



DOES YOUR HIGH SCHOOL DO THIS?

Rochester STEM Academy has been growing its PSEO Program over the past 3 years and now over 20% of our students have passed the ACCUPLACER College Entrance Exam and are enrolled either full or part time at RCTC.

We focus on English and math preparation to assure that our students are college-ready as soon as possible.

Our PSEO Program includes transportation, college coaching, homework help, and a PSEO Seminar class at RSA is required of all PSEO participants.

Read what the Center for School Change and StarTribune say about PSEO [HERE](#)

Rochester STEM Academy PSEO Handbook 2019-20

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What is PSEO?

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of a postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a C grade in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09.

Eligibility

To Apply: All students must achieve a 3.0 GPA or B-Average in high school classes in order to apply for PSEO.

10th Grade students must have received a “meets or exceeds” result on the 8th Grade Reading MCA. If the student did not take the 8th Grade Reading MCA, please see a PSEO counselor.

Students must fill out the STEM application, which includes a signature of a PSEO counselor and one of the core teachers (math, science, English, or social studies).

Work with a PSEO counselor to complete the online PSEO application.

Students must also remain enrolled at Rochester STEM Academy for the duration of the semester. If a student elects to transfer while taking PSEO courses, the student and their family will be responsible for the cost.

To Remain:

All students must maintain a 3.0 GPA in both PSEO classes and STEM classes. If a student's GPA falls below a 3.0, the student will no longer be eligible for PSEO and must re-enroll full-time at STEM. Under special circumstances, PSEO counselors may allow a student to continue taking PSEO classes on Academic Probation. Continuation in PSEO is dependent on satisfying the PSEO academic, character, and service requirements (see below). Students must have approval from STEM counselors to re-enroll each semester. Students must complete an academic advisory meeting with a STEM counselor where their next semester courses are chosen and approved. Any class changes must be submitted to your STEM counselor and will be submitted to your post-secondary institution by your STEM counselor.

Enrolling

All students who are interested in PSEO enrollment must notify a PSEO counselor by **March 1st** for Fall Semester and **September 30th** for Spring Semester. Each student will be issued an electronic PSEO check-off sheet for the steps necessary to enroll in PSEO. Accuplacer tests should be completed by April 1st and December 1st.

The following checklist should be completed in order to enroll in PSEO. Students should keep their copy of this checklist up to date. Upon completion of the ACCUPLACER College Readiness exam, each student must meet with a STEM PSEO counselor to review their placement scores and course registration schedule. A copy of the ACCUPLACER scores will be placed in the student's file. A copy of each student's schedule must be sent to a PSEO counselor each semester.

Date:	<h2>PSEO Checklist</h2>
	Student received PSEO policies & Procedures and instructional packet for submitting application to RCTC
	Student returned PSEO policies and procedures with all signatures
	Student completes and returns to the office his/her portion of the Online Application Supplement, MDE form (ED-01763-14)
	Office completes relevant portion of the Online Application Supplement, MDE form, prints transcript
	Office makes copies of all documents for the file
	Office returns completed forms to student
	Student completes online application.
	Student sets up an Accuplacer test date with RCTC: _____
	Student send/turn in Accuplacer Scores to Rochester STEM Academy (See "Sending Accuplacer Scores" below)
	If Accuplacer scores are high enough, student sets up an orientation date with RCTC
	If Accuplacer scores are high enough, student sets up a meeting with PSEO Counselor and fills out the PSEO Class Registration Form
	MDE/PSEO sends completed MDE form class schedule to STEM
	Student submits PSEO re-enrollment form for the next semester
	Student submits monthly progress reports to STEM
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	Student submits monthly progress reports to STEM
	Student submits monthly progress reports to STEM
	Student submits semester grade report to STEM

Sending Accuplacer Scores:

1. Login to your eServices
2. Click on Academic Record on left
3. Click on Degree Audit Report
4. Click on MNTC or the degree that is listed and the scores on listed on the Degree Audit.
5. Press Ctrl+P
6. Switch print designation to: Save as PDF
7. Compose an e-mail to dzacharda@rochesterstemacademy.org and ibrahim@rochesterstemacademy.org
8. Attach saved PDF and send.

Course Registration

Rochester STEM Academy requires that students first work towards completing their high school graduation requirements. In order to ensure college readiness, STEM requires:

4.00 Credits of English Language Arts

3.50 Credits of Social Studies

1.00 Credit US History

1.00 Credit World History

.500 Credit Economics

.500 Credit Geography

.500 Credit Civics

3.00 Credits of Math

1.00 Credit Non-Linear Algebra

1.00 Credit Geometry

1.00 Credit Advanced Functions or Stats/Probability

3.00 Credits of Science

1.00 Credit Biology

1.00 Credit Chemistry

1.00 Credit Physics

1.00 Credit in the Arts/C.T.E. Education

.500 Credits in Health

.500 Health Credit

.500 Credits in Physical Education

.500 Physical Education Credits

7 elective credits

***Students must be enrolled in a 4th year of Science and Math.**

10th grade PSEO students may take one course from a list of career and technical education course. Recommended course are:

ART 1120 Computer As Creative Media
ART 1121 2D Design
ART 1124 Graphic Design I
ART 1130 Digital Art I
COMP 1112 Introduction to Computers With Applications
COMP 1150 Computer Science Concepts (must place into MATH 1115)
HLTH 1114 Responding to Emergencies

11th & 12th Grade students must fulfill their STEM graduation requirements first. The following courses are recommended:

English:

ENGL 1117 (passed with C or higher)
ENGL 1118

Social Studies:

Economics: ECON 1101 Intro to Economics
Civics: POLS 1615 Intro to American Government
Geography: GEOG 1614 Human Geography
U.S. History:
HIST 1624 U.S. History to 1865
HIST 1625 U.S. History 1865-Present
World History:
HIST 1617 World History to 1500

Science:

Or CHEM 1117/1118 General, Organic and Biological Chemistry I & II
Or CHEM 1127/1128 Chemical Principles I & II
Or PHYS 1117/1118 Introduction to Physics
Or PHYS 1127/1128 Classical Physics I & II
BIOL 1107 Fundamentals of Anatomy & Physiology

Math: (combined with high school math to total 4 courses)

MATH 1115 College Algebra
MATH 1117 Precalculus
MATH 1119 Applied Calculus
MATH 1127 Calculus I

- All core courses not on the recommended list must receive approval from a PSEO-Counselor and the Core STEM Teacher in that subject.

Orientation

A mandatory PSEO orientation session will be held at RCTC the week prior to the beginning of classes. Please bring proof of identity (a passport or birth certificate & photo ID) in order to obtain a RCTC ID and buy books. Students should bring their course schedules with them to this meeting.

Transportation

STEM will provide transportation between STEM and RCTC. The transportation schedule will be posted at the beginning of each semester. If RCTC is in session and STEM is not, PSEO students will be required to arrange their own transportation to and from RCTC campus. Remember that on-time arrival to classes is essential to success; be sure to report to the pickup and drop-off locations on time to ensure all students arrive to their classes on time! The pick up location at RCTC will be the atrium unless otherwise arranged. Transportation times are determined by student's class schedules. Busses leave ten minutes after classes are let out from RCTC. Students who miss the transportation will be marked unexcused absent and will be considered truant from their STEM classes. Obtaining food from RCTC is not a valid excuse for missing the bus. If a PSEO student needs to be transported to RCTC at any time other than the scheduled time, this must be arranged with and approved by the front office.

PSEO Seminar

Weekly attendance at the PSEO seminar is **Mandatory**. These seminars ensure that PSEO students are fully supported and informed. Weekly check-ins will involve students completing weekly progress report sheets, or capitalizing on the opportunity for advisement and academic assistance. Weekly Progress report sheets are included at the end of this document. Weekly Progress report sheets will be used for attendance, as well as, keeping an academic record of student progress. All absences must be pre-approved; unexcused absences may result in removal from the PSEO program.

Service Requirements

All PSEO students are required to complete voluntary service hours every semester. Full time students must complete 40 hours, part-time must complete 20 hours, 10th grade students must complete 10 hours per semester. These hours must include volunteer hours assisting STEM students and staff with classes, coursework, special events, or other duties as assigned. Volunteer hours must be logged and document on the Personal Learning Plan.

Personal Learning Plan / Career Counselling

All PSEO students will be required to maintain an updated Personal Learning Plan (PLP) including completing the career cluster surveys. In many cases, a PSEO student may be unable to complete the College Prep courses to 11th and 12th graders at STEM. Completion of the PLP is mandated by the State of Minnesota and will provide students with career guidance. Career and college counselling will also be topics at the PSEO seminar meetings.

Behavior Expectations

PSEO student are the highest level of STEM student ambassadors and should act accordingly at RCTC, in the community, and while at STEM. Actions that involve disciplinary action either at STEM or RCTC may be grounds for removal from the PSEO program. While at STEM, PSEO students are expected to be helping the learning environment and should at no times interrupt classes or distract fellow students from their coursework. If a PSEO student is at STEM and not attending a class, that student should either be in the PSEO study lounge or completing volunteer hours under the supervision of a STEM staff member. PSEO students should at no time interrupt classes to retrieve another student to go to RCTC earlier than their scheduled time.

PSEO Study Areas

The PSEO lounge, located in the Commons area of the school, is for use of PSEO students while they are on campus. Please treat the area respectfully. At no time should PSEO student be in the PSEO lounge if they are scheduled to be in a STEM class.

Computer/Cell Phone Use:

PSEO students should follow the STEM cell phone policy:

Cell Phones are not to be used in classrooms per school rules. The only time cellphones are to be used is before/after school and during lunch period. Violations of this rule are as follows:

1st offense: Teacher will take the phone from the student; student gets it back at end of the hour

2nd offense: Teacher will take the phone to the office, parent MUST pick it up

3rd offense: Parent/Administrator conference

Computer use: Students may use STEM laptops or computer lab computers while at STEM. Computers should be returned to the laptop cart from which they were borrowed and not left in the PSEO lounge.

Modifying PSEO Registration

Any PSEO student wishing to make an alteration to their schedule must receive written permission from the PSEO counselor. Any schedule alterations made by students without written permission from the PSEO counselor will result in removal from PSEO.

Students are not allowed to withdraw from any PSEO classes, unless written consent is given by the PSEO counselor and School Director. Any student who chooses to withdraw from a PSEO class without receiving the proper consent will be immediately removed from PSEO.

Signature Page

By signing this document, I acknowledge that I have read, understand, and agree to comply with the requirements and obligations contained in the Rochester STEM Academy PSEO Handbook and accept the rules of conduct and consequences described herein.

Name (please print)_____

Signature_____

Date_____

Student Name: _____

Weekly Academic Progress Sheet

The table below must be completed by the PSEO student and the PSEO Counselor together. PSEO students are required to show their grades on D2L to the PSEO Counselor. The PSEO Counselor will record the students D2L information in the table below. PSEO Students and the PSEO Counselor will then sign the sheet at the bottom.

Student PSEO Class	Current Grade

Student Signature: _____

Date: _____

PSEO Counselor Signature: _____

Date: _____

Core Teacher Signature: _____

Date: _____