



## PSEO Information

### 1. PSEO registration

- **First PSEO semester:** Must attend an RPS (Registration Planning Session) in order to register for classes. After they have attended an RPS any adding, dropping, or withdrawing from classes can be done online.
- **Subsequent PSEO semesters (semesters 2, 3, and 4):** online registration (adding and dropping) of classes is permitted through the **first five days** of the semester. You must turn in your PSEO state form prior to every semester before you will be allowed to register online (*see #4 below*).

2. If someone else is registering for you, you must **give written, signed permission** for them to register on your behalf. That person must **show his or her photo ID** in order to register for you.
3. We **cannot give out information** to relatives or anyone else concerning your school record(s) without your written, signed permission, other than providing your high school with your class schedule and grades each semester.
4. You must **turn in the PSEO state form** to the Records Office before **every semester** you wish to register for classes. It **must** be signed **in black ink** by you, your high school counselor, and your parent(s) if under 18 years of age **before** you can register for classes. If you plan to attend for both Fall and Spring semesters, you must turn in the signed state form before Fall semester and a second form prior to Spring semester.

**NOTE: Only the most current version of the PSEO state form, located on the Anoka-Ramsey website, is acceptable.**

5. You are welcome to attend classes in the summer, but you must pay for those classes. **Summer classes are not eligible for PSEO funding.** A financial agreement form signed by you and your parent or guardian is required. Some courses during fall and spring are also **self-pay classes** which must be paid by you; read the course notes in the course schedule to determine if a course is not eligible for PSEO funding.
6. **When dropping or withdrawing from a class or classes:**
  - a) You must **return your books** to the bookstore as soon as possible after dropping or withdrawing from a class or you will be charged for them.
  - b) **Dropped** classes will not affect your academic standing and will not appear on your transcript. Dropping classes is permitted through the first five days of the semester for full-semester classes; drop dates will vary for classes that run less than the full semester. Check the online course schedule for add/drop or withdraw dates for each class.
  - c) **Withdrawing** from classes will impact your academic standing. They will appear on your transcript as a "W". It is your responsibility to notify your high school counselor of your intentions whenever you change your schedule.
7. **PSEO books are available approximately 2-3 weeks prior to the start of the semester.** You must have your class schedule with your name imprinted on it with you when you pick up your books at the bookstore. **To print your name on your schedule, be sure to check the "display" box when you log into your account.**
  - Only PSEO students are authorized to sign for books. No other person will be allowed to pick up or charge books, even with a consent form. You or a family member can return your books.
  - PSEO students will be charged for opening shrink-wrapped packages that are returned during the bookstores standard return period. ***The standard return period is 14 calendar days from the start of class at the beginning of the semester.***