

Aitkin High School PSEO Checklist: Central Lakes College 2024-2025

PSEO students should use this checklist as a method of following proper PSEO procedure. It is the student's responsibility to follow through with expectations, procedures, and requirements of both the high school and the college.

To Do:

- Schedule a time that you and your parent(s) can meet with your high school counselor (virtual, by phone, or in person). **This is required of ALL students planning to enroll in the PSEO program!**
- Return the blue PSEO Contract to the counseling office (must be read and be signed by both the student and the parent).
- Apply to Central Lakes College online (**must** hand in contract and meet with your counselor and parents *before* you apply). Most students apply in a large group with Mrs. Sander during school.
- Your transcript information will be sent automatically to CLC after you apply.
- You will receive an acceptance letter from CLC. This letter will contain your Student Tech ID number and registration instructions. Your Tech ID and Star ID will also be sent to your email.
- Optional: Attend the virtual PSEO Information Session hosted by CLC Brainerd. The event is offered April 4 and April 16 from 5:00-6:00pm via Zoom. Link to attend is available on the School Counseling website PSEO page.
- Make an appointment with Mrs. Sander to:
 1. Discuss possible college courses to register for. **Please note:** College courses taken to meet a high school requirement for graduation must be pre-approved by the counselor.
 2. **Pick up your PSEO Form – you will NOT be allowed to register for PSEO courses without this form!! You need a new one signed each semester!**
- Optional: Contact Natalia DePauw, the PSEO Adviser at CLC, to chat with her about courses to take. She can help advise you with course selection and how to earn your AA Degree.
natalia.depauw@clcmn.edu 218-855-8263
- Prior to the beginning of each semester, bring in a copy of your college schedule to Mrs. Sander and make any needed adjustments to your HS schedule.
 - Remember:
 - You must carry a full schedule! At least **12 college credits** if full time at CLC, 18 credit maximum.
 - You **can not** adjust/miss part of HS classes to accommodate a college schedule if taking courses at AHS in addition to CLC. Keep driving time in mind.
 - You must have an open hour in your high school schedule in order to take PSEO classes.

It is the student's responsibility to:

- Provide the HS with a copy of your schedule prior to the start of *each* semester
- COMMUNICATE WITH YOUR HS COUNSELOR ON A REGULAR BASIS!!