



Concurrent Enrollment High School Counselor Information Guide



High school guidance counselors play an important role in educating students on their options when it comes to higher education. This guide will offer insight, recommendations, and information to educate high school counselors on best practices when it comes to concurrent enrollment at Minnesota State University, Mankato.

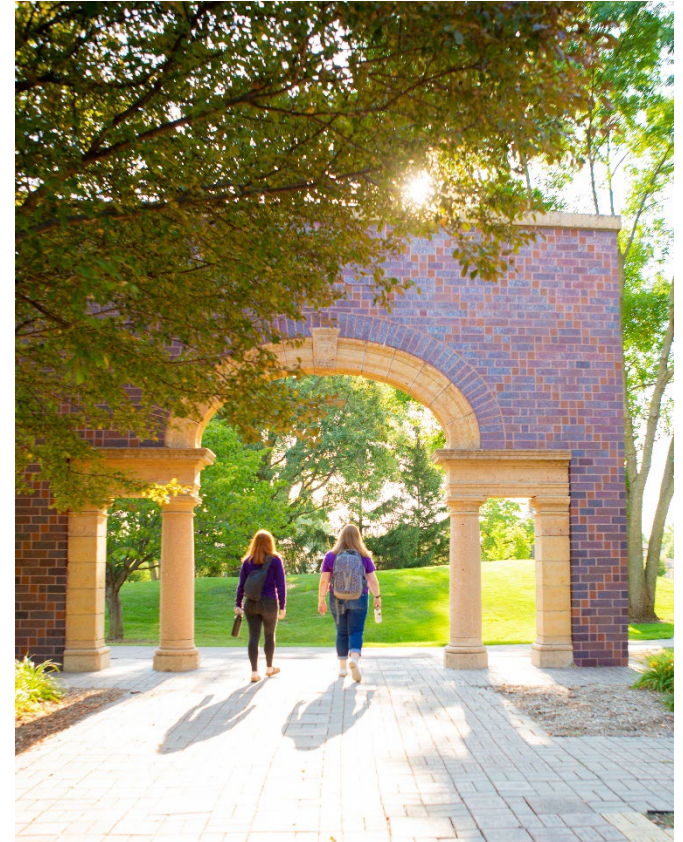
How Can You Help Support a New Concurrent Enrollment Student?

- Inform students on admission requirements, application materials that are required, and deadlines for enrollment.
- Regularly check admit reports provided by the MSU PSEO Office – monitor students' application status and contact students that still need to apply to the university.
- Educate students on classes they still need to take for high school graduation. Students should prioritize registering for these classes before major-specific courses.
- Help guide students through the registration process and monitor registration reports provided by MSU, Mankato.



How Can You Help Support a Returning Concurrent Enrollment Student?

- Inform returning concurrent enrollment students that they don't need to reapply to the university, but they DO need to register for classes every semester they enroll with the university.
- Educate students on classes they still need to take for high school graduation. Students should prioritize registering for these classes before major-specific courses.
- Educate students on what withdrawing from a course means and how this will affect their high school graduation.



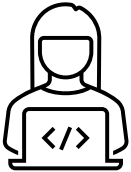
Managing the Concurrent Enrollment Application Process as a Counselor Fall Semester

- Step 1 – determine students that need to apply for admission (previously accepted concurrent enrollment students DO NOT need to reapply).
- Step 2 – create a strategic plan for completing the application process with your students (in class with all students at once, emailed instructions for students to complete individually).
- Step 3 – monitor admit reports provided by the PSEO Office. Determine students that still need to apply for admission.
- Step 4 – send in transcripts to pseo@mnsu.edu.
- Step 5 – continue to monitor admit reports provided by the PSEO Office. Fall semester application deadline = May 31st.

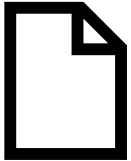
Processing Timeline for Fall Semester Applications



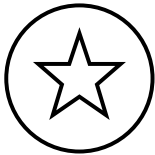
March – counselors should make a plan for how they are going to execute the application process



April & May – students will apply for admission
Application deadline – May 31st



May & June – send in transcripts
Transcript submission deadline – June 15



Early August – applications are fully processed. The PSEO Office will submit overrides for students to register for credit.



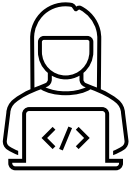
Managing the Concurrent Enrollment Application Process as a Counselor Spring Semester

- Step 1 – determine students that need to apply for admission (previously accepted concurrent enrollment students DO NOT need to reapply).
- Step 2 – create a strategic plan for completing the application process with your students (in class with all students at once, emailed instructions for students to complete individually).
- Step 3 – monitor admit reports provided by the PSEO Office. Determine students that still need to apply for admission.
- Step 4 – send in transcripts to pseo@mnsu.edu
- Step 5 – continue to monitor admit reports provided by the PSEO Office. Spring semester application deadline = October 1 for December classes, November 1 for January classes.

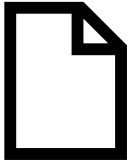
Processing Timeline for Spring Semester Applications



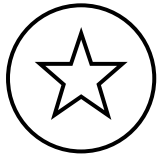
August/September – counselors should make a plan for how they are going to execute the application process



September & October – students will apply for admission
**Application deadline – October 1 for December classes;
November 1 for January classes**



October & November – send in transcripts
Transcript submission deadline – October 5 for December classes;
November 5 for January classes



Late November/December – applications are fully processed. The PSEO Office will submit overrides for students to register for credit.



How Can Students Be Admitted?

- **Seniors:**
 - Rank in the top 50% of their high school class (minimum ACT required) OR
 - Maintain at or above a 3.0 cumulative GPA (on a 4.0 scale) (minimum ACT required) OR
 - Achieve a 21 or higher composite score on the ACT (minimum GPA required)
- **Juniors:**
 - Must rank in the top 1/3 of their high school class OR
 - Maintain at or above a 3.3 GPA (on a 4.0 scale) OR
 - Achieve a 24 or higher composite score on the ACT (minimum GPA required)
- **Sophomores:**
 - Must rank in the top 10% of their high school class OR
 - Maintain at or above a 3.8 GPA (on a 4.0 scale) OR
 - Score in the top 10% on a nationally normed test OR
 - Submit a letter of support from a teacher and submit a placement score for a nationally normed test

**ACT scores are no longer required for admission

What Does the Admission Process Look Like?

- **Students need to submit the following information to be considered for PSEO:**
 - An application to campus: mnsu.edu/apply
 - Current high school transcripts
 - ACT test results (if applicable)
- Fall semester application deadline: May 31
- Spring semester application deadline: October 1 / November 1
- Concurrent enrollment students do not need to pay the application fee of \$20



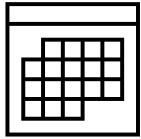
Managing the Concurrent Enrollment Application Process as a Counselor Fall Semester

- Step 1 – review admit reports provided by the PSEO Office. Determine students that are eligible to enroll in credit.
- Step 2 – schedule a time to help all concurrent enrollment students register for credit in class.
- Step 3 – use the registration instructions provided by the PSEO Office to help students register for credit.
- Step 4 – review registration reports provided by the PSEO Office to determine students that still need to register for credit. If everyone is enrolled in credit, let the PSEO Office know that registration is complete.

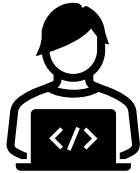
Timeline for Managing the Fall Registration Process



August - review admit reports provided by the PSEO Office. Determine students that are eligible to enroll in credit.



August - schedule a time to help all concurrent enrollment students register for credit in class.



August/September – complete the registration process with your students in class. Students are given 14 business days to register after the start of the class.



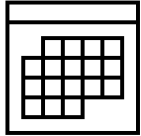
September - review registration reports provided by the PSEO Office to determine students that still need to register for credit. If everyone is enrolled in credit, let the PSEO Office know that registration is complete.



Timeline for Managing the Spring Registration Process



December/January - review admit reports provided by the PSEO Office. Determine students that are eligible to enroll in credit.



November/December/January - schedule a time to help all concurrent enrollment students register for credit in class.



December/January – complete the registration process with your students in class. Students are given 14 business days to register after the start of the class.

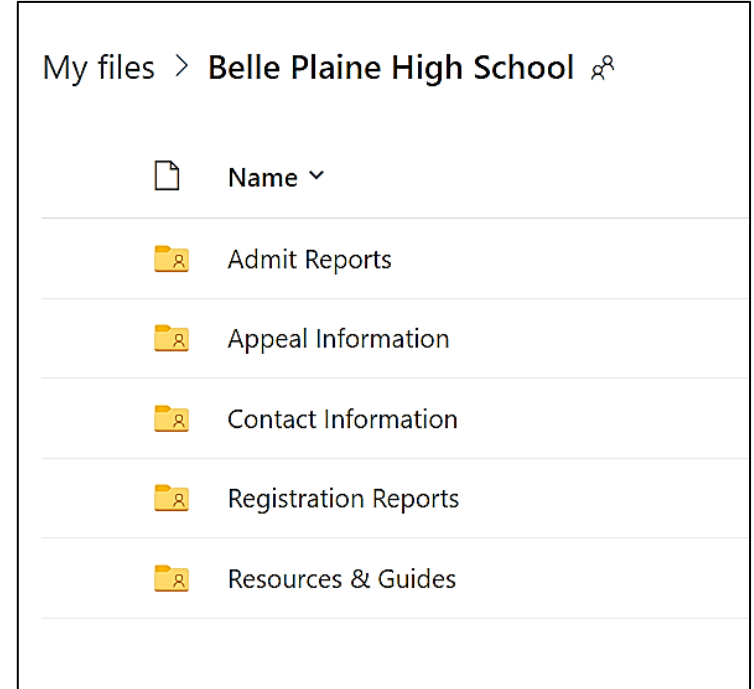
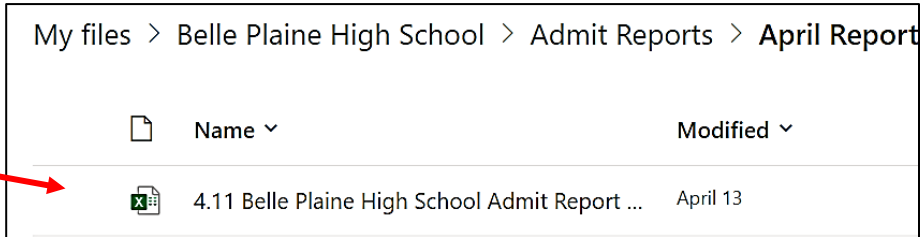


December/January/February - review registration reports provided by the PSEO Office to determine students that still need to register for credit. If everyone is enrolled in credit, let the PSEO Office know that registration is complete.



OneDrive

- OneDrive is a shared space for the PSEO Office to store admit and registration reports, as well as resources for every high school.
- OneDrive folders are private to each high school. Counselors should bookmark the link to their OneDrive folder to access it when they need to.



Helping a Student Withdraw from a University Course

- Students who are struggling in a university course, for any reason, will have the option to withdraw from the course prior to the advertised university deadline.
- **Before withdrawing, ask the student...**
 - What is the purpose of the course?
 - How does the class fit in with your academic goals?
 - Is there any issue with how the content is being delivered?
 - What challenges have affected your ability to be successful in the course?
- **If the student does NOT decide to withdraw...**
 - Encourage the student to come up with a plan with their instructor
 - Utilize study guides, find a partner in the class to study with, seek extra credit



- ***If the student decides to WITHDRAW from a university course...***
 - Educate the student on the implications of how this may affect high school graduation
 - Educate the student on what this will mean for college completion
 - Help the student withdraw from the course utilizing the university's PSEO Withdraw Guide
- ***University implications of withdrawing from a course...***
 - Cumulatively, if a student has below a 1.7 GPA or a 66.67% completion rate, they can no longer take classes with the university.
 - Selective colleges could view the "W" negatively on the student's transcript when considering the student for admission or scholarships.

