



PSEO HANDBOOK

Welcome to Normandale Community College!



UPDATED: JULY '24

The PSEO Handbook is your #1 resource for all things PSEO at Normandale. The information found in this handbook is designed to help guide you through your time in our program, from application, new PSEO student webinar, to actively participating in and completing college courses.

Normandale is an affirmative action, equal opportunity educator and employer. The information in this document is available in alternative formats upon request by contacting the Office for Students with Disabilities at 952-358-8625 or by emailing osd@normandale.edu.

A MEMBER OF MINNESOTA STATE

WELCOME TO NORMANDALE!

Normandale Community College is thrilled to welcome you to explore the exciting possibilities of PSEO (Post-Secondary Enrollment Options). We believe PSEO is a fantastic opportunity for high school students like you to jumpstart their college education, gain valuable experience, and accelerate their academic journey.

Why Choose Normandale for PSEO?

At Normandale, we provide an open, accessible, and supportive college environment designed to foster your academic success and personal growth.

Here are just a few reasons why Normandale is the perfect place for your PSEO experience:

- We are committed to making your PSEO journey smooth and rewarding.
- We offer comprehensive support services to help you navigate the application process, select appropriate courses, and transition seamlessly to college life.
- After PSEO, students can return to Normandale anytime in their academic journey. Once a student, always a student!

We encourage you to explore our [website](#), learn more about our PSEO program, and contact us with any questions.

We are confident that Normandale Community College is the perfect place to launch your academic journey and gain valuable college experience through PSEO.

Enjoy!

Joyce C. Ester, Ph.D.
President



This PSEO Handbook is based off of Normandale policies and procedures and the Minnesota Department of Education PSEO regulations ([click here to learn more](#)).

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WHAT IS PSEO?



Postsecondary Enrollment Options (PSEO) is a program that allows eligible 10th-, 11th-, and 12th-grade students to jump start earning college credits by taking college courses while still in high school. College courses taken through PSEO can satisfy high school requirements and earn transferable college credits.

What is Covered?

- Tuition (including special course fees)
- Required Fees
 - Technology Fee
 - Student Life/Activity Fee
 - LeadMN (Student Association Fee)
 - Campus Access, Parking, and Security (CAPS) Fee
 - Student Union Facility Fee
- Required Textbooks and Materials
 - Textbooks and materials are on loan from Normandale and must be returned at the end of each semester

What is *not* Covered?

- Optional or recommended textbooks and materials
- Textbook shipping
- General school supplies such as pens, paper, notebooks, backpacks, etc.
- Specific courses:
 - All courses numbered below 1000
 - All study abroad courses and courses involving overnight travel
 - Any course where a passing grade is earned, including courses designed to be repeatable for credit
 - MUSIC 1100 and 2251, All sections
 - Summer courses (student is responsible for cost)
- Transportation costs:
 - Funds may be available to some PSEO students. Families must be under the federal poverty income guidelines to qualify and will work with their school district on the reimbursement process. Apply for travel assistance through the [Minnesota Department of Education](#).

WHY SHOULD I PARTICIPATE?



Over the years, many students just like you have said that PSEO put them on a “fast track” to earning a college degree. Some of the benefits are:

- **Jump start on college.** The college credits you earn can count toward a college degree or certificate.
- **Gain a competitive edge.** College work is harder than high school work, and learning how to do well in college classes is easier when you’re only taking one or two college courses.
- **Acquire important academic skills.** The critical thinking, reading, and writing skills that you acquire through PSEO courses will prepare you for success.
- **Demonstrate learning in different ways.** College courses typically evaluate learning in lots of ways: tests, papers, presentations, etc. You will experience many of these in your PSEO courses.
- **Acquire “college knowledge.”** Navigating college can be challenging. Doing PSEO course will help you to master some of those skills before you get to college.
- **Makes college cheaper!** PSEO courses are at no cost to you.

PSEO ELIGIBILITY BY GRADE

| | 10th Grade | 11th Grade | 12th Grade |
|---|-------------------------------|-----------------------|-----------------------|
| Cumulative GPA | - | 3.0 or higher | 2.5 or higher |
| Class rank of graduation class | - | or Top Third (66%) | or Top half (50%) |
| Nationally standardized test ¹ | - | or 70th percentile | or 50th percentile |
| 8th Grade Minnesota Comprehensive Assessment (MCA) in reading ² | 850 (Pass, Meets, Exceeds) | - | - |
| College-level reading placement required ³ | Yes | Yes | Yes |

1) ACT, SAT, PSAT, Pre-ACT, Stanford Achievement Test (SAT10), or Iowa Assessments

2) If 8th grade MCA reading test not taken, the Office of Admissions will arrange alternate testing

3) More information about reading placement available in [Appendix C](#)

COURSE PLACEMENT

Course placement is a process to determine a student's readiness for college-level courses and to help assure a student's success upon entering Normandale.

Course placement is determined by using one or a combination of the following placement measures:

- High School GPA
- ACT, SAT or MCA score results
- Advanced Placement (AP) or College-Level Examination Program (CLEP)
- Completion of college-level coursework

Course placement determines the highest level of reading, writing, and math courses a student can register for.

Normandale requires college-level reading placement for students to participate in the PSEO program.

For more information about understanding your course placement go to [Appendix C](#).

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CHARACTERISTICS

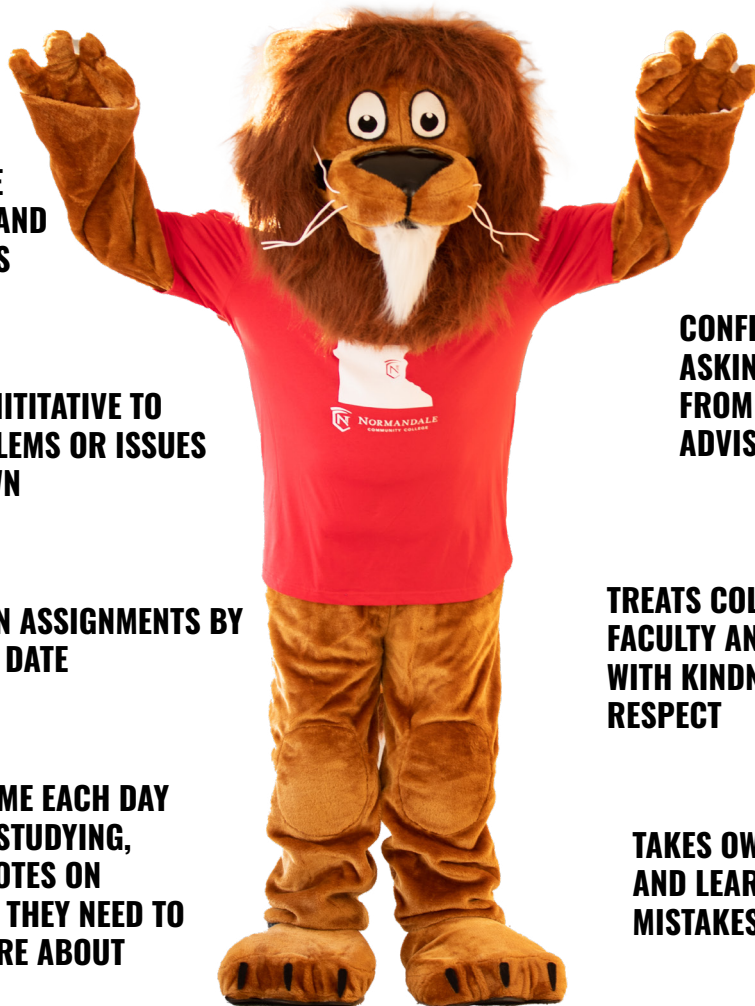
OF A SUCCESSFUL PSEO STUDENT

IS EXCITED TO TAKE COLLEGE CLASSES AND LEARN NEW THINGS

TAKES THE INITIATIVE TO SOLVE PROBLEMS OR ISSUES ON THEIR OWN

TURNS IN ASSIGNMENTS BY THE DUE DATE

SPENDS TIME EACH DAY READING, STUDYING, MAKING NOTES ON CONCEPTS THEY NEED TO LEARN MORE ABOUT



ATTENDS EVERY CLASS MEETING (IN PERSON OR ONLINE)

CONFIDENT IN ASKING FOR HELP FROM INSTRUCTORS, ADVISORS, AND/OR

TREATS COLLEGE FACULTY AND STAFF WITH KINDNESS AND RESPECT

TAKES OWNERSHIP AND LEARNING FROM MISTAKES

Please see [Appendix B](#) for more Roles and Responsibilities

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NEW PSEO STUDENT CHECKLIST

Complete online application with student email and contact info

- Create Star ID and password (**Remember to save this information!**)
- Application Deadlines:
 - Fall Semester: June 1
 - Spring Semester: December 1

Submit supplemental application materials through the [PSEO Application Document Submitter](#)

- High school or home school transcript that includes cumulative GPA
- PSEO MN Dept of Education Notice of Student Registration Form
 - Parts 1 & 2 of the form must be fully completed and signed by the student, parent (if student is under 18 at the time of applying), and high school contact. [Click here for a sample MDE NOSR Form](#) to ensure that your form is correctly and fully filled out.
 - [Access the PSEO MDE NOSR Form here](#)
 - Must be completed every semester in order to register
- Required for 10th grade students ONLY: 8th grade MCA Read Scores
- Note: If eligibility is not met by cumulative high school GPA, submit the following test scores (if available) to determine eligibility:
 - ACT
 - Pre-ACT
 - SAT
 - PSAT
 - Stanford Achievement Test (SAT 10)
 - Iowa Assessment scores

Check Normandale & personal email for application status & next steps

Complete online Desire2Learn (D2L) orientation

Get registered in a New PSEO Student Orientation Webinar

Attend a D2L tutorial

Participate in Kickoff event

Schedule textbook pick up appointment and pick up textbooks

Check Normandale email regularly!

Actively participate in courses

Connect with Academic Advisor for ongoing support (see [Appendix A](#) for how we can help you!)

NOW YOU'RE A NORMANDALE STUDENT!



As a PSEO student you are required to follow the same policies and procedures that all Normandale students must follow. Please take a moment to review [Normandale's Student Code of Conduct here](#).

Course Selection & Registration

It is important to meet with your high school counselor to determine your remaining high school graduation requirements and brainstorm courses you may want to take at Normandale with PSEO. Normandale course schedules are available several months in advance to the start of the semester.

Remember: Your high school counselor is the expert on your high school graduation requirements and how Normandale courses transfer back to your high school!

Connect with an **academic advisor** at a **New PSEO Student Advising and Registration Webinar** or an individual appointment for guidance on Normandale courses, scheduling, and balancing course load. They will walk you through registration (for registration instructions see [Appendix D](#)).








Things to consider before making a schedule and registering:

- Do you want to take courses at your high school and Normandale, or take all your courses at Normandale?
- Are you participating in clubs, activities, or sports at your high school?
- Will you be working or volunteering?
- Do you have family or community commitments?
- There are important differences between high school and college classes to consider, see [Appendix J](#) for more differences

We want to make sure you have a great first semester at Normandale. Be realistic about time commitments in and outside of the classroom to make sure you don't overload yourself. Once we pass the PSEO course drop deadline, grades remain on your permanent college transcript.



| | | | | |
|--|--|--|---|--|
| <p>1 ON CAMPUS Classes meet in-person, on campus at set times each week.</p> | <p>2 BLENDED/HYBRID Class learning time is split between on-campus meetings and online work.</p> | <p>3 MOSTLY ONLINE Classes are delivered asynchronously except for exams. Students come to campus for proctored exams.</p> | <p>4 SYNCHRONOUS Classes meet virtually (i.e. on Zoom) at a set time each week.</p> | <p>5 ASYNCHRONOUS Classes do not have a regular meeting time. All coursework is completed through D2L. Instructors set course timelines and deadlines.</p> |
|  |  |  |  |  |

Choosing the best delivery method :

Normandale offers courses in a variety of formats/delivery methods to best meet your needs. When registering for your courses be sure to check the “Delivery Method” column in e-Services—you are committing to this delivery method for the entire semester!

- **On Campus:** 100% of instruction is on campus, in-person
- **Blended/Hybrid:** up to 75% of instruction is online with regularly scheduled in-person meetings
- **Online—Synchronous:** 100% of instruction is online, with some meetings and activities at specific times online (likely via Zoom)
- **Online—Asynchronous:** 100% of instruction is online, with no in-person or synchronous meetings and no in-person proctored exams
- **Mostly Online:** More than 75% of instruction is online with up to two possible in-person meetings and up to four proctored exams

ONCE YOU HAVE FINALIZED YOUR SCHEDULE AND REGISTERED, BE SURE TO SHARE YOUR SCHEDULE WITH YOUR HIGH SCHOOL COUNSELOR BEFORE THE SEMESTER STARTS.

Important Registration Notes:

- o **Prerequisites** are requirements that a student must complete in order to enroll in a course. Prerequisites include courses and other criteria established by faculty to ensure a student has adequate preparation to be academically successful in a course.
- o **AP scores** may be used to meet prerequisites. Students who earn a score of 3 or higher on the examinations are awarded credit upon submission of an official AP score report to the Office of Admissions. Score reports are available for a fee with multiple payment options outlined on the [College Board website](#).
- o **Class Cancellation** The college may cancel a class before the start of a term due to low enrollment or for other planning reasons. The college will email the student's Normandale account when a decision has been made to cancel a class; however, students are encouraged to confirm their class schedules utilizing e-Services prior to the term start and to replace lost credits in the event their schedule has been reduced.
- o **PSEO students cannot repeat courses** for which they have already received college credit of a grade of A, B, C or D (this includes band and choir)
- o **Maximum credits.** Students may register for up to 18 credits (written approval from an Academic Advisor is required for 19 or more credits).
- o **Note on 10th-graders.** Per the Minnesota Department of Education, a 10th-grade student may enroll in **one** Career Technical Education (CTE) course during the first semester of enrollment. If the student earns a “C” or higher grade in this first course, the student is eligible to take additional postsecondary courses while in 10th grade. [Click here for a list of eligible CTE courses.](#)

BILLS & PAYMENTS

You will see an unpaid balance on the e-Services Dashboard and a bill in the Bills and Payment section of e-Services. **You do not need to pay this!** The Minnesota Department of Education/your school district waits to process PSEO payments until after the PSEO drop deadline to ensure the students' schedules are finalized.

STUDENT PRIVACY LAWS-THINGS TO KEEP IN MIND ABOUT FERPA

FERPA is the Family Education Rights and Privacy Act. This is a federal law that protects the privacy of students and their education records.

FERPA applies differently at the college level than at the high school level. At the college level, your parents/guardians do not have access to your education records and other private information without your consent, regardless of your age or dependent status.

Your grades, class schedule, academic advisor meeting notes and other information are considered private. As a result, we cannot discuss your academic records with your parent without your written consent, which you may do by submitting an Authorization for the Release of Student Information.

You may request this form by emailing records@normandale.edu from **your Normandale student email account**, or you may sign it in person at Student Services (first floor, College Services Building).

Note that even if you sign an Authorization Form, Normandale cannot copy parents on emails or provide progress updates.

PREPARING FOR YOUR FIRST SEMESTER

Let's make sure you have the resources and knowledge to have a great first semester with Normandale!

Check your Normandale Email Regularly. Your Normandale email is Normandale's main communication method. All important information will be sent to your Normandale student email. Instructors, advisors, and other Normandale staff will reach out to you this way! Be sure to check it often!

- [Instructions to add outlook to your phone](#)
- [Instructions for forwarding email](#)

Attend a D2L Tutorial Session to become familiar with D2L before the semester starts. Desire2Learn (D2L) is a learning platform designed to create a single place online for instructors and students to interact, either for a completely online course or as a supplement to an on-campus course. This is where you will access content for courses, submit assignments, participate in discussions, communicate with instructors and classmates, take quizzes and exams, and more.

Get Textbooks & Materials (about two weeks before the semester starts)

- Once you are registered and your schedule is set, please schedule a textbook pick up appointment
 - [Click here to schedule a textbook pickup appointment](#)
 - Normandale will automatically select your textbook and materials, including online subscriptions after you schedule your appointment
- In person textbook pick up is required because you must sign a textbook agreement
 - Be sure to bring a photo ID (State ID or high school photo ID)
- When you pick up your textbooks and materials you will also receive important information about the [textbook return policy](#) (when and how to return books)
- If you later drop or withdraw from a course, you must immediately return textbooks and materials to the Textbook Depot

Attend Kickoff Event. This event is a great way to meet academic advisors, tour the campus, get your student ID, and learn about resources for student success. **We would love for you to attend!**

Review Schedule and Make a Time-Management Plan. It's important to know where you need to be and when—even with online courses, make sure you know how to access your classes and make a plan for when you will do coursework. If you are taking on-campus classes and/or are taking classes at your high school too, think about transportation and how long it takes to get to campus.

HAVING A GREAT SEMESTER

We want to make sure you have an amazing time here at Normandale. We understand taking college classes can be an adjustment. Here are some tips and reminders to help you have a great semester.

Know your add/drop/withdraw deadlines

Add/Drop/Withdraw deadlines are found in e-Services. Knowing your deadlines will help you make informed decisions about your schedule.

PSEO drop deadline special note:

- PSEO students have a different drop deadline than what is listed in e-Services. You have 10 business days from the start of each fall & spring semester to drop.
- Check out [Appendix E](#) for difference between dropping and withdrawing
- Click here to review the [Academic Calendar](#)

Regularly attend class

Remember that PSEO students who attend Normandale follow the college's calendar, which means your college semester may start before your high school's term starts. Attendance is important and expected. If you do not attend class your instructor may report you for non-attending, you will lose your eligibility to complete the class, and you will be issued a grade of NA. You are responsible for all coursework even if you don't show up. Make sure to review the course syllabus to understand expectations for each class.

If you miss a class:

- Try to notify your instructor in advance
- Plan to make up the work
- Find out what you missed from a classmate or the instructor
- Note that instructors are not obligated to help you catch up or accept work missed due to absence

If you have extenuating circumstances, please contact an academic advisor to help you.

Use instructor office hours to ask questions

Instructor office hours are dedicated time that instructors have set aside to meet with students outside of class. Office Hours will appear in the course syllabus and/or D2L.

Access Normandale resources

PSEO students are encouraged to use Normandale resources. Remember to get your student ID so you can access resources that may require one! [Click here for a full list of campus resources.](#)

Questions, concerns, or bumps in the road

You are not alone in your college journey. Academic advisors are not only here to help with your academic planning and registration, but also to support your success and troubleshoot if you experience challenges along the way. Here are ways to connect with an academic advisor:

- **Appointments** - 30 minutes with your assigned academic advisor
- **Express Advising** - Quick on-campus chat with an academic advisor
- **Online Chat** - For quick questions
- **Call** the Advising, Counseling, and Career Center at 952-358-8261

BACK ON TRACK

Back on Track is one of the ways Normandale proactively reaches out to students to help connect them with resources to be successful. You may receive outreach throughout the semester from faculty members, academic advisors, or campus resources, such as the Tutoring and Writing Center.

- If you receive a Back on Track alert, please respond to the email! We want to help you on your education journey.



END OF THE SEMESTER

You did it! You persevered through your first semester.

Return textbooks to Textbook Depot by Friday of finals week

PSEO students must return textbooks/materials at the end of each semester. PSEO students are financially responsible for any fees assessed for late or unreturned textbooks or materials.* Until resolved, a hold will be placed on the student's record, preventing future registration and textbook/materials orders. Fees are found through e-services > Bills & Payments

Check Grades

Grades are posted to students' records after finals. Check e-Services for official grades. Final grades are sent to students' high school within two-weeks of semester end (see [Appendix I](#))

Watch for Satisfactory Academic Progress (SAP) notifications

- o Students who do not meet Satisfactory Academic Progress standards will receive an email notice explaining their standing and defining next steps.
- o Learn more about SAP in [Appendix F](#)

*This fee is the used cost of the textbooks and/or materials. Even if textbooks and/or materials are returned late, this fee will be charged.

CONTINUING PSEO STUDENT CHECKLIST

- Communicate with high school counselor regarding remaining high school graduation requirements
- Submit **new** [MDE NOSR form](#) each fall and spring semester
- Submit updated high school transcript, as necessary, for updating course placement. Upload here: [Admissions Document Submitter](#)
- Connect with an academic advisor for registration assistance and academic planning
- Register for classes when registration window opens
- Have High School counselor do final check on schedule before semester starts
- Schedule textbook pick up appointment
- Pick up textbooks
- Check Normandale email regularly!
- Actively participate in courses
- Connect with Academic Advisor for ongoing support (see [Appendix A](#) for how we can help you!)

MDE NOSR FORM

- PSEO students must submit a **new** [MDE NOSR form](#) prior to registration each semester.
- New PSEO students can submit their forms through the [PSEO Application Document Submitter](#)
- Continuing PSEO students can submit their form to Student Services at studentservices@normandale.edu

MDE HOLD IN E-SERVICES

Continuing PSEO students will see an active MDE hold in e-Services to prevent PSEO students from registering for future semesters without a **new** [MDE NOSR form](#). Once we receive a **new** [MDE NOSR form](#), the MDE hold for that semester will be lifted so that students are able to register for the upcoming semester when their registration window opens.

- For example, when Normandale receives a spring [MDE NOSR form](#) the effective date of the MDE hold will move to March of that following year, allowing the student to register for the spring semester, but preventing a student from registering for fall semester without a **new** [MDE NOSR form](#).

STRONG FINISH TO YOUR PSEO EXPERIENCE



You are now a high school graduate! **Congratulations!** You should be extremely proud of what you've accomplished. As you are looking ahead to your next adventure, here are some helpful tips:

IF YOU DECIDE TO TRANSFER TO ANOTHER UNIVERSITY OR COLLEGE, WE WISH YOU THE BEST!

Colleges and universities will need an official transcript to evaluate and transfer credits. Be sure to talk to your new school about how your courses will transfer.

- Remember to order your official Normandale transcript if you are applying to the University of Minnesota, a private college, or an out-of-state university
 - [Click here for a video on how to order an official transcript](#)
 - [Click here to send your official transcript](#)
- Minnesota State colleges and universities can automatically pull your Normandale transcript once you have applied
 - [Click here for a list of Minnesota State colleges and universities](#)
- If you completed any AP or CLEP examinations, order your official scores through your [College Board](#) account to be sent to your new college or university

IF YOU DECIDE TO CONTINUE WITH NORMANDALE, WE'RE THRILLED!

You do not need to resubmit an application! Instead, fill out the [PSEO to General Student Status Request eForm here](#).

After you graduate from high school and register for your first semester as a non-PSEO student, you will be reassigned to a new Academic Advisor. You can request an Academic Advisor based on your academic interests.

- [Click here to meet academic advisors based on specialties](#)
- Once you've chosen an academic advisor, [click here to complete the Advisor Change form](#)
- Be sure to connect with your new advisor to make a plan to achieve your academic goals.

Students can return to Normandale at any time in their academic journey. Once a student, always a student!

APPENDIX A

OFFICE & RESOURCE DIRECTORY

Admissions

C1180 | [Website](#) | 952-358-8208 | pseo@normandale.edu

See us for:

- PSEO program admission requirements
- Applications
- Course placement
- Orientation
- Kick off events

Advising, Counseling & Career Center

C1115 | [Website](#) | 952-358-8261 | advising@normandale.edu

See us for:

- Registration and schedule changes
- Career counseling and planning
- Academic, degree, and transfer planning
- Connecting with campus resources
- Course concerns
- Counselors and a licensed psychologist to discuss personal issues in a confidential space

Campus Cupboard

A1565 | [Website](#) | 952-358-8119 | campuscupboard@normandale.edu

See us for:

- Food: We offer fresh food, frozen groceries and non-perishable food (does not need to be refrigerated)
- Grab-and-Go Meals: fresh or frozen meals for students

Computer Labs

[Website](#) | 952-358-8181

See us for:

- PCs and Macs are available in C3022 and P1806
- Call for lab hours

ID Card Services

K1417 | [Website](#) | 952-358-8120

See us for:

- Student ID cards provide access to services such as Tutoring Center, Library services, on-campus printing and the gym
- Check website or call for hours and other information

ITS Help Desk

P0808 | [Website](#) | 952-358-8181

See us for:

- Issues with Normandale email access, D2L, e-Services, etc.

Library

L2701-2744 | [Website](#) | 952-358-8290

See us for:

- Quiet study spaces, research assistance, books and periodicals
- Online databases and interlibrary loan

Office for Students with Disabilities (OSD)

L2722 | [Website](#) | 952-358-8625 |

osd@normandale.edu

See us for:

- Reasonable college accommodations for students with disabilities
- Academic information and referral to campus resources

Records and Registration

952-358-8220 | records@normandale.edu

See us for:

- Transcript ordering
- Grading
- Communication with high schools regarding registration, withdrawals and academic standing

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APPENDIX A (CONTINUED)

Student Life

Kopp Student Center | [Website](#) | 952-358-8179 | studentlife@normandale.edu

See us for:

- Student clubs
- Student government
- Recreational sports, etc.

Student Resource Center

A1560 | [Website](#) | 952-358-9090 | studentresourcecenter@normandale.edu

See us for:

- Connects students to campus and community resources and services
- Provides resource information related to childcare, food, housing, transportation, healthcare, and more to address specific needs

Student Services

1st Floor College Services building | [Website](#) | 952-358-8100 | studentservices@normandale.edu

See us for:

- One stop for questions related to financial aid, scholarships, payment, billing, records, and registration
- Continuing PSEO students can return MDE NOSR forms here!

Textbook Depot

K432 | [Website](#) | 952-358 – 9251 | bookstore@normandale.edu

See us for:

- Textbook pickup appointments
- Textbook returns

Tutoring and Writing Center

C2190 | [Website](#) | 952-358-8624 or tutoringcenter@normandale.edu or writingcenter@normandale.edu

See us for:

- Tutoring for specific subjects
- Peer tutoring

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APPENDIX B

ROLES & RESPONSIBILITIES

PSEO Student

- Take ownership of PSEO experience and responsibility for learning
- Communicate with advisor regarding issues or concerns about academics or student life
- Monitor academic progress
- Know and track high school graduation requirements
- Attend classes and/or actively participate in online classes
- Manage time for class preparation, homework, and studying
- Become familiar with and utilize campus resources
- Maintain a relationship with high school and friends

High School Counselor

- Assist with high school course planning
- Track progress toward high school graduation
- Brainstorm courses to take as PSEO
- Verify courses from Normandale will meet high school requirements

Normandale Academic Advisor

- Assist students with registration, schedule changes, schedule planning, and planning reasonable workload
- Serve as resource person to help students explore majors and connect to college resources
- Assist students with degree and transfer planning
- Listen to course concerns and make appropriate referrals
- Know and share Normandale graduation requirements, policies and procedures

Faculty

- Hold regular office hours for students to stop by to ask questions (in person or virtually)
- Address student complaints/grievances regarding grades (Check [Appendix H](#) for more information)

Parents, Guardians, and Support Network

- Be available to support and encourage. Be a coach rather than a problem solver
- Plan how you and your student will communicate—when and how often
- Discuss academic expectations, including importance of class attendance and study times
- Ask about classes, not just to 'check-up', but also to express interest in what they are learning
- Encourage students to work toward establishing a good mix for academic work, social life, possible employment, and involvement in valuable co-curricular activities
- Offer advice when appropriate
- Encourage students to do things they can do for themselves. It is vital that students learn to deal with issues that concern them

APPENDIX C

COURSE PLACEMENT CRITERIA

[All policies summarized below are also outlined on the Course Placement webpage](#)

Normandale's course placement process determines a student's readiness for reading, writing, and mathematics courses. Course placements guide a student with selecting appropriate courses for success.

Course placement is determined by a few factors: courses taken, GPA, grades and test scores (ACT/SAT/MCA/ACCUPLACER). Students who have not taken or did not meet the criteria may not be able to register for their preferred course. If you would like to know how to move forward, please contact an Academic Advisor.

Note: Official and appropriate AP scores may also be used to determine course placement. AP class completion is not sufficient alone.

COLLEGE-LEVEL READING PLACEMENT CRITERIA

One of the Following:

| High School GPA | ACT Reading Sub-Score | SAT ERBW Score | MCA 10 th Grade Reading Score | ACCUPLACER Next Gen Reading Score |
|-----------------|-----------------------|----------------|--|-----------------------------------|
| 2.6 or higher | 21 or higher | 480 or higher | 1047 or higher | 250 or higher |

OR

High School GPA of 2.5-2.59 AND One of the Following:

| ACT Reading Sub-Score | SAT ERBW Score | MCA 10 th Grade Reading Score | ACCUPLACER Next Gen Reading Score |
|-----------------------|----------------|--|-----------------------------------|
| 19-20 | 440-479 | 1042-1046 | 226-249 |

COLLEGE-LEVEL MATH PLACEMENT CRITERIA

| HS GPA | HS Math Course with C- or Higher | ACT Math | MCA | College-Level Math Course |
|---------------|--------------------------------------|--------------|----------------|----------------------------------|
| 2.7-2.79 | - | - | 1147-1157 | MATH 1080 Intro to Statistics |
| 2.8 or Higher | HS Algebra 2 | 22-24 | 1158 or Higher | MATH 1100 College Algebra |
| 2.8-3.29 | HS Pre-Calculus or Higher Level Math | 25-26 | - | MATH 1500 Pre-Calculus |
| 3.3 or Higher | HS Pre-Calculus or Higher Level Math | 27 or Higher | - | MATH 1510 Calculus 1 |

APPENDIX D

HOW TO REGISTER FOR CLASSES

1. Navigate to www.normandale.edu
2. Click on the [LOGIN] button on the upper right, then click on [e-Services]
3. Login with your StarID and password
4. Click on [Courses & Registration], then click on [Search for a Course]
5. Use the [Subject] drop down menu to choose the department, and if you know it also enter the [Course Number]
6. Click Search
7. Click the add button (plus sign) on the left-hand side of your selected course and then click “Okay” to add to your “Wish List” / “shopping cart”
8. You can repeat this process to add additional courses to your “Wish List” / “shopping cart”
9. To view your “Wish List” / “shopping cart” click on [Review My Plan]
10. When you are happy with the courses in your “Wish List” / “shopping cart,” check the boxes on the left-hand side of the courses
11. Then click the [Select Course(s) to proceed to Register] button
12. Enter your StarID password and click [Register]

Note: Be sure to keep the grading method as “Normal” to earn a grade and get credit for the course!

For Quick Tips: e-Services Course Registration, [watch this short video.](#)

APPENDIX E

MAKING SCHEDULE CHANGES: DROPS AND WITHDRAWS

Students making schedule changes for Fall and Spring semesters should keep the following scheduling deadlines in mind. Students should always consult e-Services for exact dates:

- **Add Deadline:** 11:59pm on the 5th business day of the semester
- **PSEO Drop Deadline:** 11:59pm on the 10th business day of the semester
- **Withdraw Deadline:** Consult e-Services (approx. 80% mark of the course)
- For late start, early end, or summer courses, please refer to e-Services

Removing a course from your schedule by the PSEO Drop Deadline is considered a **DROP**

- Dropped courses will not show up on college transcript
- Dropped courses do not affect GPA or completion rate
- Once a course is dropped, students are no longer able to participate
- Courses dropped between the 6th and 10th business day of the semester will initially appear as a withdraw until we manually change the 'W' to a drop after the PSEO Drop Deadline

Removing a course from your schedule after the PSEO Drop Deadline, but before the withdraw deadline, is considered a **WITHDRAW**

- Withdrawn course will show up on transcript with a 'W' grade indicating course was attempted and later withdrawn
- Withdrawn course does not hurt GPA
- Withdrawn course does negatively impact completion rate
- Withdrawn course will still be paid for by MDE/school district
- Once a course is withdrawn, students are no longer able to participate
- Withdrawing from multiple courses could impact academic status
- Withdrawing from multiple courses could impact Normandale financial aid eligibility after high school graduation

How to Drop or Withdraw from a Course

[Click here to watch a step-by-step video on how to drop/withdraw](#)

1. Navigate to www.normandale.edu
2. Click the [LOGIN] button in the upper right, then click on [e-Services]
3. Login with StarID and password
4. Select [Courses & Registration], then [View/Modify Schedule]
5. Click on the "x" next to the class you want to drop/withdraw from
6. Type in your StarID password and click [Drop course]/[Withdraw Course]
7. Wait for confirmation screen and take screen shot as documentation
8. This must be done for each class you want to drop

APPENDIX F

SATISFACTORY ACADEMIC PROGRESS (SAP)

[All policies summarized here are also outlined on the SAP webpage](#)

All students (including PSEO students) must make Satisfactory Academic Progress (SAP) toward completion of their degrees and/or certificates within a reasonable period of time to continue attending Normandale and to be eligible for financial aid.

Students must meet or exceed both of the following SAP requirements:

- 2.0 cumulative GPA

AND

- 66.66% (2/3) cumulative completion rate (Completion rate is the total number of credits earned divided by the total number of credits attempted)

Students who drop below either SAP requirement will be put on **WARNING** for one semester.

After the warning semester, students who drop below either SAP requirement again, will be put on **SUSPENSION**.

If suspended, a student has 2 options to return and register for classes:

1. Sit out the suspension for one year

OR

2. Successfully **APPEAL** the suspension

After completing one of the above options, the student is reinstated on **PROBATION**, with the following requirements:

- 2.5 semester GPA **OR** 2.0 cumulative GPA

AND

- 100% semester completion rate **OR** 66.66% cumulative completion rate

At the end of the probationary term:

- ➔ If SAP requirements are met or exceeded, students return to good standing
- ➔ If probation requirements are met, students continue on probation
- ➔ If SAP requirements or probation requirements are not met, students will be re-suspended

If you are concerned about your SAP status please contact your Academic Advisor.

APPENDIX G

SPECIFIC INFORMATION FOR HIGH SCHOOL PARTNERS

Tips and Tricks for filling out MDE NOSR form:

- [Click here for an sample MDE NOSR Form](#)
- The [typed-signed PDF version linked here](#) is the easiest to use and share between parties
- Always check the school year listed at the top of the form. The form will be rejected if it is not for the correct school year.
- The student and family complete and sign the top part (section 1); the high school completes and signs the bottom part (section 2)
- Ignore the "MDE College Student ID Number"
- Double check for required signatures
- Double check for section 2 eligibility questions completion
- Double check that the entire form is visible. Forms with the top and/or bottom cut off will be rejected

All documents are sent to one high school point of contact via MoveIt Securely:

- Initial schedule sent after the 14th business day of the semester
- Enrollment change notifications sent every 2 weeks
- Final grades sent within 7 business days after semester ends
- Suspension and warning lists are sent after transcripts

APPENDIX H

COMPLAINT RESOLUTION PROCESS

Normandale takes student complaints and grievances very seriously. If you have a complaint, we encourage you to complete one of the forms online ([Click here for the Normandale Complaints and Grievances webpage.](#))

Before submitting one of these online forms, students should discuss their concern with the faculty member/staff member/administrator. In cases where the concern cannot be addressed with this person, students may make an appointment with their supervisor. All individuals submitting a complaint/grievance or grade review will receive a response from a Dean within 15 class days.

If the concern is not resolved, it may be appealed to the Provost/Vice President of Academic Affairs. Appeals can be sent to AcademicAffairs@normandale.edu. Please indicate "Appeal" in the subject line. The appeal should indicate the reason for the appeal and include any additional documentation not already submitted. The Provost will communicate a decision within 15 class days of receipt of the appeal. The decision of the Provost/Vice President is final.

If you are unsure or would like to speak to someone about completing this form, please visit Academic Affairs in C 2113 or call 952-358-9203.

APPENDIX I

GRADES

- A Superior achievement** of course requirements; 4 grade points per credit.
- B Above average achievement** of course requirements; 3 grade points per credit.
- C Average achievement** of course requirements; 2 grade points per credit.
- D Below average** achievement of course requirements; 1 grade point per credit.
- F Failure.** Student did not meet minimum course requirements; 0 grade points per credit (included in GPA).
- W Withdrawal** after the first five days of the semester up to the 80th percent point of the semester (this time period is adjusted for the summer session and for classes that do not meet the full length of the term); 0 grade points per credit; excluded from GPA but considered during the evaluation of Satisfactory Academic Progress completion rate requirements for courses numbered 1000 and higher. A W at the college level may be considered an F at the high school level.
- NA Never attended.** This grade is assigned to a student who did not officially drop the course but never attended. Assigned as a result of faculty last date of attendance reporting. Excluded from GPA. Counts as credits attempted/not completed for courses numbered 1000 and higher.
- NW Never officially withdrew.** This grade is assigned to a student who did not officially withdraw from the course but stopped attending a face to face class or participating in an online class prior the withdrawal deadline. Assigned as a result of faculty last date of attendance reporting. Counts as credits attempted/not completed for courses numbered 1000 and higher.
- I Incomplete.** A temporary grade assigned by an instructor in unusual circumstances in which the student cannot complete the course by the end of the academic term. Grade point value 0. Reverts to an F in the subsequent semester if course requirements have not been completed. Excluded from GPA. Counts as credits attempted/not completed for courses numbered 1000 and higher.

APPENDIX J

DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE

| High School | College |
|--|---|
| High school is mandatory. | College is voluntary. |
| Your time is structured by others. | You manage your own time. |
| Your parents and teachers remind you about your responsibilities and help you set your priorities. | You manage your responsibilities and set priorities. |
| Most classes are arranged for you. | You arrange your schedule. |
| The school year is typically 36 weeks long. | The school year has two semesters. |
| You may study 0-2 hours per week, typically for last-minute test prep. | You need to study 2-3 hours for each hour that you are in class, and it includes a lot of outside reading. |
| You are typically told what you need to learn from assigned readings. | Instructors assume that you have read and understand the assigned material. |
| Teachers check your completed work. | Instructors don't always check your work, but it is assumed that you can do similar work on tests. |
| Teachers talk to you if they believe you need help. | Instructors typically expect you to come to them if you need help. |
| Teachers are often available before during, and after class. | Instructors have dedicated times when they are in their office—they're called "office hours" — and they often prefer that you talk with them during their office hours. |
| Teachers often remind you of assignments and due dates. | Instructors expect you to read, save, and consult something called a "course syllabus" (which is explained on the next page) for test dates and assignment due dates. |
| Testing is frequent and covers small amounts of material. | Testing is often infrequent and covers large amounts of material. |
| Teachers often arrange test dates to avoid conflict with other school events. | Tests are scheduled without regard for your other classes or outside activities. |
| You get grades for most of the assigned work. | Some required assignments aren't graded. |
| Grades are based on homework and tests. | Most grades are based on tests and papers. |
| Teachers will often reward you for effort. | Effort is assumed, and it will not improve your grade. |