

Welcome to Lake Superior College! We are excited you are here and participating in the PSEO program.

This guide will help prepare you to be successful as a PSEO student at LSC. The guide will cover:

- Overview of PSEO
- PSEO Funding Restrictions
- Advantages & Challenges of PSEO
- Important policies
- Get Familiar with the LSC Website: eServices, online classroom, email
- Resources available to you
- Registering for classes
- PSEO FAQs

Please be sure to read through this guide carefully and keep it for future reference as you move forward.

After you have reviewed the orientation, you can register for classes! Please email PSEO@lsc.edu questions!



Overview of PSEO

What is PSEO?

Postsecondary Enrollment Options (PSEO) is a program that allows public and nonpublic students in 10th, 11th and 12th grade to earn college credit while still in high school. Students earn both college credit and high school credit by successful completion of the class.

Who can participate in PSEO?

Students entering 10th, 11th and 12th grade are eligible to participate in the PSEO program.

Note: Students entering 10th grade will be limited to taking one Career Technical Education (CTE) class during their first term at LSC. Assuming the student receives a grade of 'C' or better in the class, this restriction is removed for the following term.

What is/is not covered?

Tuition, fees, books and supplies are covered for many classes. Exceptions are listed on the [PSEO Funding Restrictions](#). Please review this list carefully to be aware of charges and restrictions.

How do I get my books and supplies?

Books and supplies for eligible classes are covered by the PSEO program. Depending on the arrangement with your individual high school, you may get your books and supplies from the LSC bookstore or directly from your high school. Information about how you will receive your books and supplies will be sent prior to the start of the term.

Do I need to return books and supplies?

Yes, books and supplies need to be returned at the end of the term. If you are taking a class that also provides supplies (example: Ceramics or Watercolor Painting), these items will be provided. You can use these throughout the term and return any remaining supplies at the end of the semester. Students are required to return books and unused supplies at the end of the semester and will be charged if these items are not returned.

Can I take summer semester classes?

The PSEO program does not cover summer semester classes. PSEO students are welcome to take summer term classes, but should be aware that tuition/fees/books/supplies are not covered and would be an out of pocket expense.

PSEO Funding Restrictions 2024-2025

Most classes at LSC are open to PSEO students! There are, however, some classes that have additional out-of-pocket costs to the students and some classes that are not open to PSEO students due to cost, liability or space in the program.

It is the students responsibility to make sure the classes they are registering for are PSEO eligible. Please be sure to reference the list of Funding Restrictions regularly to ensure you are not surprised by additional charges. You can find this list [here](#).

<https://www.lsc.edu/wp-content/uploads/2024-2025-LSC-PSEO-FUNDING-RESTRICTIONS.pdf>

Advantages & Challenges

There are MANY advantages and challenges to participating in the PSEO program. Here are some things to think about as you move forward at LSC:

Advantages

- No cost
- Challenging
- Higher level of independence
- College Setting
- College Transcript
- Flexible options (online classes)
- More responsibility
- Different perspectives

Challenges

- Higher expectations
- Time management
- Start Date/Academic Calendar

NOTE: This is particularly important if you are taking classes at both your high school and LSC. In most cases the LSC calendar and high school calendar will not match up. For example, the Fall 2024 semester at LSC starts on 8/26/2024 and most high schools don't start classes until about 9/3/2024. Additionally, fall break and spring break dates may be different. Keep this in mind as you plan!

- College Transcript/Permanent Record
- Less Supervision
- More responsibility
- More study time required
- Online classes
- Thinking outside of your comfort zone

As you can see, there is overlap between the advantages and challenges of participating in PSEO. One of the biggest advantages to participating in PSEO is that you earn college credit that can be used towards high school and also a degree here at LSC or transfer to another school in the future. Keep in mind that classes you withdraw from or don't pass will also be part of your permanent academic record. You will share this record with future schools and perhaps with potential employers. This is a big responsibility! Be mindful of deadlines to drop and withdraw from classes and make sure you are actively protecting your academic record.

Important Policies

Policies are important! All LSC students, including PSEO students are responsible for knowing these policies. Making sure you are familiar with and following these policies will help ensure you are in good standing, protect your academic record and allow you to move forward as a PSEO student at LSC. Please familiarize yourself with these important key policies:

Add/Drop/Withdrawal Period

Add/Drop:

You can add or drop classes within the first five (5) days of the start of the semester without connecting with the PSEO Advisor. This is referred to as the “Add/Drop Period”. PSEO students have an additional 5 business days after the Add/Drop Period to DROP classes without it appearing on the transcript. This equates to a total of 10 business days after the start of the LSC semester to drop classes. If you want to drop a class after the first 5 days, you must connect with the PSEO Advisor. Please note, PSEO students do not have extra time beyond the Add/Drop Period to ADD classes.

Withdrawal:

After the 10th business day of the semester, classes will appear on your transcript either as a W (if you withdraw during the withdrawal period) or as the grade you earn in the class. The last day to withdraw from a class is shown in your schedule. The class displays a clock icon. Hover over the icon to display the last date you can withdraw. NOTE: You will have a hold on your account preventing you from withdrawing. You must speak with your high school counselor/home school parent and the PSEO Advisor prior to withdrawing from a class.

Failure for Non-Attendance (FN)

Non-attendance occurs when the student fails to engage in a class (either online or in person) for 14 consecutive calendar days. If this happens, a grade of FN is reported and appears on the students transcript. An FN grade is weighted the same as an F grade in GPA calculations. FN grades can be changed to W grades within the withdrawal period (this does not happen automatically, you will need to personally reach out to Sarah Bjornson, your Academic Advisor to discuss this). Find the policy [here](#).

Student Code of Conduct

Students are expected to abide by the rules, regulations and policies of the College as well as local, state and federal laws. Policy 3.6 can be viewed [here](#).

Satisfactory Academic Progress (SAP)

Students must maintain a minimum cumulative 2.0 GPA (C Average) and a 67% completion rate (percent of classes completed/attempted) in order to remain in good academic standing. If a student’s GPA and/or completion rate falls below the minimum they will be placed on academic warning for the following term. Additional action including suspension may occur if students do not get back in good academic standing after the warning semester. It is important you remain in good academic standing as this will allow you to move forward at LSC and graduate high school on time. Find the policy [here](#).

FERPA (Family Educational Rights and Privacy Act)

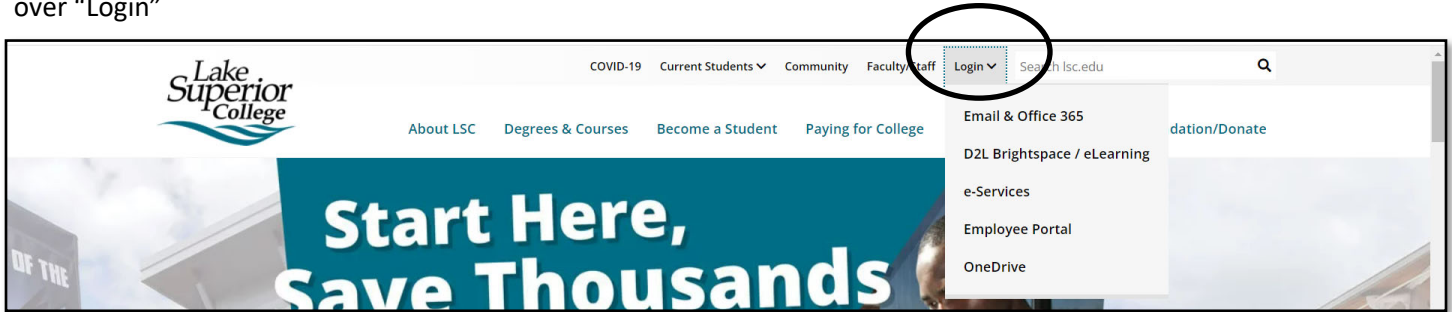
This act protects your educational record and means that LSC is unable to share protected information with anyone aside from you. If you have someone (parent, grandparent, guardian, etc.) who will be helping you navigate your time at LSC, it may be helpful to complete an Information Release Form granting us authorization. You can find the Release of Information Authorization form [here](#) under Admissions & Advising.

One of the important pieces of being a successful PSEO student is managing your own college experience. We expect that PSEO students will take an active role in their LSC classes and enrollment process. It is tempting for you to want to rely on your support network (i.e. parents/guardians/guidance office etc) to take care of things for you – but one of the key parts of the college experience is becoming independent. If you are able to do this now, as a PSEO student, you will be miles ahead of your peers when it comes time to go out into the world after your High School graduation.

Get Familiar with the LSC Website!

There are LOTS of resources to explore on lsc.edu, take time to explore.

We want to highlight 3 components you will use frequently. Please open a browser and navigate to lsc.edu. Hover over “Login”



From here please be sure you are able to navigate and access the following:

1) Email & Office 365

This is your official college email. Your login will be your starID followed by @go.minnstate.edu (for example: ab1234yz@go.minnstate.edu). All official emails from the college will be sent to this email address. Get in the habit of checking your LSC email regularly. The LSC email uses dual authentication with options to utilize text authentication or Microsoft Authenticator. If you have issues accessing your email, please reach out to the [Help Desk/Technology Support](#) at 218/733-1016 or connect@lsc.edu

2) D2L Brightspace/eLearning

D2L Brightspace is our eLearning platform. All online classes will be housed on this platform. In-person classes will also have a shell of a class that lives in D2L where instructors may have you submit assignments. Students gain access to online classes at the start of the term, so don't be concerned if they don't populate right after you register.

3) e-Services

At LSC, e-Services is the system you will use to register for classes, update your contact information, view your grades and print unofficial transcripts. Please note that you may see a bill populate in your e-Services. Unless you are registered for a class that is not covered through PSEO (see Classes Not Funded sheet) or have other charges, the PSEO program will cover this bill and you do not need to make payment.

Campus Resources

We have lots of amazing resources on campus to help ensure your success!

Studies show students who get involved in campus activities have a more successful college career.

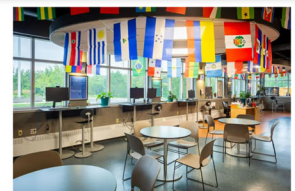
More information about these resources can be found on lsc.edu



In the Tutoring and Learning Center (TLC), all are welcome to find support and a place of community. We provide **free** tutoring and other academic resources, and our space is available for anyone looking for a place to study and get work done. Tutoring is available online and in-person in various subjects, including mathematics, the sciences, English, and study skills. We also offer study groups in various areas and small study rooms where we encourage small groups to work collaboratively. Come connect with a tutor and others who are working through the same classes as you.

The Erickson Library: In addition to checking out books and research materials, the library has computer terminals, printing available and group study rooms. If you have time between class, the library is a quiet space to get some studying done and make the most of your time on campus.

The **LSC Center for Equity and Inclusion** is a service-driven space that is open to the entire LSC community. It is a center that provides a safe and welcoming environment for all students to learn about themselves and other cultures. It is the goal of the Center for Equity and Inclusion to increase awareness about the importance to celebrate culture in order to promote a more globally-minded student and community.



Accessibility Services Office: LSC provides access to programs, services, and activities to students with documented disabilities, as required by law. Reasonable accommodations may include test taking accommodations, alternative text, early registration, sign language interpreters and adaptive equipment. Please note that any accommodations you have at your high school (IEP or 504 Plan) do not automatically carry over to LSC, you will want to connect with the Accessibility Services Office to get accommodations in place here.



Help Desk/Technology Support: Find resources and support for D2L/Brightspace (online learning platform), StarID Troubleshooting, Email and Office 365 support and more at the Help Desk/Technology Support center.

Student Life: Student Life enhances the development of students through activities that provide leadership, community and cultural awareness. Student Life also promotes healthy lifestyle choices through recreational sports, outdoor programs, the Wellness Center and health education resources. Students can engage in their campus community by participating in Clubs and organizations, the Campus Activities Board or the Student Senate.

Advisor : Your PSEO advisor is Sarah Bjornson. She is your main point of contact at LSC. If you have are unsure of the classes to take, are considering withdrawing from a class, want to talk about what comes after high school or LSC or any other questions, reach out to Sarah. Her contact information is pseo@lsc.edu or 218/7337646. You can make an appointment at: <https://www.lsc.edu/current-students/advising-services/>

Course Registration

There are lots of considerations when registering for classes! Be sure to keep the following in mind.

- 1) Our first priority is making sure you graduate from high school on time! Make sure you have a plan to complete remaining high school requirements.
- 2) In MOST cases, 1 high school credit = 4 LSC Credits
- 3) We will use your Enrollment Planning form in conjunction with the Associate of Arts (AA) program guide to help select classes. This is an example of the Enrollment Planning Form:

Specific Subject Area Required	# HS Credits	# College Credits	Recommended LSC Courses (to be filled out by LSC)
Geography	1	4	GOAL 5- GEOG
Government	.50	2	GOAL 5- PSCI
Economics	.50	2	GOAL 5- ECON
English	2	8	GOAL 1- ENGL1106, 1109 + 1 COURSE
Chemistry	1	4	GOAL 3- CHEM
Math	1	4	SEE ADVISOR
Electives	3.25	13	CHOICES

You can find more information about the Recommended LSC Course options by reviewing the AA Program Guide.

- 4) Be sure you are meeting the full number of credits you need, not just the classes! For example, students entering 11th grade typically need 2 credits of English. This is equal to 8 college credits. To meet this requirement student will need to take:
 - ENGL1106: College Composition I (3 credits)
 - ENGL1109: College Composition II (3 credits)
 - COMM (Goal #1) for 3 credits
 - TOTAL: 9 credits**
- 5) In order to take a college level math class, students need to have completed Algebra 1, Algebra 2/Advanced Algebra, and Geometry at their high school or take an Accuplacer exam and place at college level for math. If you are interested in taking a math class at LSC, please reach out to the PSEO Advisor if you need recommendations.
- 6) Do you want to take Chemistry at LSC? If yes, please read the following note:

If you need Chemistry or Physics, please note a certain math score is required. LSC has several chemistry classes. Typically students need 1 high school credit (4 LSC Credits) to fulfill their high school requirements. The only LSC chemistry class that is 4+ credits is CHEM1210: General Chemistry 1 (5 credits). However, this class requires either high school chemistry or CHEM1110: Aspects of Chemistry 1 (3 credits) as a pre-requisite. So, in order to meet your 4 credits of high school chemistry at LSC, you would need to take both CHEM1110 and CHEM1210 for a total of 8 credits. This is a lot of chemistry! Another option may be to consider doing an Advanced Placement (AP) or College in the Schools (CITS) chemistry class at your high school.
- 7) If your goal is to work towards the Associate of Arts (AA) degree, you will want to take FYE1000: First Year Experience. This is a one credit class that is required for the AA degree.
- 8) Pay close attention to the following when selecting classes:
 - Pre-requisites (don't assume the system will enforce pre-requisites)
 - Start and end date of the term
 - Last days to drop and withdraw
 - Location (is the class on campus, online or hybrid?)
- 9) PE/Health Classes are not listed on the AA program guide. These classes change frequently! You can find options by searching for Health, Physical Education & Recreation (HPER) classes in the course schedule.
- 10) We are able to make recommendations for classes we think will work to fulfill your high school requirements. Ultimately it is up to your high school if the classes will be accepted. ALWAYS share your schedule with your high school counselor to make sure the classes transfer in the way you plan.

Course Registration (Continued)

When you are ready to register, you can take the following steps!

- Log into eServices (from LSC.edu, click on the Login tab in the upper right and then eServices)
- Click on “Courses & Registration” in the menu on the left and then click “Search for a Course”.
 - Be sure to change the semester to the correct term and fill in the subject and course number:

The screenshot shows the 'Course Search' form with the following fields and options:

- College/University:** Lake Superior College
- Semester:** Fall 2024 (Aug - Dec) (highlighted with a red circle)
- Subject:** English (ENGL)
- Course Number:** 1106 (Example 1100)
- Course ID #:** (Example 004390)
- Display:** Open + Waitlist Eligible Courses, Open Courses Only, All Courses
- Delivery Method:** All, In Person, Completely Online, Blended/Hybrid, Mostly Online, Hyflex
- Expand/Collapse for Advanced Search:** (highlighted with a red circle)

- Click Search
 - Click the Add (+) button next to the class you would like to register for. The class will then be added to your Wish List.
 - Once you have added everything you want to register for, you will check the boxes next to the classes in the wish list and “Select Course(s) to proceed to Register”
- You will then be prompted to enter your StarID password. Enter this and click the Register button.
- A few tips:
 - It can be helpful to select “Open Courses Only” and your preferred Delivery Method (In Person, Completely Online, etc.) to narrow down your search results.
 - You can use the “Expand/Collapse for Advanced Search” function for more advanced criteria. For example, to search for classes at specific days or times, or from a specific goal area.

The screenshot shows the 'Expand/Collapse for Advanced Search' form with the following fields and options:

- Delivery Method:** All, In Person, Completely Online, Blended/Hybrid, Mostly Online, Hyflex
- Expand/Collapse for Advanced Search:** (highlighted with a red circle)
- Days:** Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- Times between:** [] and []
- MN Transfer Curriculum Goal:** []
- General/Liberal Ed:** []
- Credit Type:** All
- # of Credits/Hours:** []
- Instructor:** []
- Keyword Search:** []
- Begins after Date:** [] (mm/dd/yyyy)
- Location:** []
- Honors Flag:** All Courses
- Textbook Cost:** All
- Buttons:** Search >, Clear

Frequently Asked Questions

- 1. Will my PSEO courses be more difficult than High School?**
 - a. Yes, college courses will most likely be more difficult than high school courses. There is a lot more responsibility placed on the student. Due dates are adhered to, and exceptions may be few.
- 2. Are there any restricted courses?**
 - a. Yes, any courses that are developmental (numbered below 1000) and other courses as listed on the "PSEO Funding Restrictions." Note: There are also "Registration Permitted" courses that have costs for items NOT covered by PSEO.
- 3. Can I take all online courses?**
 - a. Yes, however part of the experience of PSEO is meeting people and experiencing the college atmosphere.
- 4. Can I take courses at my high school AND Lake Superior College?**
 - a. Absolutely! Many students attend both. You just want to remember to think about workload and balance.
- 5. Can I take ALL my classes at Lake Superior College?**
 - a. Yes! There are many PSEO Students who enroll as a full-time student at LSC with the intent to complete a certificate or degree (i.e. Associate of Arts (AA) degree) along with their high school diploma.
- 6. Is there a maximum number of credits I can take?**
 - a. 18 credits/semester is the max.
- 7. How do I know what classes to take?**
 - a. You will work closely with your high school counselor when completing the Enrollment Planning Form. This is the form where the courses you still need for high school graduation are listed. We want to make sure that you take courses that will meet those requirements.
 - b. When you log in to your eservices, on the left-hand side, you will click "Academic Records" then "Degree Audit Report." This will show your degree requirements and will populate areas with classes you are registered for. Also, you will be assigned an academic advisor who can assist!
- 8. What if I need to drop or withdraw from a course?**
 - a. Before dropping or withdrawing from a course it is important to understand how these decisions will affect satisfactory academic progress at the college as well as high school graduation requirements. You should work closely with your high school counselor and LSC Advisor before deciding to drop or withdraw from a course. There are established deadlines for dropping and/or withdrawing from courses. If you decide to make a change to your course schedule, YOU are responsible for doing so by the established deadline.
- 9. What if I need to take time off from my classes?**
 - a. You are expected to attend your classes, even if your high school is not in session (i.e. Spring Break, etc.). Most instructors have their own attendance policy, along with late work acceptance, etc. You should be in touch with your instructors if something arises.
- 10. What if I miss class?**
 - a. You are expected to attend all your class session at the college and/or log in to your online courses daily via the Brightspace/D2L. Attendance rules are set by each instructor and vary from class to class. If you

know you are going to miss class, you must follow the instructions on the course syllabus provided, and/or connect with each of your college instructors via your LSC Email.

11. How will my high school get my grades?

- a. At the end of each semester, LSC will forward your unofficial LSC Transcript to your high school/home school counselor. You will be able to view your semester grades via your eservices.

12. Where is the best place to Park? Do we need Parking Permits?

- a. Parking Permits are NOT required. Do not park in any marked spaces (i.e. staff, visitor, clinic, etc)

13. Are we allowed to begin assignments ahead of time?

- a. Yes. Feel free to turn in assignments early! Remember: There may be NO credit for late or missing assignments.

14. Can we make appointments with the Dental Clinic? Physical Therapy Clinic? Massage Therapy Clinic?

- a. YES!
 - i. [Dental](#)
 - ii. [Massage](#)
 - iii. [Physical Therapy](#)

15. Where is the Nurse's Office?

- a. There is not a Nurse's Office on campus. If you need medical assistance, we can help refer you to a clinic or hospital. [St. Lukes clinic](#) has a presence on the LSC Campus during specific days/times.

16. Can we use the Tutors for help with classes outside of LSC? I.e. High School or other college?

- a. Our Tutors are specialized in LSC Classes with LSC instructors and books, BUT they can certainly help with any questions you may have!

17. How do I know what classes to take?

- a. When you log in to your eservices, on the left hand side, you will click "Academic Records" then "Degree Audit Report." This will show your degree requirements and will populate areas with classes you are registered for. Also, you are assigned an academic advisor who can assist!

18. What time does the building open?

- a. [Building hours](#) are typically 6:30am – 9:00pm/10:00pm Monday through Friday when classes are in session. Saturdays 8:00am – 4:00pm.

19. How do I download Microsoft Office Suite?

- a. <https://www.lsc.edu/current-students/help-desk/email-office-365/get-office-365-free/>

20. Do you need an appointment for the Tutoring and Learning Center?

- a. Appointments are not necessary. You will, however, want to check the tutoring schedule posted on the [TLC website](#).

21. How do you join a club? When do they meet?

- a. There is a PSEO Club for all students to join. More information about student clubs can be found on the [Student Life website](#)

22. How do I find a bus schedule?

- a. The [Duluth Transit Authority \(DTA\)](#) is our local bus company.

23. What is there to eat and drink on campus?

- a. The IceHawk Cafe
- b. The LSC store offers a variety of grab and go items including salads, sandwiches, wraps, etc. There are also vending machines on campus.

24. Is there a room to go to if you need a break or to relax between classes?

- a. There are seating areas throughout campus for you, Hawks Landing, the LSC Library, and don't forget about OUTSIDE!

25. What type of computer do you recommend?

- a. In that a lot of your courses will require you to access the Brightspace/D2L, it is strongly recommended that you have a personal computer. Our technology services has had problems/issues with Chromebooks, iPads, and mobile devices, so please keep that in mind.