



## PSEO Course Registration Policies and Procedures

It is the responsibility of the PSEO student to ensure that SPCPA Graduation requirements are met. Please schedule an appointment with your Dean/Counselor to discuss graduation requirements and the procedure for enrolling as a PSEO student.

Students may select PSEO courses that do not directly relate to high school requirements, but credits earned in these classes will be counted as electives. For example, a Psychology or Sociology class would count as a Social Studies elective. An Accounting or Computer Science class would count as a general elective.

For PSEO classes to fulfill high school requirements, they must meet the following expectations:

- **High School English:** PSEO course must be designated as ENGL, ENG, LIT or WRIT. The courses should be composition and/or literature focused to ensure that students broadly understand the conventions of writing and of literary analysis. Courses may be fiction or non-fiction based. Both Creative Writing and Technical Writing courses within the English Department would qualify. Courses offered by the Communication Department (COMM or COM) may be taken but will be counted as an English elective on the student's SPCPA transcript and cannot fulfill the 11<sup>th</sup> or 12<sup>th</sup> grade English requirement. Ensure you register in a 4-credit class to cover the high school requirement.
- **High School Science:** to fulfill high school Chemistry requirements, the course must be designated CHEM/CHE and must include a defined lab component. Ensure you register in a 4-credit class to cover the high school requirement.
- **High School Geography:** state standards require that the course have national and international components and be designated GEOG or GEO. A Minnesota only geography course would not fulfill this requirement.
- **High School US History:** PSEO US History course(s) designated HIST or HIS. There are often 3 credit and 4 credit versions of these classes. Ensure you register in a 4-credit class to cover the high school requirement.

PSEO classes taken in lieu of SPCPA Arts class requirements will only be considered on a case by case basis in consultation with Mr. Goranson. These agreements must be made prior to taking the course.

Enrollment in online, blended format, evening and weekend PSEO classes is allowed. Students may choose to take some or all of their academic coursework via PSEO. It is up to the student to ensure that adequate time exists in their PSEO schedule to attend SPCPA Arts courses and any academic classes they have selected.

**Successfully completed PSEO classes will have a grade of D- or higher.** Colleges may award lower grades, but the information will be recorded on the student's SPCPA transcript as a No Credit (NC). Receiving a NC in a required course may delay high school graduation. PSEO students are strongly encouraged to clearly understand their PSEO institution's withdrawal policy and how that may affect their transcript.

PSEO credits will be awarded as follows:

5 Credit PSEO.....	1.25 SPCPA Credit
4 Credit PSEO.....	1.00 SPCPA Credit
3 Credit PSEO.....	0.75 SPCPA Credit
2 Credit PSEO.....	0.50 SPCPA Credit
1 Credit PSEO.....	0.25 SPCPA Credit

**Students are required to submit a copy of their PSEO schedule to their Dean/Counselor prior to the beginning of each semester to ensure that the student has successfully enrolled and receives both high school and college credit for the classes.**

Travel arrangements between institutions are the student's responsibility. PSEO students are not excused for late arrival or early departure from SPCPA classes.