**Regional Supplemental Resources - Cheat Sheet**

If you have students taking Academy classes through South Central Service Cooperative, please follow these steps:

Complete the NSO Application

https://docs.google.com/document/d/1hb1LyITVuCB2JJhnHEzSVFjhwENqyksd/edit

If you are a NEW Counselor without an account, please email nsohelpdesk@district287.org to request your Counselor account.

**Note: Counselors cannot change the parent email. Email nsohelpdesk@district287.org to request a change.

Once your student is registered through NSO, your Academy Teacher will share a student roster with the Dual Enrollment Coordinator at South Central College. You do not need to submit a course roster.

All students attend New Student Orientation. This is done at your industry site or school district or online, depending on location.

If the course is dual credit, during New Student Orientation the Dual Enrollment Coordinator at South Central College will review college enrollment steps which includes a college application and submission of a high school transcript. Please ensure your students have submitted their South Central College application and high school transcript within 30 days of the semester start.

https://southcentral.edu/media/departments/admissions/high-school-college-credit/SCC_CE_Online_Application_Instructions26b.docx

The Dual Enrollment Coordinator will connect with the Counselor on any missing materials.

South Central College will register students for the course after application materials have been received.

If you have a student who decides to drop the course, please follow the steps below to drop your NSO course. To withdraw from your college course, email the Dual Enrollment Coordinator at South Central College.

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To withdraw from your NSO course, you will need to enter a drop request in your NSO Account and have your Guardian and School Counselor approve the request.

# Enter a course drop request:

- Log into your NSO Account
- Click on Drop a Course and then click on Request New Drop.
- Choose the course and reason for withdrawing from the drop down menu and click Save.
- An email will be sent to your School Counselor and Guardian for their approval.

# Enter Guardian and School Counselor Approvals:

- Log into your NSO Account
- The courses requested to drop will appear on your dashboard.
- To Affirm the request: Click on the green check mark.
- To Not Affirm: Click on the red X.

If you are withdrawn from your course within 21 days from your course enrollment, no grade will be entered on your NSO transcript. After the 21 days you will see a "W" on your transcript through NSO, unless you have completed significant work in your course in which case an Incomplete will be entered. It is up to your school to decide how to transfer the withdrawal from your NSO course onto your official school transcript.

If you choose to take the same course again in the future with NSO, any work that you completed already (within the last year) can usually be transferred into your new course so you can start where you left off.

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## Articulated College Credit (ACC)

Teachers are responsible for promoting ACC in their courses. They are responsible for helping students create an account in the CTE Credit MN system. Teachers are responsible for updating the CTE Credit MN system with student grades at the end of the course.

Workshops are held each fall for programmatic teachers to attend. These workshops provide opportunities for high school teachers and college faculty to review current agreements and add new agreements. Training is also provided on how to access and use the website.

Counselors are responsible for understanding WHAT ACC is and how to access the website to check which courses are available and how to help a student request their student record. Teachers should also be doing this but students may ask their Counselor.

- Some agreements are full credit, most are partial credit. Partial credit will provide students with a discounted rate on the class when they take it at the participating College. If the agreement is a full credit award, students do not take the course in college, they do not pay for the course, and receive a 'P' (pass) on their college transcript.

Why ACC?
Articulated College Credit | Minnesota Community and Technical College Credit Program

To review the courses offered at your district:
https://ctecreditmn.com/schools.php

Home page:
https://ctecreditmn.com/

## Regional PSEO and Concurrent Enrollment Resources

**Regional Supplemental Resources - Cheat Sheet**

Bethany Lutheran College
https://blc.edu/admissions/credit-for-high-schoolers/

Minnesota Department of Education
https://education.mn.gov/MDE/dse/schfin/pseo/

Minnesota State University, Mankato
PSEO:
https://www.mnsu.edu/become-a-student/postsecondary-student/
Concurrent Enrollment:
https://www.mnsu.edu/become-a-student/concurrent-enrollment/

Minnesota West Community and Technical College
PSEO:
https://www.mnwest.edu/admissions-and-aid/pseo-dual-enrollment/index.php
Concurrent Enrollment:
https://www.mnwest.edu/admissions-and-aid/reach-concurrent-enrollment/index.php

Riverland Community College
PSEO:
https://www.riverland.edu/admissions/college-credit-in-high-school/pseo-postsecondary-enrollment-options/
Concurrent Enrollment:
https://www.riverland.edu/admissions/college-credit-in-high-school/concurrent-enrollment/

South Central College
PSEO:
https://southcentral.edu/high-school-college-credit/post-secondary-enrollment-options.html
Concurrent Enrollment:
https://southcentral.edu/high-school-college-credit/concurrent-enrollment.html

Southwest Minnesota State University
PSEO:
https://www.smsu.edu/academics/pseo/index.html
Concurrent Enrollment:
https://www.smsu.edu/academics/collegenow/index.html