards graduation and share updates with students upon request.
- Continue offering career, academic, and personal counseling as needed and requested.
- Provide reasonable computer access at WEM for PSEO coursework when requested.
- WEM instructors cannot provide academic tutoring for PSEO courses.

### **Testing Opportunities**

- PSEO students may participate in optional tests such as the ACT, which are offered annually at WEM.
- Watch your WEM email for registration instructions and deadlines for these testing opportunities.

### **Counselor Availability**

- The high school counselor is available to advise students and complete PSEO paperwork during the contract school year - typically from two weeks before the school year begins through one week after the school year ends.
- The high school principal is available periodically during the summer for support.

## **Contact Information**

### **WEM Middle and High School Counselors and Principal**

Bridgette Reuvers – High School School Counselor  
breuvers@wem.k12.mn.us

Michelle Roethler – Middle School Counselor  
mroethler@wem.k12.mn.us

Brandon Tagg – High School Principal  
btagg@wem.k12.mn.us

## PSEO Programs at Minnesota Colleges

For questions about a specific college's PSEO program, contact the **Office of Admissions** at that institution. Most colleges list PSEO contact information and application details on their **Admissions** or **PSEO** webpages.

### Minnesota PSEO Resources

#### Minnesota Department of Education (MDE)

- **PSEO Overview:** [education.mn.gov/MDE/fam/dual/pseo](https://education.mn.gov/MDE/fam/dual/pseo)
- **2026-2027 Notice of Student Registration (NOSR) Form:**  
Visit [education.mn.gov/MDE/dse/schfin/pseo/index.htm](https://education.mn.gov/MDE/dse/schfin/pseo/index.htm) and scroll to “2026–27 Notice of Student Registration Form (NOSR)”.

*Multiple Word and PDF versions are available—choose the format that works best for you.*

# WEM High School PSEO (Post-Secondary Enrollment Option) Contract

Student Name: \_\_\_\_\_ Student Phone Number: \_\_\_\_\_

PSEO Term: Fall / Spring Year: \_\_\_\_\_

PSEO Institution(s) Attending (List all colleges you are applying to):  
\_\_\_\_\_

\*If you are planning on taking online PSEO courses or are planning on being at the high school during your PSEO time, you will need to report to the designated study hall.

## **My parent/guardian and I have read and understand and accept the requirements of WEM's PSEO program and agree to the following:**

1. Public school students are required to inform their district of their intent to enroll in PSEO courses during the following school year by May 30 (for fall enrollment) and October 30 (for spring enrollment). This is done through submission of MDE's NOSR form. **I accept the sole responsibility of meeting all deadlines required** by WEM High School and of the post-secondary institution and hold the high school blameless should the deadlines not be met.
2. I will provide my counselor at WEM with my PSEO schedule within **3 days of course registration** EACH semester. I must meet with my WEM H.S. Counselor BEFORE EACH semester in order to complete paperwork. Students must receive approval of all post-secondary credits from their high school counselor/administrator before the start of each semester to ensure that high school graduation requirements are met. If I drop a class or alter my schedule, I am responsible for informing WEM immediately. I will not register for additional college courses after my contract for the semester has been signed and submitted. I understand that I will be responsible for any fees due to the college for classes if I elect to register for a course after the signed contract has been submitted to WEM for the semester.
3. I am responsible for making appointments and keeping informed about all relevant WEM happenings such as graduation, class meetings, activities, etc. I will check the emailed bulletin for announcements. WEM will provide counseling services to all post-secondary students, but I am responsible for staying in contact with my high school counselor.
4. I understand that I (the student) receive an equivalency of the post-secondary institutions' assigned credits per course on my high school transcript. (Ex. 4 post-secondary credits are worth 1 WEM High School credit).
5. Eligibility for PSEO ends after your initial graduation standard year.
6. The grade I receive at the post-secondary institution I am attending will be on my WEM High School transcript regardless of the grade earned and is calculated into my college and high school GPA. A copy of my college transcript must be given to the high school counselor within **3 days of receipt of the transcript** or the grade will be marked as an F. A grade of "W" (Withdrawal) on the college transcript will result in a grade of "F" (Failure) on the high school transcript. Grades need to be input to JMC. PSEO course grades are a permanent part of your college academic record, along with counting as courses toward your high school graduation.
7. I am responsible for attending PSEO classes even if WEM High School is not in session. Additionally, I cannot be dismissed from WEM High School class early or admitted to class late to accommodate the post-secondary institution's class schedule. PSEO classes must be scheduled around WEM's schedule to avoid any conflicts with the high school schedule.

8. It is my responsibility to arrange transportation to and from the PSEO institution.
9. I am not eligible for PSEO if I am a student participating in a foreign exchange program.
10. Higher education institutions determine admission standards and the number of classes a student can take to participate in the PSEO program (please also refer to #3).
11. I can participate in extracurricular activities at *EITHER* the high school *OR* the post-secondary institution, but NOT AT BOTH institutions.
12. My eligibility to continue PSEO if my grades fall below a certain level is determined by the post-secondary institution. Students who fail a PSEO class must notify their WEM High School counselor immediately to discuss high school graduation requirements and continuation in the PSEO program.
13. WEM High School does not have access to in-progress PSEO grades. Parents/guardians understand the same Family Educational Rights and Privacy Act (FERPA) covers PSEO students as regular college students. No information about the student will be released without the student's written consent. This includes, but is not limited to: grades, schedules, and attendance. Please work with the PSEO site to attain access. High School and College staff will not be monitoring the progress of individual PSEO students or reaching out to parents if there are concerns.
14. PSEO students experiencing problems or technical difficulties understand that it is the student's responsibility to seek out the help or assistance they need.
15. All classes, including online courses, must be completed within the WEM High School academic calendar year.
16. All textbooks and equipment provided to me, as the student, are the property of the post-secondary institution. I am required to return all textbooks and equipment to the postsecondary institution after the course has ended. Textbooks and equipment not returned after a reasonable time period may be charged to me at the used price under the assumption that I have chosen to keep them. WEM is not responsible for these textbook and equipment fees. WEM is not responsible for helping students order their textbooks.
17. By signing this contract, I give WEM High School permission to send my transcript to the PSEO institution(s).
18. I understand (parent/guardian and student), and accept that failure to abide by any of the above guidelines may jeopardize the student's high school graduation.

**I understand the above expectations and will follow them. If I do not follow them, I realize that I may be dropped from the PSEO program.**

Student Signature	Date
Parent/Guardian Signature	Date