

# ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

ADMISSIONS AND RECORDS ~~~ 507-285-7268

## Steps to Successfully Submit your RCTC Application for PSEOP enrollment


(The student is attending high school and college at the same time, but the instruction is at the college)

1. Go to [www.rctc.edu](http://www.rctc.edu)
2. Click "Apply!" near top right.
3. Read instructions, then click "Apply Online" in yellow box at bottom of screen.
4. Click "Start application" at top, **even if you have previously applied or attended RCTC.**
5. Complete the following data on the next screens and click on "Next" after each one:  
**Personal Information (use full legal name):** click **add former name** if you have ever used a different name; type your **phone number without dashes** and indicate if it is home or mobile phone; indicate your **email as that is what will be used to send you a reply**; when adding your **social security number**, please read the box of information regarding your privacy, financial aid and possible duplicate records; if you choose to share your social security number, it is very important that it is the correct social security number.  
**Demographics:** complete this data  
**High School:** be sure to list the **name of your high school** and the **expected future graduation date.**  
**Higher Education:** it asks you if you ever attended any other colleges. Select "add college" to add another college if appropriate, this includes colleges that you attended as a concurrently enrolled student.
6. Next is the **Application Information:** Select **Post-Secondary Enrollment Options (PSEO)** as the **type of application.** Select the **academic term** you plan on starting classes (this cannot be a summer term, it needs to be **spring or fall**), and indicate whether or not you attended RCTC before. Click "Next".
7. Next is the **Educational Intent:** Use the following information for this area: *Delivery Method – on campus; Desired major – PSEO – Joint High School Student; Desired degree – unknown (this should be the only choice).* Next select the option that best describes your **educational goals** and if you plan to attend **part-time or full-time.** Click "Next".
8. Next is the **Review and Submit** screen. If a **large red box** is showing (below the box labeled "key" that has two smaller boxes in it) the application is not ready to submit. Return to the area that indicates there is a problem and fix or add the data requested. Then return to the submit screen. If there is a **large green box** showing, that means that the application is ready to submit. However, you may wish to click on "Review application" before submitting. It will take you to the data you submitted so you can review or edit it. When you are done with the review, click "Return to Submit" page at the bottom.
9. At this point you will check the small white box located at the top of the large green box. Click on the "submit selected applications" key.
10. The next screen will ask you for your **date of birth and social security number.** Please verify your SSN before going any further. Please read the paragraph regarding financial aid and duplicate records as you decide if you want to furnish this information.
11. The next screen takes you to "Create Your Account". Read the directions regarding how to create a password and username. Write these down as you will need them later on. Again your date of birth and social security number will display. Select "Save account".
12. Your application will **automatically process.** Watch to see that it finishes processing. At this point the "Application Status" screen shows up. There are also comments regarding other data that you should read. If you get a request for the application fee, then you possibly did not fill out the application correctly. Do not pay the application fee! Please contact the admissions office for further instructions and to clarify your educational intent. We can fix the application in the office.
13. **You will receive two emails.** One will be from MnSCU with your account ID. The second one will be from Admissions thanking you for applying, telling you that your application has been received and will be processed after payment of the fee (if required). It will also give you the web link to return to the "Application Status" screen. Lastly, it explains your **Stinger ID number and PIN.**

**Congratulations on completing your RCTC application. We look forward to helping you "Get There"**



Rochester  
COMMUNITY AND TECHNICAL  
College  
GET THERE.

851 30th Avenue SE | Rochester, MN 55904  
1.800.247.1296 | TTY Relay # 1.800.627.3529 | [www.rctc.edu](http://www.rctc.edu)  
 [facebook.com/MyRCTC](https://facebook.com/MyRCTC)

*RCTC is a member of the Minnesota State Colleges and Universities system, a University Center Rochester Partner and an equal opportunity employer/educator.*

# RCTC PSEO Online Application Supplement

STUDENT NAME: \_\_\_\_\_ STUDENT PHONE: \_\_\_\_\_

HIGH SCHOOL: \_\_\_\_\_ CURRENT GRADE LEVEL: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

COUNSELOR: \_\_\_\_\_ PHONE \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

RCTC shall enroll Postsecondary Enrollment Options (PSEO) Program students on a space available basis. Information regarding the Accuplacer and the Orientation/Registration Session (STAR) will be mailed to the home address of all PSEO applicants upon admission to the program.

## HIGH SCHOOL GRADUATION STATUS

To be completed by high school counselor:

1. Total High School Credits Anticipated to be completed at the time of applying: \_\_\_\_\_
2. Additional Number of Credits Needed for Graduation at the time of applying: \_\_\_\_\_  
(Assuming All High School Course Work In Progress Will Be Successfully Completed)
3. Required Courses and Number of Credits Needed for Graduation at the time of applying:  
(Assuming All High School Course Work In Progress Will Be Successfully Completed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Number of Elective Credits Needed for Graduation at the time of applying: \_\_\_\_\_  
(Assuming All High School Course Work In Progress Will Be Successfully Completed)

The above information is intended to be used as a worksheet by the student, parent(s) or guardian, and high school counselor. Completion of this form is essential since the information requested provides a basis for making knowledgeable decisions regarding participation in the Post Secondary Enrollment Options Program (PSEOP) and assures that students enroll in courses appropriate to their needs.

Juniors and/or seniors enrolled in degree, diploma, or certificate programs and/or taking general education courses must meet the following requirements:

**PART A.** *Students enrolling in Associate of Arts or Associate of Science programs and/or courses.*

- Seniors must have earned a 2.5 or higher overall high school grade point average. Juniors must have earned a 3.0 or higher overall high school grade point average.

**PART B.** *Students enrolling in approved Associate of Applied Science, Diploma or Certificate programs and/or courses.*

- No high school grade point average requirements. A student is not eligible for any program that requires a high school diploma or GED for entrance. A student in a diploma or certificate program **CANNOT** enroll in Associate of Arts or Associate of Science courses unless the student meets the entrance criteria for "PART A".

What is the student's educational intent at this time? (Check only one)

- Part A.....Program
- Part B \_\_\_\_\_ Program

Code 4000

Award Type \_\_\_\_\_

(Part B students: choose from the list available on the RCTC PSEO Website, and provide the award type of your desired program. If you DO NOT select a program your application will be **DENIED**.)

*The following must be completed by the high school counselor:*

STUDENT'S SECONDARY GRADE LEVEL WILL BE: \_\_\_\_\_ CURRENT GPA : \_\_\_\_\_

I verify this information to be true and correct:

\_\_\_\_\_ High school counselor's signature

Send a current high school transcript and PSEO Notice of Student Registration Form with this document to:  
RCTC Admissions & Records Office \* 851 30<sup>th</sup> Avenue SE \* Rochester, MN 55904

Minnesota Department of <b>Education</b>	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	<b>POSTSECONDARY ENROLLMENT OPTIONS          PROGRAM NOTICE OF STUDENT          REGISTRATION</b>	ED-01763-14
---	--	--	-------------

**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.**

**1. TO BE COMPLETED BY THE STUDENT**

Student Name (Last, First, M.I.):		<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (MM/DD/YYYY):
Address:	City:	Zip Code:	Telephone Number:
Parent/Guardian Name:	Address (if different than above):		
Postsecondary institution you plan to attend this term:			
Do you plan to attend more than one Postsecondary Institution this term?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, name of the other Postsecondary Institution(s):			
Have you ever enrolled in PSEO program before now?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, name of Postsecondary Institution(s) attended:		Dates enrolled:	
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 the counseling services are available and are aware of this responsibilities regarding participating in the program. We have received the information required under Minnesota Statutes, section 124D.09, and are aware that the above student is enrolling in postsecondary courses.			
Signature – Parent/Guardian (if student is under 18)		Signature – Student	Date

**2. TO BE COMPLETED THE SECONDARY/PRIVATE/HOME SCHOOL**

Name of Secondary/Home School Attending:	School Classification (check one only): <input type="checkbox"/> Public <input type="checkbox"/> Nonpublic <input type="checkbox"/> Home	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)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>IF NOT ELIGIBLE, RETURN FORM TO STUDENT, DO NOT CONTINUE PROCESSING.</b>
During period of attendance at postsecondary institution students' secondary grade level will be:	<input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12	<b>NOTE: 21 YEAR-OLDS ARE NOT ELIGIBLE</b>
Student may not enroll in PSEO in addition to a full high school course load. Does the student have reduced high school instructional time?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

**SECONDARY/PRIVATE/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. If the above named school is a nonpublic school, student tuition shall be proportionally adjusted to reflect the above clock hours of postsecondary attendance.

Signature – Secondary School Contact Person	Title	Date
Telephone Number: _____		

Student Name (Last, First, M.I.):	Date of Birth (MM/DD/YYYY):
-----------------------------------	-----------------------------

**3. TO BE COMPLETED BY THE POSTSECONDARY INSTITUTE**

Name of Postsecondary Institute:	City of Postsecondary Institute:
College Student ID Number:	Term of Planned Attendance (check one only): <input type="checkbox"/> Qtr 1 <input type="checkbox"/> Qtr 2 <input type="checkbox"/> Qtr 3 <input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2
Postsecondary Institute Contact Person:	Title:
Telephone Number:	E-Mail Address:

COURSES TAKEN FOR SECONDARY CREDIT	COURSE NUMBER	COURSE CREDITS
1.		
2.		
3.		
4.		
5.		
6.		

**POSTSECONDARY REGISTRATION VERIFICATION**

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

_____	_____	_____
Signature	Title	Date

**Upon completion of section 3, a LEGIBLE copy of this form must be mailed within 10 days by the postsecondary institution to the Minnesota Department of Education (address on page 1). Additionally, copies must be returned 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.09 (2012).

Any Minnesota public, nonpublic, home school or American Indian-controlled tribal contract or grant student classified as an 11th or 12th grader and accepted by a postsecondary institution, may enroll either full- or part-time in nonsectarian courses or programs at an eligible postsecondary institution. Beginning fall semester of 2102, eligible 10<sup>th</sup> grade students may enroll in a Career and Technical Education (CTE) course. Please review additional requirements below. Foreign students participating in cultural exchange programs are not eligible.

- A. A student must be enrolled in school in the 11<sup>th</sup> or 12<sup>th</sup> grade;  
**OR**  
A student who is in the 10<sup>th</sup> grade may apply to an eligible postsecondary institution for the purpose of enrolling in a Career and Technical Education (CTE) course. The 10<sup>th</sup> grade student must have taken the 8<sup>th</sup> grade MCA reading test in the 8<sup>th</sup> grade and have met the composite proficiency level of meets or exceeds.
- B. A student who enters the program:
- 1) At the **beginning** of the 10<sup>th</sup> grade year may continue in the program for the equivalent of three academic high school years, except for state approved Learning Year Programs pursuant to Minnesota Statutes, section 124D.128, summer sessions not included.
  - 2) At the **beginning** of the 11<sup>th</sup> grade year may continue in the program for the equivalent of two academic high school years, except for state approved Learning Year Programs pursuant to Minnesota Statutes, section 124D.128, summer sessions are not included.
  - 3) At the **beginning** of the 12<sup>th</sup> grade year a student may continue in the program for the equivalent of one academic high school year.
- C. For purposes of determining PSEO eligibility, the student must have reduced instructional time in the secondary setting. Students cannot access PSEO on top of a full course load at the high school.
- D. In either case, if the student first enters the program **during** the academic year, the window of opportunity 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 2<sup>nd</sup> 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.
- 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 Program information](http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/index.html) (<http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/index.html>) on the Minnesota Department of Education's website.

