



Career and Technical Education (CTE) Course Eligibility Only Post-Secondary Enrollment Options (PSEO) APPLICATION INSTRUCTIONS

Qualified Applicants

Only High School Sophomores, Juniors, and Seniors are eligible for admission consideration through this PSEO admission process. Students admitted through this program will qualify **ONLY** for enrollment in a career and technical education (CTE) course.

Application Deadlines

Deadlines will be adjusted to the next business day if the date below falls on a weekend. Any applications or supplemental documents received after the deadline will not be considered.

Fall Semester	Spring Semester
Priority Deadline - April 15 th Final Deadline - July 1 st	Priority Deadline - November 1 st Final Deadline - December 1 st

Requirements to Qualify

High School Sophomores, Juniors and Seniors:

Must pass the standard for the reading section of the 8th grade Minnesota Comprehensive Assessment (MCA)

Complete and submit ALL application documents together

Before submitting your application, make sure that you have included all of the required documents listed below. *Incomplete applications will result in a delay of processing for determination of PSEO eligibility and next steps.*

PSEO Application Checklist:

- NHCC PSEO Career/Technical Education (CTE) Application** (PSEO students do not pay an application fee)
- MN Department of Education [Notice of Student Registration \(MN State form\)](#)** with signatures from student, parent/guardian and high school official.
- Official High School Transcripts** (in a sealed envelope from the school). Transcripts must include the most recent semester grades as well as **8th grade MN Comprehensive Assessment (MCA) results.**

PSEO Career/Technical College Admission Restrictions:

- Students admitted through this PSEO admission process are not eligible to take general education courses or courses within programs that not are listed on the NHCC PSEO Career/Technical Education Approved Courses Guide.
- Students are eligible to take only one CTE course in their first semester at NHCC.
- After a student’s first enrollment term, progression in additional CTE courses will be evaluated by a NHCC advisor.

PLEASE NOTE: Students wishing to take a course not listed on the NHCC PSEO Career/Technical Education Approved Program Guide should not submit this application. Returning CTE students wishing to change to General PSEO should contact the [Admissions and Outreach office](#).

The “PSEO General Education AND Career/Technical Education Application” and all eligibility requirements for the program are available online at www.nhcc.edu/pseo.

PSEO Career and Technical Education

Approved Course Guide

ACCT 2100	The Accounting Cycle (1 credit)
BUS 1010	Job Seeking Skills (1 credit)
BUS 1100	Introduction to Business and the American Economy (3 credits)
BUS 1440	Personal Financial Planning (3 credits)
CRD 1000	Career Planning (2 credits)
CIS 1000	Electronic Keyboarding Communications (3 credits)
CIS 1101	Business Computer Systems I (3 credits)
CIS 1200	Word Processing (3 credits)
CIS 1230	Business Presentation PowerPoint (3 credits)
CIS 1300	Introduction to the Internet (1 credit)
CIS 1310	The Whole Internet (3 credits)
CIS 1500	Developing Computer Keyboarding Skills (1 credit)
CIS 1510	Introduction to Computers and Basic Word Processing (1 credit)
CIS 1520	Spreadsheets (1 credit)
CIS 1530	Business Graphics (1 credit)
CSCI 1000	Computer Basics (3 credits)
CSCI 1035	Introduction to Computer Programming with Games (4 credits)
CSCI 1020	Beginning Web Page Programming (1 credit)
ENGR 1000	Introduction to Engineering and Design (3 credits)



North Hennepin
Community College

Career and Technical Education (CTE) Course Eligibility Only Post-Secondary Enrollment Options (PSEO) Application

Date _____

Social Security Number _____ (optional)

Providing your Social Security number is voluntary. If you choose not to provide the number, your application will still be processed. Providing your Social Security number is required if you are seeking financial aid, veteran's benefits or if you plan to deduct your educational expenses from your federal taxes. Your Social Security number is also used as your initial personal identification number (PIN) for various computer resources such as class registration. Failure to provide your Social Security number may prevent you from having access to these resources. The number is also requested for purposes of administration, program evaluation, and consumer and alumni data.

PERSONAL DATA (Please print)

First Name _____ Last Name _____ Middle Name _____

Address _____ City _____ State _____ Zip _____

Email _____ Home Phone _____ Cell Phone _____

Date of birth _____ Are you a resident of MN? Yes No If yes, how long? _____ years _____ months

If no, state of residence _____ *(If you are not a resident of MN, you are unable to participate in the PSEO program)*

Are you a US Citizen? Yes No

If no, do you have a status as: Resident Alien Refugee/Asylee Temporary Protected Status Other

ADMISSIONS DATA

What term do you intend to begin taking a course? _____ Fall _____ Spring Year _____

What approved CTE program courses do you wish to pursue? _____

(See NHCC PSEO Career/Technical Education Approved Program Guide for options)

What is your current educational intent?

Complete courses, no degree Earn occupational certificate/diploma Earn Associates degree

Earn Associates degree and transfer Complete courses and transfer without degree

Have you attended this college before: Yes No If yes, last date of attendance: _____

EDUCATIONAL DATA

High School (current) _____ City _____ State _____

I am currently a High School: Senior Junior Sophomore Graduation month /year _____

Have you attended any college or university previously? Yes No List all colleges/universities previously attended below.

Have these official transcripts sent to NHCC.

NAME OF INSTITUTION	LAST DATE OF ATTENDANCE

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CONFIDENTIAL INFORMATION

The following information will help Minnesota State Colleges and Universities evaluate student recruitment and retention policies; it will not be used as a basis for admission. Providing this information is voluntary.

Gender: Female Male

Are you Hispanic or Latino? Yes No
(A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American or other Spanish culture, regardless of race)

Race and ethnic background - Please select all that apply:

American Indian or Alaska Native (A person having origins in any of the original peoples of North, Central or South America and who maintains tribal affiliation or community attachment)

Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent)

Black or African American (A person having origins in any of the black racial groups of Africa)

Native Hawaiian or Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

White (A person having origins in any of the ordinal peoples of Europe, the Middle East or North Africa)

Two or More Races

Supplemental Documents

By initialing each item below, I verify that all required materials listed below have been are being submitted along with my application.

MN Department of Education [Notice of Student Registration](#) with signatures from student, parent/guardian, and high school (initials) official.

Official High School Transcripts (in a sealed envelope from the school). Transcripts must include the most recent semester grades (initials) as well as 8th grade MN Comprehensive Assessment (MCA) test results.

NHCC PSEO Agreement of Understanding found at www.nhcc.edu/pseo has been thoroughly reviewed (does not need to be (initials) submitted to NHCC).

Signature

In signing this application, I certify that the information I have provided on this application form and in all other admission application materials is complete, accurate and true to the best of my knowledge. I also certify that I have thoroughly reviewed and agree to all of the items listed on the PSEO Career/Technical Education Program Restrictions and on the PSEO Agreement of Understanding.

Applicant's Signature: _____ **Date:** _____

Access to Student Records

Required The college will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by the MGDPA and FERPA or other applicable law. A copy of the Release of Private Educational Data form is available in Student Services offices, academic areas, and the college Information Drive. A written consent is valid if it: 1) specifies the records that may be disclosed; 2) states the purpose of the disclosure; 3) identifies the person(s) to whom the disclosure may be made; and 4) is signed and dated by the student. If the release is for disclosure to an insurer or its representative, the release must also include an expiration date no later than one year from the original authorization, or two years for a life insurance application. If the student requests, the school shall provide him or her with a copy of the records released pursuant to the informed consent.