PSEO Student Handbook

MINNEAPOLIS COLLEGE®

2025-2026

Table of Contents

PSEO Student Checklist for Sucess:

Attend a PSEO Orientation:

- ☐ **Meet the Minneapolis College PSEO team. Make sure you know how to connect with your PSEO Advisor.**
- ☐ **Log into your college email , D2L and Navigate.**
- ☐ **Register for courses through eServices.**

After PSEO Orientation before the semester starts:

- ☐ **Order your required textbooks and course materials through the College Store.**
- ☐ **Read your college email daily.**
- ☐ **Familiarize yourself with** campus building and class locations.
- ☐ **Log into D2L and review your courses syllabi(s).**

During the first week of class:

- ☐ Arrive to your classes early and pay attention to your course syllabi and dates for **assignments and tests.**
- ☐ Refer to your class schedule for add/drop, withdraw information found in the course description. If you are considering withdrawing during the semester meet with your **College Navigator to discuss your options.**
- ☐ Get connected! Check out campus activities fairs, pathway events and Student Life groups.

Registering for next semester:

- ☐ **Connect with your high school counselor to update your academic**
- ☐ **plan. Meet with your PSEO Advisor to register for courses.**
- ☐ Submit an updated Notice of Student Registration form to PSEO@minneapolis.edu.

Last week of the semester:

- ☐ **Return all books to the College Store (T-1800) if you don't return your books and materials, you will be charged for them.**
- ☐ **Register for next semester through eServices.**
- ☐ Grades will be submitted to your high school after the semester ends.

Activate your student E-mail

Student Email

Email is the official method of communication with students regarding topics of an academic or administrative nature. Upon registration, the College assigns an email account to each student and expects that students will assume full responsibility for all information sent to them via their College email account. (Minneapolis College Policy 4.18.1)

When responding to PSEO or instructors you need to use this email and not your personal one.

How to log into email

1. Go to www.minneapolis.edu
2. At the top right corner hover your mouse over "Student," then click "Email" on the green bar
3. Log in using your StarID and password

Select the Students icon on the main page

Then select email

Login: StarID@go.minnstate.edu

Password: StarID password

How to forward emails

1. Log into your student email using the steps above.
2. Click the settings button (looks like a wheel) in the top right corner.
3. Search "Forwarding" and then click on result.
4. Select "Enable Forwarding," then enter the email address you would like your emails forwarded to.
5. Select "Save" in the upper left corner.

Please contact the I.T. department at 612-659-6600 if you have trouble setting up your account.

Please check your student email regularly for important messages from Minneapolis College or your instructors.

Remember your email is:

first name. last name@go.minneapolis.edu

Ordering Required Textbooks and Course Materials

Required books and course materials are FREE* to PSEO students.

- PSEO students must order their required textbooks and course materials online through the College Store. When placing your order for your books, you will need your class schedule.

- A full step by step guide to ordering your PSEO books is located on the PSEO webpage under "Resources for Current PSEO students."

- **At no point in this process should you ever have to enter in your personal credit/debit card opt on for payment.** Please do **NOT** pay for any materials out of pocked without contacting your PSEO Advisor first.

- Please note that PSEO students must return their required textbooks and course materials to the College Store (T-1800) by the end of each semester. Unreturned materials will result in a bill. *

- PSEO students who have dropped a class or withdrawn from a college course must return their textbook(s) to the College Store (T-1800) as soon as possible.

College Resources

These services are available at no cost to Minneapolis College PSEO students.

PSEO Advisor:

- Each PSEO student is assigned a PSEO Advisor to support them at Minneapolis College.
- To look up your PSEO Advisor, log into eServices and select "Courses and Registration" on the left hand side, then click "View/Modify Schedule." Your Advisor's name will be listed above your schedule.
- Schedule an appointment with your PSEO Advisor through Navigate. In person meetings and virtual meetings are available.

D2L Brightspace:

D2L Brightspace is a web-based system that is used by instructors for sharing content, leading discussions, posting grades, allowing students to upload assignments, and more.

- Face-to-Face courses meet in the classroom and may use D2L Brightspace for grades, quizzes and assignments.
- Online asynchronous courses are completely online and delivered through the D2L Brightspace platform. Online Synchronous classes may meet through Zoom.
- Students must log into D2L each week to stay enrolled in their courses.

Academic Success Center:

Minneapolis College's Academic Success Center is located on the third floor of the Technical Building (T-3200).

- [Tutoring](#) in writing, math, biology, nursing, chemistry, study skills and other subjects by individual appointment.
- [Peer to peer mentoring](#) appointments to help you problem solve an issue, get information about campus resources, and get general tips on how to find what you need at Minneapolis College. Students can schedule appointments through [Navigate!](#)
- A computer lab with tutoring support on topics such as Computer Basics, D2L, & Office 365 Support in Word, Excel, and PowerPoint

Accessibility Resource Center:

Minneapolis College's Accessibility Resource Center is located on the second floor of the Technical Building (T-2500).

- The Accessibility Resources Center (ARC) is the office designated to work with students with disabilities to determine and facilitate reasonable and appropriate accommodations. The first step is for you to identify to our office as a person with a disability. Students can schedule appointments through [Navigate!](#)

Career Services

Minneapolis College's Career Service Center is located on the second floor of the Technical Building (T-2300).

- Career Services is here for you throughout your college experience and beyond! We will help you explore who you are, find real, work-related experience, and prepare you for a successful job search.

Course Options and Registration

On Campus	Blended/Hybrid	Online Synchronous	Online Asynchronous	HyFlex
Courses are 100% in person on campus.	Courses are 25%-75% on campus. The rest of course is completed in D2L.	Courses are held at a specific time through zoom.	Courses are completed fully through D2L. *Students must log into D2L each week to stay enrolled in their courses.	Courses are primarily online with a few on campus meeting times.

PSEO Excluded Courses:

- All courses numbered under 1000 (example: READ 0200, MATH 0070, etc.)
- All non-credit courses offered through Community Education or Workforce Development
- A full list of excluded courses can be found on the PSEO webpage.
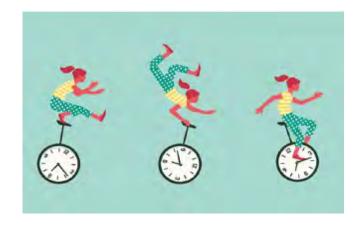
How to Register for Courses:

1. Login to e-services with your StarID and Password.

2. Once logged in, click "Courses and Registration" on the left side of the screen, then "Search for a Course".

3. Enter your search criteria. check semester and then department that you are looking at.

4. You can add courses by clicking the "+" symbol on the left. The course will then be added to your wish list.

5. To view and complete your registration, click "Review My Plan" on the left side of the screen. Then add courses to your schedule by checking the box next to the class that you want and then "Select Course(s) to Proceed to Register."

6. Then to officially register for this course, enter your **StarID password** on the next screen and click "Register".

How many classes?

1 college credit requires:
3 hrs. a week dedicated to school

So, 15 credits require:
45 hrs. a week dedicated to school
Complete 60 credits in 4 semesters

What is a prerequisite?

A prerequisite is a course or score that is necessary to take a specific course at Minneapolis College. Most classes have a list of requirements that need to be met before taking the course.

Why Prerequisites are important:

Prerequisites are a way of making sure that students enter a course or subject with some prior knowledge. This not only helps the professor to teach at a certain academic level, but it also helps you to feel more comfortable and confident with the subject matter.

For example:

ENGL 1110 - College Composition Fall 20xx, Section xx

Prerequisites: Course Placement into ENGL 1110 or completion of ENGL 0900 or ENGA 0900 or ESOL 0051. Course Placement is can be met though GPA or test scores for PSEO students.

Dropping vs. Withdrawing from a PSEO course:

If you change your mind about taking a course, you can drop or withdraw. This is not a decision that should be taken lightly, so discuss it with your College Navigator and High School Counselor.

Dropping a Course:

- You can drop a course within the 14 days of the semester.

- A drop does not affect your GPA.

- After you drop a course, it will not be on your transcript, and it will be as if you had not registered for the course.

- A drop does not impact course completion ratio.

Withdrawing from a Course:

- You can withdraw from a course later in the semester, check your syllabus for the withdraw deadline.

- A withdraw does not affect your GPA.

- Transcript will reflect a "W"

- A withdraw impacts course completion ratio.

PSEO Holds and Reminders

- PSEO students with any questions can always reach out to PSEO@minneapolis.edu

- Returning PSEO students do not need to apply again to the college.

- PSEO students must submit an updated Notice of Student Registration form each semester.

- Each semester a PSEO registration hold (061) will be added to your student account to track that you have submitted a Notice of Student Registration form for the next semester. This ensures your courses are free.

- PSEO students will see a balance on their student account until the PSEO credit has been applied. No action is needed on your end.

- PSEO courses are not offered during the summer. Students may register for courses through the High School Non-PSEO program and are responsible for all tuition and related costs for summer courses.

PSEO students must meet with their high school counselors to determine which high school graduation requirements they will fulfill through PSEO. High School graduation is the #1 priority!

PSEO schedules and grades will be sent to high schools each semester.

Minneapolis College wants to ensure all students are successful. To meet this goal Minneapolis College has a broad set of policies for students, staff and faculty. For a complete list of policies visit: www.minneapolis.edu/policies.

Last Date of Attendance, 4.16

Students are expected to regularly attend classes in which they are enrolled and abide by Minneapolis College Policy 4.05.01, Procedures for Changing Enrollment. Students who do not plan to attend or stop attending a course should immediately drop the course prior to the drop deadline. If they wish to withdraw from their course after the drop deadline, they should do so prior to the College-wide withdraw deadline for the semester.

- Students who do not attend or participate in the first two weeks of the course will be administratively withdrawn and reported as Never Attended.
- Students who stop attending for two consecutive weeks during the course will be administratively withdrawn as Partially Attended.

Satisfactory Academic Progress (SAP)

If you have attempted 1 - 5 credits:
- Your **cumulative GPA*** must be at least 1.00
- Your **cumulative credit completion rate*** must be at least 0%

If you have attempted 6 - 12 credits:
- Your **cumulative GPA*** must be at least 1.50
- Your **cumulative credit completion rate*** must be at least 50%

If you have attempted 13 or more credits:
- Your **cumulative GPA*** must be at least 2.00
Your **cumulative credit completion rate*** must be at least 66.67%

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which provides privacy of student education records. Under FERPA, certain information is considered public and is called directory information. Directory information may be disclosed to a third party upon request:
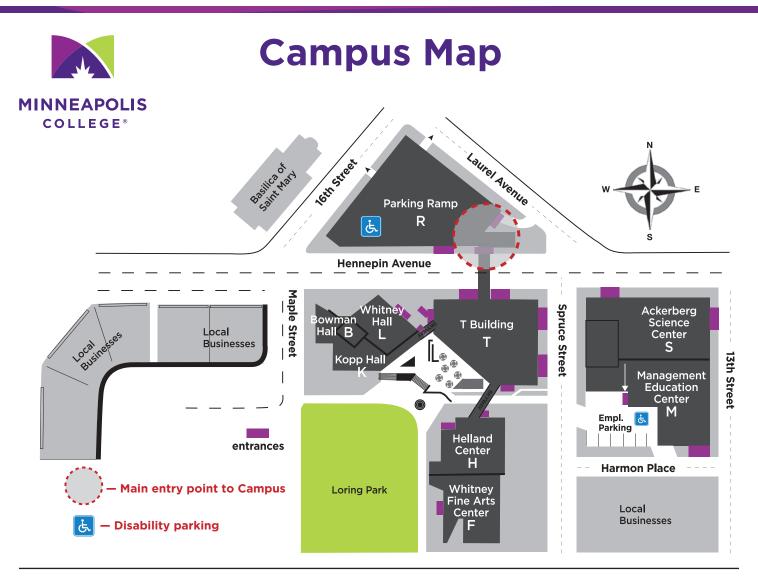
- Student name
- Dates of attendance
- Graduation or certification
- Field of study (major)
- General enrollment status only (full-time, part-time)

Students that would like additional information shared must complete an authorization for the release of information form.

Campus Map

MINNEAPOLIS COLLEGE®

Basilica of Saint Mary

16th Street

Laurel Avenue

Parking Ramp
R

Hennepin Avenue

Maple Street

Local Businesses

Local Businesses

Bowman Hall B

Whitney Hall L

Kopp Hall K

T Building T

SKYWAY

SKYWAY

Spruce Street

Ackerberg Science Center S

Management Education Center M

Empl. Parking

13th Street

entrances

— Main entry point to Campus

— Disability parking

Helland Center H

Whitney Fine Arts Center F

Loring Park

Harmon Place

Local Businesses

Minneapolis College

Advising & Access...T.2500
    Academic Advising
    Accessibility Resource Center
    Pathway Programs (Power of YOU, PSEO & D3)
    Trio Starting Point
Academic Success Center...T.3200
    and Course Placement T.3205
African American Education
    Empowerment Program (AME).......................H.2650
American Indian Success Program........................H.2600
Career Services..T.2300
College Foundation...................................M. Lower Level
College Store.. T.1800
Collegiate Recovery Program................................H.2100
Computer Lab..L.1300
    and Academic Success Center T.3200
Continuing Education & Workforce Dev. T.4900
Health Clinic..H.3400
Library L.1700
Lost and Found .... T-Skyway ASK ME desk
Lucha Initiative..H.2701
Public Safety..R.3100
Records/Registration...T.2100
Student Center ....H First, Second & Third Floors
Student Life..H.2900
Student Parent Center...T.1000

Student Services...T.2100
    Bills and Payments
    Financial Aid
    Records
Student Support Center.........Helland Center Fifth Floor
    Counseling
    Basic Needs Support
    Resource & Referral Services
    Housing Navigator
    Student Complaints and Conduct
Veterans Welcome Center...................................... T.3406
Technology Support..T.3302
Transfer Center...T.2500
Welcome Center T.2800
    Admissions
    Trio Educational Opportunity Center

Wellstone International
High School...................................Kopp Hall Third Floor

Metro State University

Gateway Student Services...T.2101
College of Management.. T.4300
School of Urban Education....................................H.2300

Buildings

B   Bowman Hall
F   Whitney Fine Arts
H   Helland Center
K   Kopp Hall
L   Whitney Hall

M   Management Education Center
R   Parking Ramp
S   Ackerberg Science Center
T   Technical Building