

Waseca Jr/Sr High School

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2025-2026

Post-Secondary Enrollment Options (PSEO) Program Information and Student/Parent Agreement

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Opportunities to Earn College Credit in High School at Waseca JHHS

Concurrent Enrollment gives Waseca students the chance to take college-level classes right here at the high school, taught by our own teachers who are approved as adjunct instructors through partnering colleges and universities. These courses allow students to earn both high school and college credit at no cost while experiencing the rigor and expectations of college coursework in a familiar environment.

Waseca JSHS proudly partners with several postsecondary institutions to offer over 50 credits worth of Concurrent Enrollment opportunities, including:

University of Minnesota (College in the Schools)

- CIS Political Science (POL 1001) – 3 credits
- CIS College Algebra Through Modeling (CI 1806) – 3 credits
- CIS Introduction to College Physics (PHYS 1101W) – 4 credits
- CIS Spanish 4 (SPAN 1003) – 5 credits

Riverland Community College

- Accounting 1 (BUSO 2641) – 3 credits
- Agribusiness (AGBS 2000) – 3 credits
- College Algebra (MATH1110) – 3 credits

Minnesota State University, Mankato

- Exploring Careers in Education (KSP 150) – 3 credits
- College Writing and Rhetoric (ENG 101) – 4 credits
- Introduction to Literature (ENG 110) – 4 credits

South Central College

- Health Care Core Foundations – Year One (HC 1525) – 1–4 credits
- Medical Terminology – Year One (HC 1000) – 3 credits

Southwest Minnesota State University

- Introduction to Statistics (MATH 200) – 3 credits

Through these partnerships, students can begin building their college transcript while fulfilling Waseca graduation requirements, gaining confidence and momentum toward their future goals.

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 students. See page 11 for an explanation of what fees are covered.

Advanced Placement courses: [Advanced Placement](#) is a program created by the College Board which offers college level classes and examinations to high school students. Many colleges offer placement or course credit to students who attain high enough scores on the exam. Waseca offers AP Calculus AB, AP PreCalc, AP Chemistry, AP Art, AP Statistics and AP Physics II.

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 instructors.
- **Students must be proactive** in navigating college systems, understanding course expectations, and seeking help when needed—from both the college and Waseca Jr/Sr High School staff.
- **Colleges communicate directly with students**, not parents or high school staff. All official notices, grades, and updates are sent to the student's college email account.
- **Waseca Jr/Sr High School (JHHS)** continues to provide support for graduation planning and credit tracking, but students must take 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 Waseca Jr/Sr High School.

Deciding Whether PSEO Is Right for You

Participating in PSEO is a major decision that requires thoughtful planning and honest self-assessment. Students who thrive in this program tend to be independent, organized, and 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 Consider

1. High School Graduation Requirements

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

2. Academic Readiness

College courses move quickly and expect strong reading, writing, and study skills. Reflect honestly: Are you prepared to handle college-level work and the increased academic expectations?

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 assignments without reminders. Remember—college attendance records and grades are not shared with parents or high school staff until final grades are posted.

4. Scheduling and Transportation

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

Eligibility for PSEO Participation

10th Grade Students

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.

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.

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 and families should attend the annual PSEO Information Session hosted by Waseca Jr/Sr High School or watch the recording later.

Access the session and related materials here:

<https://www.waseca.k12.mn.us/o/wjsh/page/concurrent-enrollment-pseo-information>

2. Explore College Options

Research potential colleges and their PSEO programs carefully. Pay attention to admission criteria, course options, and any restrictions. If you plan to take classes on campus, schedule a visit and meet with the school'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 programs will require:

- A **college application** (submitted electronically)
- Your **Waseca High School transcript** and any required test scores (Upon completion of all PSEO paperwork, the Counseling Office will send your transcript for you)
- A **PSEO Notice of Student Registration form**: Complete Section I with your parent/guardian, then submit it to your 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 Waseca PSEO Contract

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

5. Admission Decision & Next Steps

Once accepted, the college will send information about registration, orientation, and next steps. Read all materials carefully and follow their directions for choosing classes.

6. Coordinate with Your School Counselor

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

Deadlines & Notification Requirements

State law requires students to **notify their school district** each year of their plan to participate in PSEO. At Waseca Jr/Sr High, 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 institution.

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, PSAT, or SAT). Each institution sets its own timelines and requirements, so plan ahead 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 classes, registration, or schedules. Keep in mind that PSEO registration is often completed after full-time college students, which can limit available class options—so submit materials as early as possible.

Choosing Coursework for PSEO

Selecting the right PSEO courses is one of the most important—and sometimes most confusing—parts of the process. Some PSEO students choose classes to expand their elective options, while others take classes that satisfy certain 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 Waseca Jr/Sr High School counselor to ensure selected courses fulfill high school graduation requirements. Counselors can help identify what subject areas must still be completed, but they do not choose or register students for specific college classes.

Students who take the time to plan carefully—with both their high school and college—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 prerequisites. For example, students are strongly encouraged to take **high school chemistry** before enrolling in a **college chemistry** course, or **advanced algebra** before attempting **college algebra**.

Colleges rarely offer “easier” versions of these subjects. Students should be prepared for rigorous coursework and should plan carefully with their counselor to ensure 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

Students may also 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.

Attendance Options

PSEO students may choose to participate full-time at a college or split their schedule between Waseca Jr/Sr High and a postsecondary institution. 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 may limit PSEO to full-time students or require those students to live on 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 requirements for any colleges they are considering and to complete all necessary 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 Waseca Jr/Sr High or the school district. Colleges also set their own policies regarding:

- The minimum academic standards students must maintain to continue in the 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, success depends on their ability to manage the increased rigor, independence, and responsibility that come with college coursework.

PSEO Participation Requirements at Waseca Jr/Sr High

Waseca Jr/Sr High considers all PSEO participants to be **full-time students**. Students must dedicate **one class period per day** in their Waseca Jr/Sr High schedule to PSEO. In other words, one of the seven periods each trimester must remain open for PSEO coursework, and no high school class may be scheduled during that time.

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

- **Full-Time PSEO Students:**

Students taking all college classes must be enrolled in at least the number of credits their college defines as full-time—typically **12 college credits per semester**.

- **Part-Time PSEO + Part-Time Waseca Students:**

Students who split time between the high school and a college must carry a combined load equal to a full-time schedule at Waseca. See the Recommended Scheduling Options table below for more information.

PSEO to HS Credit Conversion

PSEO Credit	HS Credit
5	3.75
4	3
3	2.25
2	1.5
1	.75

RECOMMENDED SCHEDULING OPTIONS

PSEO 1-3 credits					
High School	PSEO 4-5 credits				
6 periods	High School	PSEO 6-7 credits			
	5 periods	High School	PSEO 8-9 credits		
		4 periods	High School	PSEO 10-11 credits	
			3 periods	High School	
				2 periods	PSEO 12-18 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

PSEO students do not pay tuition for eligible college courses taken during the regular school year. The Minnesota Department of Education (MDE) reimburses colleges and universities directly for PSEO participation.

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 may apply in certain situations:

- PSEO Students do not pay an application fee. Reach out to their 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.
- **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 campus**, depending on distance from home and institutional policy. However, **housing and living expenses are not covered** by the PSEO program or Waseca Public Schools. These costs are the **responsibility of the student and family**.

Financial Aid Eligibility

PSEO students are **not eligible** for federal financial aid while still in high school. Participation in PSEO does **not affect** future financial aid eligibility. After high school graduation, former PSEO students are considered **first-year college students** for financial aid purposes.

Credits and Grades

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

When selecting courses:

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

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

College credit transfer equivalency: Waseca Jr/Sr High uses the following formula for PSEO Courses:

- 1 college credit = .75 Waseca credit
- 2 college credits = 1.5 Waseca credit
- 3 college credits = 2.25 Waseca credit
- 4 college credits = 3 Waseca credit
- 5 college credits = 3.75 Waseca credit

College Records and Responsibilities

Grades and credits earned through PSEO become part of the student's permanent college 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—Waseca Jr/Sr High cannot provide official copies.

Transfer of Grades to Waseca Transcript: PSEO grades are added to the Waseca Jr/Sr High transcript once the college transcript has been received. Grades appear as follows:

- A–F and Pass (P) grades are recorded exactly as reported by the college.
- FW (Failure due to Withdrawal) and NC (No Credit) are recorded as F on the Waseca transcript.
- If a course is dropped within the first five academic days and is not shown on the college transcript, it will not appear on the Waseca transcript.
- If a course is dropped within the first five academic days but appears on the college transcript as a W (Withdrawn), it will also be recorded as a FW on the Waseca transcript.
- If a course is dropped after the first five academic days, it will be recorded as an FW on the Waseca transcript.

***Please refer to the Student Handbook for Grading Guidelines.**

For more information on the process and responsibilities when withdrawing from a college class, refer to the "Dropping a College Class" section on page 13 of this guide.

Waseca Graduation Requirements

Required Credits*	9th Grade	10th Grade	11th Grade	12th Grade
English (12 Credits)	Lang/Lit 9	Lang/Lit 10	Lang/Lit 11 -OR- College Writing and Rhetoric	Lang/Lit 12 -OR- College Literature
Social Studies (12 Credits)	Social 9/Geography	U.S. History	World History -OR- AP World History	Principles of Gov/Econ OR CIS Political Science
Science (9 Credits)	Earth Science (<i>previous requirement of Physical Science</i>)	Biology	Chemistry OR Chem Comm OR Physics OR CIS Physics by Inquiry	
Math (9 Credits)	Intermediate Algebra A (counts as elective credit)	Intermediate Algebra B	Geometry	Algebra 2 -OR- Advanced Algebra 2
	Intermediate Algebra B	Geometry	Algebra 2 -OR- Advanced Algebra 2	Pre-Calculus -OR- Statistics -OR- CIS College Algebra -OR- College Prep Math
	Geometry	Advanced Algebra 2	Pre-Calculus -OR- Statistics -OR- CIS College Algebra -OR- College Prep Math	Pre-Calculus -OR- Calculus AB -OR- Statistics -OR- CIS College Algebra -OR- College Prep Math
	Advanced Algebra 2	Pre-Calculus -OR- Statistics -OR- CIS College Algebra	Pre-Calculus -OR- Calculus AB -OR- Statistics -OR- CIS College Algebra -OR- College Prep Math	Pre-Calculus -OR- Calculus AB -OR- Statistics -OR- CIS College Algebra -OR- College Prep Math
	*Notes: 1) Math is optional for students in 12th grade unless they took Intermediate Algebra A in 9th grade or they have not satisfied all of their math requirements. 2) Students must complete 9 credits of math and either Algebra 2 or Advanced Algebra 2 in order to graduate. 3) Bolded courses are the recommended sequence from the math department.			
PE/Health (4.5 credits)	PE 9	PE 10 and Health		
Business (2.5 credits)	Freshman Seminar		Personal Finance (1 credit only)	
Art (3 credits)	AP Art & Design	Drawing 1	Intro to Engineering Design (1 credit only)	Select Choir
	Ceramics 1	Drawing 2	Engineering Design (1 credit only)	Concert Choir
	Ceramics 2	Fiber Arts 1	Welding 2	Concert Band
	Ceramics 3	Fiber Arts 2	Woods 2	Marching Band
	Computer Animation	Graphic Design 1		Symphonic Band
	Digital Drawing / Painting	Graphic Design 2	Printmaking	Beginning Band
	Digital Photography	Painting 1	Sculpture 1	
	Painting 2	Sculpture 2		
Bluejay Connect (2 credits)	Bluejay Connect 9	Bluejay Connect 10	Bluejay Connect 11	Bluejay Connect 12
Electives (20 credits)	20 Elective Credits Total			
*All credits required for graduation are subject to change by the Board of Education.				

See: <https://www.waseca.k12.mn.us/o/wjsh/page/concurrent-enrollment-pseo-information>

General PSEO Course Equivalents

Course Selection Considerations: PSEO college coursework being used for Waseca graduation requirements must follow the guidelines listed below:

<u>High School Course</u>	<u>General College Courses</u>
Lang/Lit 11 & Lang/Lit 12	Public Speaking Introduction to Literature Intro to Literary Studies College Writing Composition 1 Composition 2
Government	US / American Government Introduction to US Politics Principles of Macroeconomics Principles of Microeconomics Intro to US Economy
World History	Modern World History World Civilization, 1500-Present Modern World Civilization Western Humanities
Chemistry / Physics	Introduction to Chemistry Introduction to Physics General, Organic, and Biochemistry Chemistry of Life Process Chemistry Health Sciences
3rd Year of Math (if already completed Alg 2)	Introduction to Statistics Trigonometry College Algebra Calculus 1

PSEO to HS Credit Conversion

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

PSEO Credit	HS Credit
5	3.75
4	3
3	2.25
2	1.5
1	.75

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 Waseca Jr/Sr High, dropping a course after the first five academic days from the start of the college semester will result in a grade of F and zero credit being entered on the Waseca transcript. This failing grade will affect the student's high school GPA, class rank, and may also influence activity eligibility under Waseca Jr/Sr High'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 Waseca's five-day drop deadline. Failure to do so may result in an F being recorded on the Waseca transcript, even if the college records the drop differently.

****IMPORTANT TO KNOW****

Colleges are expected to notify Waseca Jr/Sr High when a student drops a PSEO course; however, there can be a delay before the high school receives this information.

Students are ultimately responsible for understanding the drop policy and must **immediately inform** Waseca Jr/Sr High 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** - if dropping a class forces you to take Waseca Public Schools' Credit Recovery, MN State mandates a specific amount of seat time per credit hour.

Academic Recognitions and Activity Participation

Academic Honors and Class Rank

Students must have at least four high school classes at Waseca Jr/Sr High to be fully included in academic honors calculations, provided they meet all other eligibility criteria set by Waseca Jr/Sr High School. PSEO students can still qualify for latin honors.

Graduation

PSEO students are eligible to participate in Waseca'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.

Participation in High School Activities

PSEO students are considered Waseca Jr/Sr 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 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 Waseca Jr/Sr High School activities must maintain academic eligibility as outlined below:

- Eligibility is reviewed at the end of each semester once Waseca receives final grades from the college.
- If a student is deemed academically ineligible, they remain ineligible for three weeks following the date the college grades are received.
- These guidelines 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 Waseca Jr/Sr High and their PSEO coursework.

School-day Logistics

Attendance

PSEO students are not required to be present at Waseca Jr/Sr 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 Waseca Principal.

Expectations

While in the building, PSEO students are expected to follow **all Waseca Jr/Sr High School rules and expectations.**

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

- Completing PSEO or Waseca 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 Waseca-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 Waseca Jr/Sr High School Tech Office at (507) 837-5580.

Please note that Waseca Jr/Sr 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 success.

Academic Planning and Communication

- Meet with your school counselor before registering each semester to make sure your college courses align with Waseca Jr/Sr High School graduation requirements.
 - *Note:* Counselors are not on contract during the summer, so plan your fall semester advising before the school year ends.
- Send an updated college schedule to your 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 counselor immediately about any schedule changes or class withdrawals. Each time your college schedule changes, provide an updated college schedule to Waseca Jr/Sr High.

Staying Connected

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

- Communicate with peers enrolled at Waseca Jr/Sr High
- Read the daily announcements on the school website
- Check your Waseca Jr/Sr High email regularly
- Stop by the counseling office periodically for updates
- High School Juniors - [Junior Bluejay Bridge](#)
- High School Seniors - [Senior Bluejay Bridge](#)

Required Forms and College Communication

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

Waseca Jr/Sr High's Responsibilities Regarding PSEO Students Once Enrolled

Once a student is enrolled in PSEO, Waseca Jr/Sr High continues to support their academic progress and graduation planning.

Ongoing Support

- Provide academic advising to ensure graduation requirements are met (upon student request).
- Record all PSEO courses and final grades on the Waseca Jr/Sr High transcript.
- Track credit completion toward graduation and share updates with students upon request.
- Continue offering career, academic, and personal counseling as needed.
- Provide reasonable computer access at Waseca Jr/Sr High for PSEO coursework when requested.

Testing Opportunities

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

Counselor Availability

- The school counselor is available to advise students and complete paperwork during the contract year—typically from 2 weeks before the school year begins through one week after it ends.
- The high school principal is available periodically during the summer for support and signature needs.

Pros & Cons of PSEO

Pros

- **Flexible Scheduling:** Build your class schedule around your life. Many colleges offer morning, afternoon, evening, and online options that allow students to create a schedule that fits their needs.
- **More Course Options:** Take classes not available at Waseca Jr/Sr High—such as specialized electives, technical programs, or college-level general education courses.
- **Dual Credit:** Earn **both high school and college credit** at the same time for approved courses.
- **Challenging Academics:** Experience rigorous, college-level coursework that can better prepare you for life after high school.
- **Jump Start on College:** Begin earning college credits early—and in some cases, students can complete an **Associate of Arts (A.A.) degree** while still in high school.
- **No Cost to Families:** Tuition, textbooks, required course materials, and most instructional fees are covered by the state.
- **Covered Fees:** The postsecondary institution is responsible for paying all **required instructional and participation fees**, including:
 - Placement testing
 - Internet or technology access
 - Library services
 - Background checks or malpractice insurance (if required by a specific program)

Cons

- **Later Registration:** PSEO students usually register **after full-time college students**, often in the summer. As a result, preferred classes or times may already be full.
- **Scheduling Conflicts:** High school and college calendars rarely align. Waseca Jr/Sr High and the college may have different start dates, breaks, or finals weeks.
 - PSEO students are **not excused from high school classes** due to PSEO schedule conflicts.
- **Academic Consequences for Non-Attendance or Failure:** Missing or failing a PSEO class can result in:
 - Ineligibility for High School Extracurricular Activities
 - Academic warning or suspension from the college
 - A failing grade on both your **high school and college transcripts**
 - Ineligibility for future PSEO participation
 - Possible graduation delays
 - Negative impact on future college admissions or financial aid
- **Graduation Delays:** Choosing the wrong college courses or not consulting your counselor before registration may mean missing graduation requirements—potentially delaying your diploma.
- **Credit Transfer Is Not Guaranteed:** Every college decides how transfer credits are applied. Courses accepted at one college may not transfer to another.
- **Textbook and Material Charges:** Students who do not return borrowed textbooks or materials by the college's deadline may be billed for their replacement cost.
- **Course Drop Procedures:** Dropping a college class involves **two separate processes**—one at the college and one at Waseca Jr/Sr High.
 - The high school does not have access to college systems, so students must complete both sides correctly.
 - Dropping a course may affect graduation, transcripts, and extracurricular eligibility.
- **Course Difficulty**

Some required college courses—especially in **math and science**—are significantly more challenging for students who have not yet taken the high school equivalents (e.g., high school chemistry before college chemistry, advanced algebra before college algebra).

Contact Information

Waseca Jr/Sr High

Brianna Lawrence – School Counselor (Last Names: A-L),
507-837-5559 / lawb@waseca.k12.mn.us

Paul Marlin – School Counselor (Last Names: M-Z),
507-837-5558 / marp@waseca.k12.mn.us

Justin Johnston – Principal
507-835-5540 / johju@waseca.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
- **2025–26 Notice of Student Registration (NOSR) Form:**
Visit education.mn.gov/MDE/dse/schfin/pseo/index.htm and scroll to
“2025–26 Notice of Student Registration Form (NOSR)”.

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



Waseca Jr/Sr High School PSEO Contract

Student Name: _____ Student Phone Number: _____

Student Email Address*: _____

* If not planning on using Waseca email account while attending PSEO

Academic Grade when entering PSEO (select one): 10th 11th 12th

PSEO Term: Fall / Spring

PSEO Institution(s) Attending (List all 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 designated spaces which will be communicated at the beginning of each trimester.

My parent/guardian and I understand the requirements of the PSEO program and agree to the following:

1. To provide my counselor at Waseca High School with my PSEO schedule EACH semester. I must meet with my Waseca H.S. Counselor BEFORE EACH semester in order to complete paperwork and discuss appropriate course selection.
2. I am responsible for getting all appropriate forms filled out in a timely manner. I accept the sole responsibility of meeting all deadlines required by Waseca High School and of the post-secondary institution and hold the high school blameless should the deadlines not be met.
3. I understand that I (the student) receive .75 of the post-secondary institutions assigned credits per course on my high school transcript. (Ex. 4 post-secondary credits are worth 3 Waseca High School credits).
4. Eligibility for PSEO ends after your initial graduation standard year.
5. The grade I receive at the post-secondary institution I am attending will be on my Waseca High School transcript and is calculated into my GPA.
6. I am responsible for attending PSEO classes even if Waseca High School is not in session. Additionally, I cannot be dismissed from Waseca High School class early or admitted to class late to accommodate the post-secondary institution's schedule.
7. It is my responsibility to arrange transportation to and from the PSEO institution.
8. I am not eligible for PSEO if I am a student participating in a foreign exchange program.

9. 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).
10. I can participate in extracurricular activities at EITHER the high school OR the post-secondary institution, NOT BOTH.
11. 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 Waseca High School counselor immediately to discuss graduation requirements and continuation in the PSEO program.
12. Parents may seek permission from the PSEO site to have access to in-progress student grades. Waseca High School does not have access to in-progress PSEO grades. Please work with the PSEO site to attain access.
13. All classes, including online courses, must be completed within the Waseca High School academic year.
14. 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.
15. By signing this contract, I give Waseca High School permission to send my transcript to the PSEO institution(s).
16. I understand (parent/guardian and student), and accept that failure to abide by any of the above guidelines may jeopardize 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