Post-Secondary Enrollment Options (PSEO)
Agreement of Understanding

Anoka Technical College (ATC) is committed to the success of our PSEO students. PSEO students are held to college standards, and are expected to agree to the following information. This document outlines our expectations of PSEO students. Read each statement carefully so you understand your responsibilities while attending ATC’s PSEO Program.

1) I will attend class regularly, and notify my instructor in advance of any absences. I understand that I am responsible for attending college classes on the days that my high school is not in session.

2) I understand that if I register for a class and decide not to continue in the class, I must officially drop/withdraw from the class in my eServices account by the deadline or I will receive an "F" grade.

3) If I withdraw from (or fail) a course, I must immediately let my high school know as this may impact my high school graduation.

4) I am not allowed to take developmental level courses, which are numbered less than 1000 (unless I agree to pay for all costs).

5) I am not allowed to take summer courses (unless I agree to pay for all costs).

6) I will need to submit a PSEO Notice of Registration form each semester of enrollment, and will not be allowed to register without a completed form on file at the college.

7) I understand that as a PSEO student, I should expect to be subject to the same procedures and/or penalties as any other student when withdrawing from or failing a course.

8) I am held to the college’s Satisfactory Academic Progress Policy, and must maintain at least a 2.0 GPA each term and a 67% completion rate in order to remain in good academic standing. If I’m suspended at ATC, I will be suspended at all other Minnesota State Colleges/Universities and must submit a suspension appeal in order to enroll.

9) I understand that college classes are more academically challenging and my ATC GPA will impact my permanent college record and well as my high school transcript.

10) I will be responsible for the costs of non-consumable supplies such as scrubs, uniforms, tools, and test-out fees.

11) I will return my borrowed textbooks to the bookstore at the end of each semester, otherwise I will be charged for the cost of the books. If I happen to purchase textbooks or e-textbooks with my own money, the college cannot reimburse me.

12) As a PSEO student, I am able to take advantage of all available college resources, including the library, tutoring, accessibility services, counseling, advising, etc.

13) I understand that all formal communication between ATC and PSEO students will be sent to my ATC email account, and will not be mailed to my home. It is vital that I check my ATC email account frequently.

14) I will keep in close contact with my high school counselor to ensure my high school graduation requirements are being met. My number one priority is graduating high school.

15) I will learn time management skills to balance my academic workload with my extra-curricular, personal, and work commitments.

16) I will contact my instructor and/or college staff if any problems should arise regarding academic success.

17) I will communicate with faculty and staff at the college on my own behalf (faculty and staff cannot provide certain information to parents/guardians without a release on file).

18) I understand that the MN Dept of Education will only cover PSEO expenses billed by the college/university to which the PSEO student has been admitted to. A PSEO student will be responsible for any tuition, fees, or books at any other college/university they enroll in but aren't formally admitted to.

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