

# *Post-secondary Enrollment Option (PSEO)*

## **APPLICATION FOR ADMISSION**

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Earn a marketable degree by the time you graduate from high school. More information at [WWW.DCTC.EDU/PSEO](http://WWW.DCTC.EDU/PSEO).



**DAKOTA COUNTY**  
**TECHNICAL COLLEGE**

A member of Minnesota State

**DCTC.EDU • 1300 145TH ST. E, ROSEMOUNT, MN 55068  
ADMISSIONS@DCTC.EDU • 651-423-8000 • FAX: 651-423-8779**

Revised: 3/20

# PSEO ADMISSIONS CHECKLIST

## APPLICATION DEADLINE:

June 1: Priority deadline for fall semester

July 1: Deadline for fall semester

December 1: Deadline for spring semester

Admission our PSEO and academic programs operates on a first come first served basis. Applicants must complete all of the following admissions steps by the deadline to be eligible for admission. Per state statute, PSEO students may not take the place of a traditional student. Placement into high demand programs is not guaranteed. PSEO students will only be considered for a program once they have completed both the PSEO and the program admissions requirements, been accepted to the college, only after the waitlist has been exhausted.

## GENERAL PSEO ADMISSIONS REQUIREMENTS

- Notify your school district.** Public school students must notify their district in writing if they are considering participating in PSEO by May 30.
- Submit the PSEO application.** Complete the online or paper application and submit. Apply online at [dctc.edu/applynow](https://dctc.edu/applynow).
- Submit high school transcripts.** Transcripts must be from the same high school that is listed on the Notice of Registration.
- Submit the Notice of Registration.** Notice of Registration form must be for the correct school year.
- Submit the PSEO Contract.** All items on the contract must be initialed and signed by both the PSEO student and a parent.
- Take the Accuplacer test.** The Accuplacer test assesses reading comprehension and math skills. Results of the test will be used for course recommendation and placement. For a testing schedule, call 651-423-8000 or visit [dctc.edu/accuplacer](https://dctc.edu/accuplacer).
- Meet grade appropriate qualifications.** The State of Minnesota has provided multiple ways to qualify for PSEO based on a student's grade level. Visit [dctc.edu/pseo](https://dctc.edu/pseo) for a list of ways to qualify.
- Submit immunization records.** Only required for homeschool students.

## ADDITIONAL ADMISSIONS REQUIREMENTS FOR TECHNICAL PROGRAMS

- Submit the high demand program form.** Talk with a high school guidance counselor about your high school graduation requirements.
- Complete program specific requirements.** Please visit [dctc.edu/admissions](https://dctc.edu/admissions) for additional requirements.
- Complete a traditional student application.** Start date should be listed for the first semester after high school graduation. This ensures students are able to start the program of their choice at the earliest availability if unable to start as a PSEO student.

## OPTIONAL DOCUMENTS TO SUBMIT

- Authorization to Release Data.** When a student enters a postsecondary institution at any age the data privacy rights provided by FERPA to parents transfer to the student. DCTC will not talk to any parent of a PSEO student without the PSEO student completing this form in person at the Enrollment services desk.
- PSEO Advising Form.** This form is meant to help students work with their high school to make a plan for which classes they will be taking as a PSEO student. Visit [dctc.edu/pseo](https://dctc.edu/pseo) for a copy of the form.

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*The Post-Secondary Enrollment Options (PSEO) program was established as a means to "promote rigorous educational pursuits and provide wider variety of options for students." (Minnesota Statute 124D.09) Dakota County Technical College provides opportunities for students to participate in the PSEO program and has established specific criteria/requirements for enrollment into the program.*

**Note:** You are not legally required to provide the information the college is requesting on the application; however the college may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- to other schools in which you seek or intend to enroll, if you are first notified of the release;
- to federal, state, or local officials for purposes of program compliance, audit, or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an institution engaged in educational research of an accrediting agency.

# PSEO APPLICATION FOR ADMISSION



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## APPLICATION DEADLINE:

June 1: Priority deadline for fall semester

July 1: Deadline for fall semester

December 1: Deadline for spring semester

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PLEASE TYPE OR PRINT IN BLACK OR BLUE INK.

## PERSONAL INFORMATION

Full Name (first, middle, last)

Date of Birth (MM/DD/YYYY)

Name used in high school records or in other educational records and transcripts (if different from above)

Social Security Number

Many colleges/universities use social security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about Minnesota State programs through data matches with other state agencies.

Current Mailing Address

City

State

ZIP

County

Home Telephone

Cell Phone

Email Address

Are you a resident of Minnesota?

Yes  No

If yes, how long?

Years \_\_\_\_ Months \_\_\_\_

If not, what state are you a resident of?

Are you a U.S. Citizen?  Yes  No

If you answered no, do you have status as  Resident alien  Refugee/asylee  Temporary protected status  None of these

## HIGH SCHOOL EDUCATION INFORMATION

Anticipated high school graduation date: Month \_\_\_\_\_ Year \_\_\_\_\_

High school attending

Institution Type

Public

Private

Homeschool

Online

Name

City

State

## ADMISSIONS INFORMATION

Grade you will be in your first semester of PSEO  10th  11th  12th

Choose your course of study  PSEO General Education

Program Specific \_\_\_\_\_

Must complete High Demand Program form

Educational intent at Dakota County Technical College

Take courses

Earn a certificate

Earn an associates degree

Take courses and transfer to a university

Earn a diploma

Earn an associates degree and transfer

Semester and year you intend to start

Fall  Spring Year \_\_\_\_\_

I plan to attend

Full-time (12 credits or more)

Part-time (fewer than 12 credits)

## COLLEGE EDUCATION INFORMATION

If you have attended previously, list all colleges/universities attended (attach additional sheets of paper if needed)

Name	City	State	Month/Year
Name	City	State	Month/Year

## DEMOGRAPHIC INFORMATION

Providing the following information is voluntary and will assist Minnesota State in evaluating student recruitment and retention policies; it will not be used as a basis for admission.

Gender  Male  Female Are you Hispanic or Latino?  Yes  No

Race and ethnic background (select all that apply)

American Indian or Alaska Native  Black or African American  White  
 Asian  Native Hawaiian or Other Pacific Islander

What is the highest level of education for your parent(s)/guardian(s)?

Parent/Guardian #1

No high school diploma  High school diploma  Some college  
 Two-year college degree  Bachelor's degree or higher  Unknown

Parent/Guardian #2

No high school diploma  High school diploma  Some college  
 Two-year college degree  Bachelor's degree or higher  Unknown

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### Disclosure of Information from Education Records to Parents of Students Attending Postsecondary Institutions

At the K-12 school level, FERPA provides parents with the right to inspect and review their children's education records, the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and the right to consent to the disclosure of personally identifiable information from their children's education records. When a student turns 18 years old or enters a postsecondary institution at any age, these rights under FERPA transfer from the student's parents to the student. Under FERPA, a student to whom the rights have transferred is known as an "eligible student." Although the law does say that the parents' rights afforded by FERPA transfer to the "eligible student," FERPA clearly provides ways in which an institution can share education records on the student with his or her parents.

While concerns have been expressed about the limitations on the release of information, there are exceptions to FERPA's general rule that educational agencies and institutions subject to FERPA may not have a policy or practice of disclosing "education records" without the written consent of the parent (at the K-12 level) or the "eligible student."

**Students and Parents, please read and initial indicating you understand.**

\_\_\_\_\_  
Applicant's Initials

\_\_\_\_\_  
Parent's Initials

I am aware that by applying to the PSEO program, rights under FERPA transfer from the student's parents to the student.

## SIGNATURE

All of the information indicated is true and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if applicant is under 18 years of age)

\_\_\_\_\_  
Date

## SUBMIT YOUR APPLICATION

Please submit your completed application to:

Dakota County Technical College  
Office of Admissions  
1300 145<sup>th</sup> St. E.  
Rosemount, MN 55068

The Office of Admissions will contact you shortly after receipt of your application to ensure that all of your questions have been answered.

DCTC abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity. This document is available in alternative formats to individuals with disabilities by calling 651-423-8000 or TTY: 651-423-8621.

DCTC IS A MEMBER OF MINNESOTA STATE AND AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER.

Revised: 03/20

# PSEO ADMISSIONS CONTRACT



**DAKOTA COUNTY**  
**TECHNICAL COLLEGE**

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The purpose of the contract is to create an understanding by both students and parents of the expectations Dakota County Technical College has of all PSEO students. Students and parents both, must read and initial all requirements below. Any questions or concerns about the requirements may be addressed to the PSEO advisor.

**Students and Parents, please read and initial each item below indicating you understand.**

- \_\_\_\_ Student    \_\_\_\_ Parent    Public school student must notify high school district of intent to participate in PSEO by May 30th. Failure to notify high school may result in student being responsible for tuition, fees and supplies.
- \_\_\_\_ Student    \_\_\_\_ Parent    PSEO students are encouraged but not required to meet with a PSEO Advisor at Dakota County Technical College. Students are responsible for their education, high school graduation requirements and course selection.
- \_\_\_\_ Student    \_\_\_\_ Parent    PSEO students will be enrolled on a space-available basis and if they meet the required course pre-requisites.
- \_\_\_\_ Student    \_\_\_\_ Parent    Not all courses and programs are available to take as PSEO students. Registering for programs and courses not approved for PSEO will result in students being required to pay for the tuition, fees, and supplies.
- \_\_\_\_ Student    \_\_\_\_ Parent    PSEO students cannot take developmental education courses (typically those numbered below 1000).
- \_\_\_\_ Student    \_\_\_\_ Parent    PSEO students are expected to meet DCTC's Satisfactory Academic Progress measures of a 2.0 GPA and complete 67% of classes they enroll in. Students who do not meet these requirements may not be allowed to continue in the program.
- \_\_\_\_ Student    \_\_\_\_ Parent    Students with disabilities are responsible for their own education and the student needs to reach out to Accessibility Services if they wish to have accommodations. It is ideal to start the process one month in advance of the semester start. Contact Accessibility Services at 651-423-8469.
- \_\_\_\_ Student    \_\_\_\_ Parent    Students who attend full time classes at high school are not able to take college courses.
- \_\_\_\_ Student    \_\_\_\_ Parent    10th Grade PSEO students can only take ONE career or technical education course during their first semester. If the student receives a grade of C or better in the course, the student shall be allowed to take additional career or technical education courses in subsequent terms.
- \_\_\_\_ Student    \_\_\_\_ Parent    PSEO Students must attend PSEO Orientation prior to their first registration.
- \_\_\_\_ Student    \_\_\_\_ Parent    PSEO students are not charged for tuition, books or lab fees but they are required to pay for non-consumable tools, equipment, materials, and software.
- \_\_\_\_ Student    \_\_\_\_ Parent    All textbooks and supplies (including workbooks and loose bound textbooks) must be returned to the bookstore by the end of book buy back period at the end of each semester.
- \_\_\_\_ Student    \_\_\_\_ Parent    Upon submission of application FERPA regulations will apply to student and Dakota County Technical College will need an Authorization for Release of Data on file to be able to discuss student's account with any person (parents/guardians included) other than the student.

Applicant's Signature

Date

Parent/Guardian Signature (if applicant is under 18 years of age)

Date