



UNIVERSITY OF MINNESOTA
MORRIS

**PSEO Student Guide For
Students Taking College
Courses on Campus**

Welcome!

Welcome to the Postsecondary Enrollment Options (PSEO) program at the University of Minnesota, Morris campus!

We wish you success in your academic career and hope that you will find your experience to be challenging, productive and satisfying. This is a great time to take courses at the University of Minnesota, Morris—Morris is designated as “Best in the Midwest” in *The Princeton Review’s survey of college students*.

This booklet contains Morris policies and resources that are relevant to you as a PSEO student on our campus. Like all Morris students, you are responsible for knowing the policies and procedures outlined in this book.

Students enrolling as either full or part time PSEO students on campus are advised and supported by the resources within the Academic Advising program. Contact us with your questions and concerns. We look forward to getting to know you!

Sincerely,
PSEO Program
Academic Advising
110 Briggs Library

Table of Contents

Part 1. Enhanced Learning Opportunities for PSEO Students	5
Who is Eligible to Participate?.....	5
Is the PSEO Program a Good Choice for Me?.....	5
Courses and Credits	5
Expectations for University Coursework.....	5
Part 2. Admission to Morris as a PSEO Student.....	6
The Application Process	6
GPA Requirements for Students and Dismissal from the PSEO Program	7
Part 3. The Course Registration Process	7
Selecting the Right Course.....	7
Finding Course Information.....	7
Majors Offered at Morris	7
Fulfilling High School Requirements	7
Before Registration	8
How to Officially Register for PSEO Courses.....	8
After Registration and Starting the Term.....	9
Course Syllabi.....	10
Text Books	10
Your Morris Student Account.....	10
Part 4. PSEO Policies and Procedures	10
PSEO Program Costs	10
Consultation with Your High School Counselor	11
Understanding Your Registration in the PSEO Program.....	11
Class Attendance Policy	11
Student Conduct.....	11
Important Registration Related Deadlines	12
Academic Difficulty.....	12
Tracking Your Grades During a Course	12
Consequences of Canceling Your Course.....	12

How to Cancel Your Course	13
Grade Basis	13
University Grading System Policy.....	13
Incompletes and Extensions.....	14
Obtaining Grades After Completing a Course	15
Third Party Access to Student Files.....	15
Granting Parent/Guest View Access (optional)	16
Request to Suppress Directory Information.....	16
Updating Personal Information.....	16
Using Email as Official Student Communication.....	16
Part 5. Using Your PSEO Credits	17
For High School Credit.....	17
For College Credit.....	17
Obtaining a Transcript for Other Colleges.....	18
Part 6. Computing and Technology	18
Activating and Accessing your University of Minnesota Email Account	18
Your Official University ID card (UCard).....	19
Part 7. Morris PSEO Program Staff.....	20

Part 1. Enhanced Learning Opportunities for PSEO Students

The Postsecondary Enrollment Options (PSEO) Program was created by the Minnesota State Legislature in 1985. Under the PSEO statute, Minnesota law allows high school juniors and seniors (whether currently in public, nonpublic, or home schools) to take courses at eligible postsecondary institutions. Students must meet the admissions requirements of the postsecondary institution. The PSEO program covers tuition, required textbooks or course packets, and consumable supplies. The PSEO program does NOT cover recommended textbooks and non-consumable supplies.

Who is Eligible to Participate?

You are eligible to participate in the University of Minnesota, Morris PSEO Program if you are a Minnesota high school junior or senior, including nonpublic and home school students. Students in cultural exchange programs are not eligible. If you are attending a public or private high school, consult your high school counselor. If you are home schooled, contact the University of Minnesota, Morris PSEO program for more information and planning assistance.

Is the PSEO Program a Good Choice for Me?

Taking college level courses at Morris is a good option for advanced Minnesota high school students wanting an opportunity for an academic challenge beyond what is offered at the high school level.

Courses provide a foundation for undergraduate study by building skills and knowledge in diverse subject areas. Most Morris courses fulfill at least one requirement for either general education or a major. All fall and spring courses are one semester in length. These credits may be applied toward a degree program at Morris or other colleges in Minnesota and throughout the U.S.A. Courses are transferable to other colleges following guidelines of the institution evaluating your transfer credits.

Courses and Credits

When you combine your high school and college registrations, you may not exceed a full-time high school registration. Registration beyond full-time is at your own expense. In working out a balanced program, consider that a full time high school load is generally six high school classes per day. A full time load at the University of Minnesota, Morris is 12–15 credits per semester. One way to think about college credits is that four semester credits are equal to one year of high school coursework. High schools determine how credits will transfer to high school, and other institutions determine if and how credits will transfer to their institution.

Expectations for University Coursework

The courses and credits you take and the grades you earn become part of your permanent University of Minnesota transcript and may influence your future academic career, such as acceptance to college, graduate and professional programs, and scholarship opportunities. For each credit, expect

two-three hours of homework per week. A typical class is four credits so you can expect 8-12 hours of homework per week from one class.

Expectations of a PSEO student:

- plan your schedule with your high school counselor;
- plan for two-three hours of homework per credit per week;
- be self-motivated, well-organized and able to work independently;
- read and write at an advanced level;
- seek and request help when needed;
- read the course syllabus thoroughly;
- check University email account often;
- complete assignments by due dates;
- take exams on time;
- track your own grades - there is no online grade book;
- maintain a high GPA;
- submit a new PSEO form each semester;
- return textbooks at the end of each semester; and
- request an official Morris transcript be sent to your high school.

Part 2. Admission to Morris as a PSEO Student

Admission to Morris as a PSEO student is **not** the same as undergraduate admission to Morris. **As a PSEO student you are not formally admitted to a degree program within the University, you are officially considered a nondegree seeking student.** If, upon your high school graduation, you wish to attend the University of Minnesota, Morris, we will assist you with the procedures that will convert your application to a full time degree seeking student.

Once admitted, you do NOT need to reapply each term to remain in the program. However, admission is on a semester by semester basis upon review of academic performance of the previous semester. To remain in good academic standing, students must maintain at least a 2.00 GPA in all UMM courses.

The Application Process

Student interested in PSEO enrollment should follow the application procedures found on the Admissions Office web site. <http://admissions.Morris.umn.edu/howtoapply/postsecondary/>.

Admission is selective and complete applications must include:

- Completed application for admission
- High school transcript
- Current class rank and ACT (including writing portion)

All questions concerning your application and admission status should be directed to the Admissions Office. Call 1-888-866-3382, or 320-589-6035.

GPA Requirements for Students and Dismissal from the PSEO Program

You are required to maintain a **2.00 cumulative and term grade point average** in your University of Minnesota courses during your participation in the program.

If your GPA falls below this criterion, you will receive a letter indicating that you are dismissed from the PSEO program.

It is important that you understand that the Morris staff has the right and responsibility to act in what they believe to be the student's and the program's best interests.

Part 3. The Course Registration Process

Selecting the Right Course

College courses are challenging and require strong self-discipline. You are responsible for choosing a course that is appropriate to your needs and educational level and for completing it. It will be much easier to do well in a course that is interesting to you-choose carefully!

If you would like to take a Morris course to fulfill a high school requirement, you **must** discuss this with your high school counselor **before you register for a Morris course** to verify that the course will count toward your high school requirements. Guidance Counselors are asked to complete the "Balance Sheet" which provides detailed information regarding how the student intends to satisfy their high school requirements.

Finding Course Information

You can find information about the courses that are currently offered at the University of Minnesota, Morris by visiting [Class Search - Search Criteria](#) . Read this information carefully to determine if the course is appropriate for you, paying special attention to the required prerequisites.

Majors Offered at Morris

If you are interested in exploring the undergraduate majors offered at the University of Minnesota, Morris you should review the [Morris Academic Catalog](#) . This site describes all of the undergraduate majors that Morris offers and lays out required course work for majors and minors.

Fulfilling High School Requirements

As a PSEO student, you can use the credits you earn at the University of Minnesota to fulfill your high school graduation requirements, including Minnesota Graduation Standards. In order to receive one year of high school credit, you must take at least four semester credits of University course work.

This usually means you must take one semester-long course of a particular subject to fulfill a year's worth of high school requirements. Please contact your high school counselor for specific information on how they will apply University coursework toward your high school requirements.

Before Registration

1. Read the Morris PSEO Student Guide from start to finish!
2. Meet with your high school counselor or the Morris PSEO adviser about course selections, program planning, and enrollment requirements. They will be best at helping you fit this into your schedule and showing you how the credits may apply to high school graduation requirements.
3. Evaluate your daily schedule and consider course work expectations and how to balance it with other commitments.
4. Review the following information as it pertains to your student status.
 - If you wish to drop from a Morris PSEO course, please contact the Morris PSEO Coordinator and your Guidance Counselor immediately.
 - Lack of participation or failure to attend class DOES NOT result in an automatic withdrawal from a course. *Once enrolled in a course, you are expected to meet the requirements of that course unless you officially withdraw from it.* After 10 days of instruction, cancelling a course is considered a withdrawal and a "W" will appear on your transcript.

How to Officially Register for PSEO Courses

1. Students will be permitted to register for courses *only* after they have been formally admitted to the University of Minnesota, Morris and have confirmed their intent to enroll.
 1. Students are expected to maintain a full-time course load; the high school will monitor that the total number of combined classes at the high school and University does not exceed full time status.
 2. Morris cannot guarantee enrollment in specific courses and enrollment in courses is on a space available basis; be flexible when selecting courses.
 3. Admitted students who plan to enroll full time are invited to register in early summer; part-time students register for courses in early August.
 4. All course registration is done in person and with approval by the UMM PSEO Coordinator only. Absolutely no online registration/cancellation. Students may contact the PSEO Coordinator for more information about course registration.

The complete Registration Process includes:

- An approved class schedule developed and discussed by the student, PSEO Coordinator and Guidance Counselor.
- The [PSEO Notice of Registration form](#) must be signed by you, your high school counselor or home school educator, and your parent/guardian if you are under 18 years old. Mail or fax the signed form to the Morris PSEO Program (fax: 320-589-6473)

- Please fill out section one.
- Ask your school counselor to complete section two. (Home school name and educator should be listed where high school and high school secondary contact person is requested. For school district of attendance and district number, list the name and number of the school district where the student resides.)
- .]The Morris PSEO Program staff will complete section three and send a copy of the completed form to both the Minnesota State Department of Education and your high school or home educator after the second week of class.

This form must be completed *each* semester. It documents the courses you are taking, indicates the number of hours you are attending high school, and provides verification from the high school and the college that you are eligible to receive PSEO program benefits.

- The **Request for Official Morris Transcript** must be submitted before Morris can send your Morris transcript to your high school or home school educator.

This form should be signed and dated by you. Once you have completed a course and the grades have been posted to the University registration system, Morris will send a transcript to your high school or home school educator so that these credits can be counted in progress toward your high school graduation. Your credits will also be on a University of Minnesota transcript to use toward college graduation.

- Ask your Guidance Counselor to complete and return the [PSEO Balance Sheet](#). The form will record which high school requirements you must complete and the Morris courses that will satisfy those requirements.

You will not be formally registered and enrolled until all properly completed documents are received and your registration is approved by the Morris PSEO Program Coordinator. PSEO students may not register for courses via the online registration system.

After Registration and Starting the Term

Students can view their course schedule by signing into the Registration System via the Morris **Student One Stop** at <http://www.Morris.umn.edu/onestop/>. We recommend printing a copy of this for your personal records.

All students new to the University of Minnesota need to initiate their Internet ID account. The information needed to initiate your account is sent with your registration confirmation letter. Your Internet ID account only needs to be initiated once, so if you have taken classes at the Duluth, Crookston, Twin Cities, or Morris campus of the University of Minnesota, you will use the same Internet ID and password. If you don't have your letter containing your student identification number, contact the Office of Admissions at 1-888-866-3382 to get your ID number.

Visit the One Stop for more information about student services including instructions for setting up parent/guest access.

Course Syllabi

For each Morris course, the instructor will provide a course syllabus. The syllabus contains necessary information for the class including required texts, grading policies, assignments, and the contact information for the instructor. You keep a copy of your syllabus even after the class has ended. If you decide to go to a college other than the University of Minnesota upon graduation from high school, having syllabi available for your classes may help you to transfer your credits.

In addition, be sure you read each syllabus thoroughly during the first week of your course to ensure that you are fully aware of the content of the course and the expectations for successfully completing it.

Text Books

Registered students may pick up their required text books at the UMM Bookstore after receiving a bookstore voucher form at the PSEO Program Office. Vouchers will be given only to students who have completed and returned all necessary paperwork. Vouchers are typically available during Orientation in the Fall and the first day of the Spring semester.

Text books must be returned to the PSEO Program Coordinator by the last day of finals week. Students will be billed for the cost of books not returned by the deadline and a “hold” will be placed on the student record.

Your Morris Student Account

Check your University account often for important notices. You are responsible for all information sent to your [University-assigned student email account](#), this is the University's official means of communication with you as noted in this University-wide policy <http://www.policy.umn.edu/Policies/Education/Student/EMAIL.html>

Part 4. PSEO Policies and Procedures

PSEO Program Costs

The Minnesota Department of Education (MDE) reimburses the University for a portion of your tuition and textbook costs. The PSEO program covers tuition, required textbooks and course packets. The PSEO program does NOT cover optional textbooks or items not available in the Morris Bookstore and consumable supplies (such as notebooks, art supplies, film, goggles or laboratory damage deposits). The fee for RFC membership is a community based fee and not covered by the PSEO agreement.

Consultation with Your High School Counselor

It is extremely important that you keep your high school counselor up-to-date on the status of your enrollment in the PSEO Program. The University will send your high school counselor a copy of your course enrollment after you register. In the case of a course withdrawal, you are required to notify your high school of your enrollment change. You are also expected to notify your high school counselor immediately if you are dismissed from the program, in order to ensure that you have a contingency plan developed to complete remaining high school requirements (if any). It is also imperative that you review your course selections with your high school counselor prior to registration in order to verify that you are fulfilling the graduation requirements for your high school. Your high school (not the PSEO program) determines how your Morris credits will transfer to your high school.

Understanding Your Registration in the PSEO Program

Summer Session: You may register for courses during either Summer Session I or Summer Session II, but all tuition, fees, and books for summer courses are at your own expense; it is not covered by the PSEO program.

Academic Year: Registration is based upon acceptance to the Morris PSEO Program on a space available basis.

As a PSEO student, registration is on a semester by semester basis. If you are registered for fall courses, you will be allowed to officially enroll in spring courses when spring registration opens. Morris does not guarantee enrollment in specific courses.

PSEO students must meet the same academic progress requirements as all other students. A minimum Morris GPA of 2.0 is required each semester. If your GPA falls below this, your admission to the Morris PSEO program will be immediately withdrawn.

PSEO students must make all changes to their registration (i.e., adding or dropping courses, changing grade base, etc.) through the Morris PSEO Program Coordinator.

Class Attendance Policy

PSEO students, as all other students, are expected to attend all class sessions and adhere to the attendance policy outlined in their course syllabus. Failure to attend class often results in automatic reduction in course point totals, and ultimately, the final grade. High school vacation days or trips that cause students to miss a class session are not excused absences for University courses.

Student Conduct

All students must adhere to the University's Student Conduct Code, which covers everything from theft to scholastic dishonesty. The policy can be found at http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf

You are responsible for knowing the content of the Student Conduct Code. The code also addresses cheating and plagiarism, which are treated as serious offenses at the University. Most professors will treat cases of scholastic dishonesty by assigning the student an “F” for the course. The definition of academic dishonesty is stated in each University course syllabus. If you are found guilty of academic or other type(s) of misconduct, you will be dismissed from the Morris PSEO Program.

Important Registration Related Deadlines

All students must be aware of and following University of Minnesota, Morris policies and deadlines for all matters regarding their course registration. Please review the official [Essential Deadlines](#) calendar for deadlines pertaining to adding or dropping classes. Consult the PSEO Program Coordinator immediately if you wish to make a change in your course registration.

Academic Difficulty

Discuss any academic difficulties you are having with your course with your instructor as soon as possible. You must also discuss difficulties with your high school counselor. PSEO students enrolling in on campus courses have full access to academic support resources via the Academic Assistance Center and are strongly encouraged to use these services when they might be of benefit. Please see the PSEO Program Coordinator if you need assistance in getting started.

Tracking Your Grades During a Course

You are responsible for keeping track of your grades in courses. University faculty do not post grades electronically until after the final exam, so you must keep track of how you are doing through your graded assignments. The course syllabus will guide you on how exams and other assignments are used in the final course grade. If you do not know how you are doing in a course, please ask.

Consequences of Canceling Your Course

You must contact the PSEO Program Coordinator to cancel or change a course. **It is not enough to stop submitting assignments or stop going to class.** This usually results in a grade of “F” or “N” being assigned by the instructor and will affect your GPA.

Please note that a change in your registration status should be made by the deadlines to drop a course without a designation of “W” (withdrawal) on your transcript. A “W” is not a punitive grade, and it does not calculate into your GPA.

- **A drop occurs within the first 10 days of instruction and will NOT appear on your transcript.**
- **A withdrawal occurs after 10 days of instruction and will appear on your transcript.**
(see [Essential Deadlines](#) information for semester specific dates)

You should consider withdrawing from University courses after the first cancellation deadline only in extenuating circumstances when all of your other options have been exhausted.

How to Cancel Your Course

If students wish to cancel/drop a course, it must be formally submitted in person or via email to the Morris PSEO Program Coordinator. Students should immediately notify their High School Guidance Counselor of their intent to drop a course.

If the last day to withdraw from a course has passed, PSEO students will need to complete and submit the [“One-Time” Discretionary Course Withdrawal Form](#).

The Morris PSEO Program Coordinator notifies the Minnesota State Department of Education of all PSEO registrations after 10 days of instruction.

Grade Basis

Most Morris courses should be taken on an A-F basis. However, some courses are only offered S-N. A-F means that you will receive a regular letter grade, and S-N stands for Satisfactory-Not Satisfactory. If you receive an “N” you do not get credit for the class. If you receive an “S,” you get credit, but no grade for the course is figured into your GPA. To receive an “S,” you typically must earn a “C-” or better in the class. When you register for a course you will be asked to indicate which grading scale you want to use. Before choosing to take a class under the S-N option, discuss this choice with your high school counselor, your parents, and the admissions office(s) at the college(s) to which you will be applying in the future. High school approval is **required** for this option, and selecting the S-N grade base might affect the transferability of the course as well as its usefulness toward an undergraduate degree and/or professional or graduate school application.

University Grading System Policy

The University’s Official **Grading System** is listed in the policy at <http://www.policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html> (refer to your course syllabus for variations).

The list below identifies the possible permanent grades that can be given for any course for which credit is to be awarded. These grades will be entered on a student's official transcript and, for an A, B, C, or D with permitted pluses and minuses, carry the indicated grade points. (Except for the Law School, the University does not award A+ grades, nor are D- grades permitted). The S grade will not carry grade points but the credits will count toward the student's degree program if allowed by the college, campus, or program.

A 4.00	Represents achievement that is outstanding relative to the level necessary to meet course requirements
A- 3.67	
B+ 3.33	

B 3.00	Represents achievement that is significantly above the level necessary to meet course requirements
B- 2.67	
C+ 2.33	
C 2.00	Represents achievement that meets the course requirements in every respect
C- 1.67	
D+ 1.33	
D 1.00	Represents achievement that is worthy of credit even though it fails to meet fully the course requirements
S	Represents achievement that is satisfactory, which is equivalent to a C- or better.

There are two permanent grades given for a course for which no credit is to be awarded. These grades will be entered on a student's official transcript:

F	Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see Section D). The F carries 0 grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course will count in the grade point average.
N	Represents no credit and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see Section C). The N carries no grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.

There will be a symbol I (incomplete) awarded to indicate that the work of the course has not been completed.

I*	There will be a symbol I (incomplete) awarded to indicate that the work of the course has not been completed. The I will be assigned at the discretion of the instructor when, due to extraordinary circumstances (as determined by the instructor), the student who has successfully completed a substantial portion of the course's work with a passing grade was prevented from completing the work of the course on time. *see "Incompletes and Extensions"
----	--

Incompletes and Extensions

If you will not be able to finish your course on time, you may ask your instructor for an extension and a temporary grade of Incomplete "I". Extensions require completing an [Agreement to Assign Incomplete Grades Form](#) to establish a new deadline that you and your instructor agree on. The agreement must be signed by both you and your instructor. Your instructor will submit the form to the Morris Office of the Registrar for imaging.

- Your instructor is **not** required to grant an extension. You can increase your chance of approval by finishing at least half of the course work by your original deadline and by making your request at least a month before your deadline.
- If your instructor does not agree to an extension, and you do not finish a course, you will receive an "F" or an "N" for the course.
- If the course is not completed within a year of receiving the "I," you will receive an "F" or "N." You can earn credit in the course only by re-registering for a new section of the course and completing it in full.
- **You may not withdraw from a course for which you have recorded an incomplete.**

Obtaining Grades After Completing a Course

Grades are posted online when the final grade for the course has been determined. Students are responsible for checking their grade(s). Morris does not send grade reports to students or parents. To access your grades or your unofficial transcript online once you have completed your course, visit <http://www.Morris.umn.edu/onestop>, click on the quick links entitled "Grades" or "Transcript (unofficial)." You will need your University Internet ID and password to access your online student record.

The PSEO statute stipulates that grade reporting to high schools is the responsibility of the student; however, as a courtesy, Morris will submit your grades to your high school if you have returned a signed and completed Request for Official Morris Transcript Form. You are responsible for making sure your high school receives your grades.

There is no charge for this transcript to be sent to your high school. The signed **Request for Official Morris Transcript Form** must be returned received to be in compliance with the Family Educational Rights Privacy Act (FERPA) guidelines.

If you need an additional transcript sent to another college or university, you must request it from the Morris Office of the Registrar and pay a small fee. (See Obtaining a Transcript for College.)

Third Party Access to Student Files

Consistent with the Federal Educational Right to Privacy Act (FERPA), the Morris PSEO Program will not share private student data, including grades, with any third party (e.g., parents, friends, etc.) except the high school, without the student's express written consent.

Granting Parent/Guest View Access (optional)

You must be an enrolled student at a University of Minnesota campus to use this service. You can invite another person to be a guest viewer via an email generated within the [Parent/Guest Access](#) application. Your guest responds by clicking an encoded link within the email. This process associates your student record with your guest viewer and provides the guest viewer with a secure University Internet ID and password. You will receive email notification when this step has been completed and then be able to grant specific viewing rights to one or more of the six subject areas of your student record. You are able to discontinue or change access to your record at any time. [Login to the Parent/Guest View Access System](#)

Parent/Guest: Forgot your password? Contact the Computing Services Helpdesk: 320-589-6391.

Request to Suppress Directory Information

The University of Minnesota Campus Directory is available online at <http://directory.Morris.umn.edu/>. It supplies users with contact information including e-mail address, home address, phone number, campus address, and campus phone number (if applicable) of students, staff, and faculty at the University. If you do NOT want this information to be available to anyone, you must request directory suppression using a form available from the Office of the Registrar or available online at <http://www.Morris.umn.edu/onestop>, through the quick link entitled “Directory Suppression.”

Updating Personal Information

All students are responsible for ensuring that the contact information they provide is accurate and current. To update an address, phone number, or other personal information, visit <http://www.Morris.umn.edu/onestop> and click on the link “Personal Information.” Supply your University Internet ID and password.

Using Email as Official Student Communication

All University students receive a University email account. **This is the OFFICIAL method of communication. You are responsible for checking your University email account on a regular basis. This is how the PSEO Program Coordinator, faculty and others will communicate with you for all University of Minnesota business.**

Your account only needs to be initiated once when you are first enrolling, so use your current account if you have one already. To initiate your University email account, go to <http://www.Morris.umn.edu/onestop/initiate/>.

For more information about this University-wide policy, visit <http://www.policy.umn.edu/Policies/Education/Student/EMAIL.html>

Part 5. Using Your PSEO Credits

For High School Credit

Your course work and grades from the University of Minnesota, Morris will appear on your high school transcript. The transfer ratio from the University to your high school is 4:1. This means that you must take four semester credits at the University to receive a year's worth of high school credit. Since the most Morris courses are four credits, this means that you will take one semester of a subject to equal a year's worth of high school credit.

Your high school administration determines how your University of Minnesota credits will transfer to your high school (as electives, or as subject requirements), so it is imperative that you discuss your choice of Morris courses with your high school counselor to ensure that you are fulfilling your graduation requirements at your high school. This information should be recorded on the "Balance Sheet" and returned to the PSEO Program Coordinator.

The PSEO statute stipulates that grade reporting to high schools is the responsibility of the student; however, as a courtesy, Morris will submit your grades to your high school if you have returned a signed and completed Request for Official Morris Transcript Form.

All PSEO students must fill out a Request for Official Morris Transcript form in order for your high school to receive a transcript of your final grade in the course. You are responsible for making sure your high school receives your grades.

For College Credit

Remember that by taking PSEO courses, you are generating a regular University of Minnesota transcript. This transcript and the grades on it will follow you wherever you go. After you graduate from high school you may decide to apply to the University of Minnesota. If this is the case, you will not need to transfer your PSEO credits; you will simply build on the transcript you started as a PSEO student.

If you apply to another institution, keep in mind that accepting transfer credits is always a decision made by the accepting institution and institutions vary greatly in their policies regarding transfer credits. You should contact the Admissions Office at your school of choice to inquire about the transferability of your PSEO coursework. Most states do not have programs like Minnesota's PSEO program, so some out-of-state schools may not understand that you have done regular college-level course work. There are a few colleges that simply will not accept PSEO credits because students received concurrent high school credit. Some colleges may limit the number of PSEO credits they will accept.

It's always a good idea to keep the syllabi from the classes you have taken in case there are any questions from other colleges about the content of your classes. This might increase the chances that you can transfer your credits to another institution.

Obtaining a Transcript for Other Colleges

Transcripts are dispersed through the Morris Office of the Registrar, in 212 Behmler. 600 East 4th Street, Morris, MN, 56267. There are two types of transcripts, official and unofficial. You are not likely to need an official transcript for anything until you apply to college(s) as a degree seeking student.

Unofficial transcripts are free and available by visiting <http://www.Morris.umn.edu/onestop> and clicking on “Unofficial Transcript”.

Official transcripts imprinted with the seal of the Regents of the University of Minnesota cost \$5. The Morris Office of the Registrar will mail them out in 2-3 working days to you or to an address you designate. There is a rush service available that costs \$10; the transcript office will issue to you or mail an official transcript the same day you request it, if the request is received before 2 PM CDT. There is also a fax service for \$10 that guarantees that the transcript office will fax your official transcript the same day you request it, if the request is received before 2 PM CDT. For more information, write to Morrisregistrar@lists.umn.edu.

You are the only person who can request a transcript. You may not request a transcript via phone. The University works hard to maintain the integrity of grades and records, and for this reason, the Office of the Registrar is the only place that generates and mails transcripts. The Morris PSEO Program cannot print transcripts.

Part 6. Computing and Technology

Activating and Accessing your University of Minnesota Email Account

As a University student, you are automatically issued an email account. University of Minnesota email accounts are considered to be the University’s official correspondence with you. Your instructor, adviser, and other administrators will send important messages to your email account; therefore **you are required to activate and frequently use your account.**

The information needed to initiate your account is included in your admission letter. Your Internet ID account only needs to be initiated once, so if you have taken classes at the Duluth, Crookston, Twin Cities, or Morris campus of the University of Minnesota, you will use the same Internet ID and password. If you don’t have your letter containing your student identification number, contact the Office of Admissions at 1-888-866-3382 to get your number.

To initiate your University email account, go to <http://www.Morris.umn.edu/onestop/initiate/>.

You will need to have the following information available: your student ID number, Social Security Number (this number will be used for verification purposes only), your date of birth, and a password of your choice (follow the instructions online). You will be assigned an Internet ID (also called an X.500).

It is **VERY** important to remember your University internet ID and password; you will need this information to access your email, course information and your student record.

Your email address is your internet ID followed by “@Morris.umn.edu” (e.g. ande0022@Morris.umn.edu). In this example, “ande0022” is considered the internet ID (or X.500).

Once activated, you can access your account from any computer, via <http://www.Morris.umn.edu/webmail/>. You will need to enter your internet ID and password

If you have trouble initiating your account, contact the

Morris Campus Help Desk:
320.589.6391.

ummhelp@Morris.umn.edu

[Computing Services](#)

[Help Desk Request form](#)

Your Official University ID card (UCard)

The U Card identifies you as a student, staff or faculty member of the University of Minnesota Morris campus. Your first U Card is free and can be obtained at 205 Behmler Hall. Bring a government issued photo ID (Driver’s License, State ID, Military ID, Tribal ID or passport) and be prepared to have your picture taken.

Your U Card is used for many things on the Morris campus. It is not just your photo ID! You'll use it to access campus services:

The U Card acts as a key to electronically identify a cardholder's role within the University community, thus verifying eligibility for campus services. Here is a list of U Card uses:

- Campus visual ID purposes
- The U Card is used by Briggs Library to determine eligibility for access to their materials. All campus library locations that extend borrowing privileges require the U Card.
- The U Card is used to access Dining Services. However, the U Card Office does NOT handle your meal plan.

U Cards must be properly cared for. A \$20.00 replacement fee will be assessed for replacement (lost, stolen or damaged) U Cards.

Part 7. Morris PSEO Program Staff

The following directory provides important contact information for individuals associated with PSEO student support service at the University of Minnesota, Morris campus.

Please contact us if you have questions or need assistance.

Brenda Boever

PSEO Program Coordinator
University of Minnesota, Morris
110 Briggs Library (tunnel entrance)
600 E 4th St.
Morris, MN 56267
320-589-6466
E-mail: boeverba@Morris.umn.edu

Ginger Nohl

PSEO Billing
University of Minnesota, Morris
328 Briggs Library
600 E 4th St.
Morris, MN 56267
320-589-6010
E-mail: nohlg@Morris.umn.edu