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: http://www.rctc.edu/admissions. Click on Apply.
2. Click “Apply for PSEOP Admission” in the center of the page.
3. If you have an existing StarID, Login with your Star ID and password. If you don’t have an existing StarID, Create StarID.
4. A screen will show your StarID and password, click on login.
5. If you are creating a StarID for the first time, you will receive a notice on the next screen indicating your StarID Successfully Created. Click NEXT.

6. Screen 1 Personal-Legal Name and Email Address:
   • Page 1: Your first, middle and last name should show up as well as your email you used to create your StarID. Please use your full legal name. Click add former name if you have ever used a different name. Double check your email address as that is what will be used to send you a reply acknowledging your application. Click NEXT if this information is correct.
   • Page 2: Your Social Security Number and date of birth should populate if previously entered. If not, you may enter it here. If you choose to share your social security number, it is very important that it is the correct social security number. Please note the correct format for both numbers. Click NEXT when you are done.
   • Page 3: Answer the question on Military service. Click NEXT when done.
   • Page 4: Answer the questions on parent education. Click CONTINUE TO CITIZENSHIP when done.

7. Screen 2 Citizenship:
   a) Answer the question on citizenship. If you are not a US Citizen, you will probably mark OTHER.
   b) If you mark OTHER, another window opens which gives you the opportunity to select from three additional statuses. If none of these, pertain select OTHER again. Another screen will open up which will explain the Citizenship – Prosperity Act.
   c) If you question what your status is, please check with your parents or school officials. Click on CONTINUE TO CONTACT.

8. Screen 3 Contact:
   • Page 1: Answer the questions about your Minnesota residency and how long you have lived here. You need to put a number in both residency boxes. Click NEXT when done.
   • Page 2: Add your permanent mailing address. This is the house where you live and receive your mail. Please be sure to include apartment number, house number, street name or number and correct zip code. If you get your mail at a post office box, enter only the PO Box ??, usually it isn’t necessary to list a street address as well. Click ADD PERMANENT ADDRESS or your address will not update. This brings you to the address screen to review. Additional addresses are not necessary. Click NEXT when done.
   • Page 3: Enter at least one phone number. Use dashes as indicated. You may enter your home and/or mobile phone numbers. Click CONTINUE TO EDUCATION when finished.

9. Screen 4 Education:
   • Page 1: Are you currently in high school? Indicate yes. Click NEXT to continue.
   • Page 2: Read the information shown on top of this page. Locate your Minnesota High School by using the toggle arrows. Indicate your expected future graduation date using mm/yyyy. An example would be: 06/2015. It is very important to list your expected graduation date.
   • Page 3: Education – High School Preparation Standards – skip this page and Click NEXT to continue
   • Page 4: Education – High School Preparation Standards – skip this page and Click NEXT to continue
   • Page 5: Education – High School Preparation Standards – skip this page and Click NEXT to continue
   • Page 6: Education – Colleges or universities you have attended. If you have attended other colleges, click on ADD INSTITUTION. This would include classes taken elsewhere as a PSEOP or concurrent enrollment student.
     a) Page 6A: Education – College/University attended. Locate the state your other college is in; Indicate the start and end date that you attended. Use the dates as shown above - mm/yyyy. For example: 09/2014 (Start) 12/2014 (End). Indicate the degree earned if one was earned. Click ADD THIS INSTITUTION. This will bring you to another screen to review the other colleges you have entered. Repeat this if you have additional colleges. When done entering colleges, click on CONTINUE TO CONFIDENTIAL.

10. Screen 5 Confidential – Demographic Information:
    a) Read the statement at the top. Indicate your Gender and your Race or Ethnic background. Click CONTINUE TO MAJOR when done.
11. **Screen 6 Major:**
   - **Page 1:** Application Term. Indicate which term you plan to attend. PSEO classes are only held during the Fall and Spring sessions. Do not click summer session. Click on NEXT when done.
   - **Page 2:** Application type. **Indicate Post-Secondary Enrollment Options (PSEO) Student.** Click on NEXT when done.
   - **Page 3:** Select the option that best describes your **educational goal.** Then indicate if you plan to attend as Full time or part time. Click NEXT to continue when done.
   - **Page 4:** Major – Academic Program. Click +Add Major/Program. **If you don’t do this part, you will not have a major declaration.** Click NEXT to continue.
   - **Page 5:** Major – Academic Program of Interest.
     a) Preferred **delivery method** for PSEO is ON CAMPUS. Locate it by using the toggle arrows.
     b) Desired major/academic program: Use the toggle arrows to locate the major **PSEO – JOINT HIGH SCHOOL STUDENT. This must be your first major.**
     c) Desired degree/award: there will only be one choice and that is **UNKNOWN.** The toggle arrow will only show this one choice. Click **ADD THIS MAJOR: You will be directed to a new screen that indicates Major – Academic Program. You can review the majors you entered.**
     d) At this point if you know what area of study you are interested in, you may **add another major as your 2nd choice and follow the same steps.** We will automatically enter Liberal Arts as your second major unless you choose another choice.
     e) Click **ADD THIS MAJOR: You will be directed to a new screen that indicates Major – Academic Program. You can review the majors you entered.**
   - **Page 6:** Major – Application Information.
     a) Have you attended RCTC before? **Indicate Yes or No.** If you have attended RCTC before indicate the last date of attendance to the best of your ability. Use the date format as shown above: mm/yyyy. Click CONTINUE TO REVIEW when done.

12. **Screen 7 Application Review:**
   - **Page 1:** Review the information shown.
     a) If you find an error, **CLICK ON THE SECTION TITLE (in blue on the far left) TO EDIT THE INFORMATION. Please note if you do click on the section title to edit, you will be brought back to the original page you want to edit, and you will be directed to click through the links as indicated above again. This would be a great time to review all the data as you click through.**
     b) Click **CONTINUE TO SUBMIT APPLICATION** when you are done.
   - **Page 2:** Applications – please note: **IN ORDER TO SUBMIT YOUR APPLICATION YOU MUST FIRST READ AND THEN CHECK THE CONFIRMATION BOX FOR EACH INSTITUTION.**
     a) Check the box in the gray rectangle after reading the three statements. **There is no PROMO CODE so skip that area.** Note: The "Select All" box is there to use if you have more than college application in process at the same time and you wish to submit them all at the same time.
     b) **Verify StarID Password by re-entering your Password. This must be done in order to Click SUBMIT SELECTED APPLICATIONS.**
     c) You will see a little spinning disc until the application is accepted. Once complete it will return to a screen indicating the status of your application. If you log out and log back in again, you will be able to see your updated status and what items you need for completion of your PSEO application. **If you do not get this screen, you have not successfully submitted your application.** Check through the data again to see what might be missing. Then resubmit. Be sure to read through this information.

13. Be sure to Log Out of your record.

14. You will receive two emails.
   a) One will be from RCTC with your RCTC Stinger ID. There will also be a link to return to your “Application Status” screen.
      i) If you login again and you do not see a screen (in box format) showing your status is pending or accepted, the application date and term you applied, followed by needed items, you did not successfully submit your application.
      ii) If your application did not successfully submit, you will be directed to the first page in the application process starting with your Personal data. Continue through the questions again and resubmit.
   b) The second email (a few days later) will be from Brooke Kosok with information about the PSEO program.

   **Congratulations on completing your RCTC application.**
Postsecondary Enrollment Options (PSEO)
Program Notice of Student Registration
2021-22

Instructions: Complete an enrollment form for each instructional term and postsecondary institution the student attends. Once Sections 1 and 2 are completely filled out, the next step is to work with the enrolling postsecondary institution to complete Section 3. Note: Only postsecondary institutions submit this form to the Minnesota Department of Education (MDE).

College Student ID Number:

1. To be Completed and Signed by the Student and Parent/Guardian

Student Name (Last, First, M.I.)

Gender

Date of Birth (MM/DD/YYYY)

Address

City

ZIP Code

Phone Number

Postsecondary Institution This Term

Parent/Guardian Name

Address (if different than above)

Public School Students: Minnesota Statutes, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil’s intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30.

Date I/we notified the public school of the intent to participate in PSEO for either semester of the 2021-22 school year.

My signature(s) below indicates that I/we are aware that if I/we have not notified the enrolling district by May 30, 2021, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

All Students: Minnesota Statutes, section 124D.09, subdivision 6, requires: students and parent/guardian sign a statement indicating they have received PSEO information (including transportation reimbursement for qualified students); are aware counseling services are available; understand PSEO course responsibilities. We have received the information required under Minnesota Statutes, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

Student Signature

Parent/Guardian Signature (if student is under age 18)

Date

Upon completion of Section 1, pass this form to the pupil’s secondary school for completion of Section 2.

2. To be Completed by Secondary/Nonpublic/Home School

Secondary/Nonpublic/Home School Name

School Type (Select one)

Public School Student’s MARSS* Number

Attending School District Name

Attending School District Number

Select student’s grade level during the 2021-22 school year. (Select only one): Grade 10  Grade 11  Grade 12

Note: High school graduates and 21-year-olds are not eligible.

Students may not enroll in PSEO courses in addition to a full high school class load. Does this student have at least one free class period during the high school day? (Select one) Yes  No

Is the above student eligible for program application? (See Page 3 for requirements) (Select one) Yes  No

My signature below certifies the student identified in Section 1 meets the eligibility requirements outlined on Page 3 for participation in the PSEO program this term, and the information in Section 2 is accurate and applicable. The public school student has notified the enrolling public school district of intent to enroll by May 30, 2021, or the public school district has waived the deadline requirements.

Secondary School Contact Name  Contact Signature  Email  Phone  Date
3. **To be Completed by the Postsecondary Institution**

<table>
<thead>
<tr>
<th>Name of Postsecondary Institution (PSI)</th>
<th>PSI Number</th>
<th>City of Postsecondary Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rochester Community &amp; Technical College</td>
<td>0015-25</td>
<td>Rochester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term of planned attendance (Select one)</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Quarter (Qtr) 1</th>
<th>Qtr 2</th>
<th>Qtr 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dale Amy</td>
<td><a href="mailto:Dale.Amy@rtc.edu">Dale.Amy@rtc.edu</a></td>
<td>507-285-7332</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses Taken for Secondary Credit</th>
<th>Course Number</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course #2</td>
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<td>Course #3</td>
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<tr>
<td>Course #5</td>
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<tr>
<td>Course #6</td>
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</tbody>
</table>

Minnesota Statutes, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil’s intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30, unless the public school district has waived the deadline as indicated in Section 2. A public school student who has not met this requirement is not eligible for PSEO funding.

Minnesota Statutes, section 124D.09, subdivision 5, requires the institution to send written notice to the student and the student’s school or district. The notice must indicate the course and hours of enrollment of that pupil.

My signature indicates that the student identified in Section 1 is registered this term for the courses indicated above, all courses are nonsectarian in content and are not remedial or developmental. Tenth grade students during their first semester of PSEO participation may take only one Career or Technical Education (CTE) course. The student has indicated to me the courses are to be taken for secondary credit and fulfill the student’s high school graduation requirements.

**Dale A. Amy**

Signature – Postsecondary Institution Contact

**Dale.Amy@rtc.edu**

Email

**507-285-7332**

Telephone

Dale.Amy@rtc.edu

**Title**

**Date**

1/29/21

**Director of High School Collaborations**

*MARSS stands for Minnesota Automated Reporting Student System*
RCTC PSEO Application Supplement Form

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 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. Junior and Senior 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 GPA or have a class rank in the upper one-half of their class.
- Juniors must have earned a 3.0 or higher overall high school GPA or have a class rank in the upper one-third of their class.

PART B. Senior 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". Students must meet all individual course prerequisites.

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

☐ Part A. Program Code 4000

☐ Part B (Seniors only) Program Code Award Type

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

☐ Sophomore PSEO – One approved Career and Technical Course ONLY (Include proof of appropriate MCA Reading score.)

The following must be completed by the high school counselor:

STUDENT’S GRADE LEVEL WILL BE: _______ CURRENT GPA : _______ CLASS RANK: _______

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 30th Avenue SE * Rochester, MN 55904